

Dear Sir or Madam

# Licensing Act 2003 – Section 37

**Enquiry - Designated Premises Supervisor Variation Application**

Thank you for the recent enquiry regarding submitting an application to vary the current Premises Licence to specify a new Designated Premises Supervisor.

Please find enclosed the appropriate forms and I would specifically draw your attention to the statutory guidance notes set out at the rear of the application form.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form L12**.
2. Consent form – **Form L14**.
3. The application costs **£23.00** and should be paid by card via our Customer Services Team when visiting the council offices or by telephone on 01243 534740.
4. The original copy of the existing Premises Licence that is in force at the premises (both Parts A and B) must be returned. If this is not practicable, a statement of the reasons for the failure to provide the licence is required. When sending in the originals, we would suggest that a photocopy is retained at the premises whilst the application is being processed.
5. A copy of the application, along with any documents accompanying it, must be submitted to the Chief Officer of Police on the same day on which the application is given to the Licensing Authority. For postal applications, Sussex Police have specifically asked that the following address is used, however it is permissible to serve a copy at any other Sussex Police station.

**Chief Officer of Sussex Police, c/o Licensing Officer, Sussex Police, Centenary House,**

**Durrington Lane, Worthing, West Sussex, BN13 2PQ.**

However, it is permissible to submit the application to both this Licensing Authority and Sussex Police by email to the following addresses:

Licensing Authority - licensing@chichester.gov.uk; and Sussex Police - WS\_licensing\_WOR@sussex.pnn.police.uk

1. Notification must be given to the existing Designated Premises Supervisor (if there is one) that this application has been made.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully

# Licensing Team Growth & Place