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DPS variation / removal

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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. They should 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].

Submit both forms together with the fee of £23 and the original premises licence and summary for amendment. You must also [send a copy of the application](#) to Blackpool Police Licensing Unit.

Alternatively you can apply online to [vary the DPS named on your licence](#) or [give your consent to be named as DPS](#) on a licence. If you apply online a copy of the application is sent electronically to the police for you.

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

The Licensing Service is available to contact by telephone or to visit in person to the Licensing desk at Blackpool Council's Customer First Centre on Corporation Street between 10.00am and 4.00pm Monday, Tuesday, Thursday, Friday and Wednesday 10.00am-13.00pm.

[Premises-Licence-application-overview](#)

[Association of Licensed Multiple Retailers](#)

[Licensing Act 2003 offences](#)

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[British Beer and Pub Association](#)

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