

Licensing Act 2003

How to specify an individual as the Premises Supervisor (Section 37)

An application under Section 37 of the Licensing Act 2003 – Application to vary licence to specify as premises supervisor should be made by the Premises Licence Holder who wishes to appoint a new Designated Premises Supervisor. If this application is required at short notice then a faxed copy of the application and the consent form may be submitted to the Licensing Team.

The application may have interim effect while the application is being determined. If this is required, the box on page 2 should be ticked.

Consent of the individual who is to become the Premises Supervisor must be supplied.

Please submit:

- Completed application form to vary the Premises Licence to specify an individual as the Premises Supervisor (section 37)
- Consent form completed by the new Premises Supervisor
- Fee - £23 cheques made payable to Arun District Council
- The premises licence (the summary may remain at the premises until the transfer is determined) if this is not possible to supply then a written explanation of why the licence may submitted must be supplied.

A copy must be sent to the police and to the outgoing Premises Supervisor.

If there is Police objection to the application to transfer you will be notified by the police within two weeks of submitting the application. If necessary a hearing to determine the application may be arranged and you will be notified.

| | |
|--|--|
| <p>Licensing Manager Environmental Health Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF Tel: 01903 737755 Licensing@arun.gov.uk www.arun.gov.uk/licensing</p> | <p>Police Neighbourhood Licensing Team Licensing Unit Centenary House Durrington Lane Worthing West Sussex BN13 2PQ</p> <p>0845 60 70 999 Ask for Neighbourhood Licensing Team <u>ws_licensing_wor@sussex.pnn.police.uk</u></p> |
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LICENSING ACT 2003
SECTION 37

Application to vary a premises licence to specify an individual as designated premises supervisor

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

| |
|-------------------|
| Reference number: |
|-------------------|

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.

I/We _____
[Insert full name(s) of premises licence holder]

being the premises licence holder, apply to vary a 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

| | |
|--|----------|
| Postal address of premises or, if none, Ordnance Survey map reference or description | |
| Town | Postcode |
| Telephone No. (if any) | |

| |
|---|
| Description of premises (please read guidance note 1) |
|---|

Part 2

| |
|---|
| Full name of proposed designated premises supervisor |
| Personal licence number of proposed designated premises supervisor Issuing authority of that licence |
| Full name of existing designated premises supervisor (if any) |

| | |
|---|---|
| | Please tick <input checked="" type="checkbox"/> |
| I would like this application to have immediate effect under section 38 of the Licensing Act 2003 | <input type="checkbox"/> |
| I have enclosed the premises licence or relevant part of it | <input type="checkbox"/> |
| (if you have not enclosed the premises licence or relevant part of it, please give reasons why not) | |
| Reasons why I have failed to enclose the premises licence or relevant part of it: | |

- | | |
|--|---|
| | Please tick <input checked="" type="checkbox"/> |
| • I have made or enclosed payment of the fee | <input type="checkbox"/> |
| • I will give a copy of this application to the Chief Officer of Police | <input type="checkbox"/> |
| • I have enclosed the consent form completed by the proposed premises supervisor | <input type="checkbox"/> |
| • I have enclosed the premises licence or relevant part of it, or explanation | <input type="checkbox"/> |
| • I will give a copy of this form to the existing premises supervisor, if any | <input type="checkbox"/> |
| • I understand that if I do not comply with the above requirements my application will be rejected | <input type="checkbox"/> |

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 3 - Signatures (please read guidance note 2)

Signature of applicant or applicant's Solicitor or other duly authorised agent (please read guidance note 3). If signing on behalf of the applicant, please state in what capacity.

Signature: -----

Date: ----- Capacity: -----

For joint application's signature of 2nd applicant or 2nd applicant's Solicitor or other authorised agent (please read guidance note 4). 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 5) | |
| Post town | Postcode |
| Telephone number (if any) | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | |

Notes for Guidance

1. Describe the premises. For example, the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (e.g. Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants and/or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

Please address any communications to:

The Licensing Team
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

DATA PROTECTION

The information contained in this form will be used by Arun District Council for the purposes as indicated and will be further used or transferred to other organisations or individuals only as the law permits



LICENSING ACT 2003
SECTION 37(3)

Consent of individual to being specified as Premises Supervisor

I

of

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Type of application [please delete as appropriate]:
Premises Licence
Variation to Premises Licence to specify individual as Designated Premises Supervisor

by

relating to premises licence:

for the sale of alcohol at:

I also confirm that I am applying for/ intend to apply for/ or currently hold a personal licence, the details of which I set out below:

| | |
|---|--|
| Personal licence number [insert personal licence number, if any] | |
| Personal licence issuing authority [insert name, address and telephone number of personal licence issuing authority, if any] | |

Signed:

Name (please print):

Date:

