



**APPLICATION TO VARY A PREMISES LICENCE TO SPECIFY AN INDIVIDUAL AS DESIGNATED PREMISES SUPERVISOR UNDER THE LICENSING ACT 2003**

**I/We\***

[full name(s) of premises licence holder(s)]

**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	
Post Town	Postcode
Telephone number at premises (if any)	
Description of the premises (please read guidance note 1)	

**Part 2 – Proposed Designated Premises Supervisor**

## Checklist

I have	Please tick	yes
• 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 the 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"/>	

5. This is the address which we shall use to correspond with you about this application.