

Change of Supervisor

If you wish to change the person who is appointed as the Designated Premises Supervisor (DPS) then you are required to apply for a 'Change of Supervisor'.

If the DPS has left a premises, a new one must be appointed immediately. There is an application process that must be completed before you are authorised to sell alcohol on the premises (it must be indicated on the form that you wish this application to take immediate effect).

To apply for a change of supervisor, the premises licence holder must complete the following:

Application form.

£23 payment (cash, cheque (payable to Chesterfield Borough Council) or by card).

The original premises licence. If you do not have the original or a certified copy you must pay £10.50 fee for a duplicate copy.

The person who is applying to be DPS will need to complete and sign a DPS consent form.

You will need to attach the existing Premises Licence. If you do not have the original or a certified copy, you must pay the appropriate fee of £10.50 for a duplicate copy.

On submitting your application to the council's Licensing Section at Customer Service Centre, you must pay the appropriate application fee of £23 by cash, cheques (payable to Chesterfield Borough Council), or card).

You will also be required to submit a copy of your application to:
Derbyshire Constabulary, Licensing Unit, Chesterfield Police Station, Beetwell Street
Chesterfield, S40 1QP on the same day that you have submitted your application to the Council.

Once the Licensing Section has accepted the application as complete and you have ticked the relevant box to indicate that you would like the application to take immediate effect, you will be allowed to sell alcohol immediately and will not be in breach of the mandatory conditions.

Breach of mandatory condition

If you are authorised under the Premises Licence for the retail sale of alcohol the following mandatory condition is placed on your licence.

No supply of alcohol may be made under this licence at a time when: there is no DPS; or the DPS does not hold a personal licence or his or her personal licence is suspended.

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

The government considers it essential that police officers, fire officers and the council as the licensing authority can immediately identify the DPS so that any problems can be dealt with swiftly. The police can, at any stage after the appointment of a DPS, seek a review of a premises licence on any grounds relating to the licensing objectives if anxieties arise about the performance of the supervisor.

Objection to the application.

The police can object to the 'change of supervisor' if they feel it undermines the crime prevention objective. Such objections are rare and arise because the police have evidence that the business or individuals seeking to hold the licence are involved in crime or disorder.

