## Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

PLEASE READ THE FOLLOWING II Before completing this form please read the guidance note If you are completing this form by hand please write legibly your answers are inside the boxes and written in black ink. You may wish to keep a copy of the completed form for you	es at the end of the form. y in block capitals. In all cases ensure that Use additional sheets if necessary.
I/We being the pre (full name(s) of premises licence holder)  a premises licence to specify the individual premises supervisor under section 37 of the Licence holder.	mises licence holder, apply to vary
Premises supervisor under section 37 of the Ele	ensing Act 2003
Part 1 – Premises details Postal address of premises or, if none, ordnance survey	map reference or description
Post town	Post code
Telephone number (if any)	
Description of premises (please read guidance note 1)	

## Part 2

Full name of proposed designated premises supervisor	
Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)	
Full name of existing designated premises supervisor (if any)	
Please tick ✓ yes	
I would like this application to have immediate effect under section 38 of the Licensing Act 2003	
I have enclosed the premises licence or relevant part of it	
(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)	
Reasons why I have failed to enclose the premises licence or relevant part of it	
Please tick ♥ yes	
<ul> <li>I have made or enclosed payment of the fee</li> <li>I will give a copy of this application to the chief officer of police</li> <li>I have enclosed the consent form completed by the proposed premises supervisor</li> <li>I have enclosed the premises licence, or the relevant part of it or explanation</li> <li>I will give a copy of this form to the existing premises supervisor, if any</li> <li>I understand that if I do not comply with the above requirements my application will be rejected</li> </ul>	

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

## Part 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 3).

## **Guidance notes**

- 1. Describe the premises. For example the type of premises it is.
- 2. The application form must be signed.
- 3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
- 5. This is the address which we shall use to correspond with you about this application.