



Licensing Act 2003

Application to Vary a Premises Licence to specify individual as Designated Premises Supervisor (DPS)

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Once completed, send your application to the following:-

- **ORIGINAL - Environmental Health - Licensing**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
 - **COPY - Norfolk Constabulary Licensing Team**, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.
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I / We
(insert full name(s) of premises licence holder)

being the premises licence holder, apply to vary the premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003.

Premises licence number:

Part 1 – Premises details

Name, postal address of premises or, if none, ordnance survey map reference or description:

Post town

Postcode

Telephone number at premises (if any)

Description of the premises (please read guidance note 1):

Part 2

Full name of proposed designated premises supervisor:

Nationality:

Place of Birth:

Date of Birth:

Personal Licence Number:

Issuing Authority:

Full name of existing designated premises supervisor (if any)

Part 3

Please tick yes

I would like this application to have immediate effect under Section 38 of the Licensing Act 2003 (see guidance note 2)

Please tick yes

I have enclosed the existing premises licence

If you have not enclosed the premises licence referred to above please give the reasons why not.

Checklist

Please tick ✓ yes

- I have made or enclosed payment of the fee. Cheques should be made payable to 'BCKLWN':
- I have enclosed the consent form completed by the proposed premises supervisor
- I have enclosed the premises licence or relevant part of it or explanation.
- I have sent a copy of this application to the chief officer of police today – to the address shown on the front of this application.
- I have notified the existing designated premises supervisor, if any, of this application (**see guidance note 3**)
- I understand that if I do not comply with above requirements my application will be rejected.

It is an offence under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24B of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under Section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same Act, will be committing an offence where they do so in the knowledge, or with reasonable cause believe, that the employee is disqualified.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does

with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 4) If signing on behalf of the applicant please state in what capacity.

Signature: Date:

Capacity:

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent. (Please read guidance note 6) If signing on behalf of the applicant please state in what capacity.

Signature: Date:

Capacity:

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 7)	
Name:	Address:
If you prefer us to correspond with you by e-mail your email address (optional):	

Notes for Guidance

1. Describe the premises. For example the type of premises it is.
2. An application to vary a premises licence so as to name a different premises supervisor may be given immediate effect (that is, from the time the application is received by the licensing authority) if the premises licence holder requests it at the time he makes the application under section 37. Section 38 enables the holder of a premises licence to continue the supply of alcohol if, for example, the existing

premises supervisor is suddenly indisposed or unable to work. If the application is rejected, the licence reverts to the form it took before the application was made.

3. Section 37(4)(b) of the Licensing Act 2003 requires the premises licence holder to notify the existing designated premises supervisor (if any) about this application. It is sufficient for the licensee to inform the existing premises supervisor in writing, without the need to share the specific details of the application. The notice should state whether section 38 of the Act (circumstances in which section 37 application given interim effect) applies to the application.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. The application must be signed.
6. Where there is more than one applicant, both applicants or their respective agents must sign the application form
7. This is the address which we shall use to correspond with you about this application.