



**Application to vary a premises licence to specify an individual as
Designated Premises Supervisor**

An application to vary a DPS comprises of two documents; the application form itself and a 'Consent of individual to being specified as premises supervisor' form.

The current licensee of the premises must complete the variation of DPS application form; and the prospective DPS must sign the consent form.

There are four elements to a correctly served application:

1. the application form
2. the signed consent form
3. payment
4. the return of the existing Premise Licence document.

The statutory fee of £23 can be sent by cheque made payable to East Suffolk Council; or payment can also be made by telephone using a credit/debit card by telephoning 01394 444802.

Please send the completed application to:

Licensing Department
East Council
Riverside
Canning Road
Lowestoft
NR33 0EQ
Email: licensing@eastsuffolk.gov.uk

A copy of the application form and consent form must also be sent to Suffolk Constabulary at:

Licensing
Suffolk Constabulary
Old Nelson Street
Lowestoft Suffolk
NR32 1PE

If you wish to send your application via email and make payment by telephone, the licensing team will send the information to the Suffolk Constabulary on your behalf.

There is a 14 day consultation period for the Police to make any comments. If we receive none then the application is automatically granted and we will issue the licence.