

Home > Business > Licensing and permits > Alcohol entertainment and food licences > Premises licences > DPS variationremoval

# DPS variation / removal

Last Modified June 09, 2023



Any premises where alcohol is supplied must have a nominated Designated Premises Supervisor (DPS) named on the premises licence. The DPS must hold a [Personal Licence](#).

No sale of alcohol is permitted if the supervisor leaves or if their Personal Licence is revoked, suspended or surrendered.

If the DPS leaves the premises or no longer has a Personal Licence, the premises licence holder should apply to vary the nominated DPS to another person who holds a Personal Licence. No interim measures are available with regard to the supply of alcohol without a DPS, therefore this application should be made immediately in order to legally continue to supply alcohol.

## Apply to vary the designated premises supervisor

Only the premises licence holder can apply to vary the person named as DPS on their licence. A premises licence holder can apply online to [vary the DPS named on your licence](#) or the proposed DPS can [give your consent to be named as DPS](#) on a licence.

Alternatively you can download and complete the [application to vary the DPS form \[PDF 104KB\]](#) and the proposed new DPS must also sign a [consent of DPS form \[PDF 80KB\]](#).

A [copy of the application](#) must be served on Blackpool police licensing unit. If you apply online a copy of the application is sent electronically to the police for you. If you submit the application on a paper form you must send a copy to the Police yourself.

Submit both forms together with the fee of £23 and the original premises licence and summary for amendment.

The police have 14 days from receipt to submit any objections to the application. If there are no objections after this time your licence will normally be issued within 10 working days.

## Resign as designated premises supervisor

If you no longer wish to carry out the role of DPS and no application to vary the DPS to someone else has been made, you can request that your name is removed from the premises licence. Download and complete the [request to be removed as DPS form \[PDF 94KB\]](#).

You must send the completed form to the licensing service and a copy to the premises licence holder if you do not hold the premises licence yourself. There is no fee required. We will send you confirmation that you have been removed as DPS normally within 5 working days.

## Contact

### Licensing service

Municipal buildings, Corporation Street, Blackpool, FY1 1NF

**Telephone** 01253 478572

**Email** [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

The licensing service is available to contact by telephone between 10:00am and 2:00pm Monday to Friday or visit in person by appointment only at the licensing desk at Blackpool Council's Customer First Centre on Corporation Street .

Additional information

Premises-Licence-application-overview

Association of Licensed Multiple Retailers

Licensing Act 2003 offences

Federation of Licensed Victuallers Association

British Beer and Pub Association

[↑ Back to top](#)

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