

Guidance

# Alcohol licensing

Information on the different types of alcohol licences available and guidance on how to apply for them.

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## Designated premises supervisors

A designated premises supervisor (DPS) is the person who has day-to-day responsibility for the running of the business.

All businesses and organisations selling or supplying alcohol, except members clubs and certain community premises must have a designated premises supervisor.

Whoever holds this role must be named in the operating schedule, which you will need to complete as part of the application process, when you apply for a premises licence.

### What the DPS does

The person chosen to be designated premises supervisor (DPS) will act as primary contact for local government and the police. They must understand the social issues and potential problems associated with the sale of alcohol, and also have a good understanding of the business itself.

While they need not be on site at all times, they are expected to be involved enough with the business to be able to act as its representative, and they must be contactable at all times.

If the police or local government have any questions or concerns about the business, they will expect to be able to reach the designated supervisor.

Each business may have only one supervisor selected for this role, but the same person may act as the designated supervisor at more than one business.

## **Taking responsibility**

The Licensing Act requires the supervisor - and all personal licence holders - to take responsibility for the sale and supply of alcohol.

This is because of the impact alcohol has on the wider community, on crime and disorder, and antisocial behaviour.

Because of these issues, selling alcohol carries greater responsibility than licensing regulated entertainment and late night sales of food and non-alcoholic drinks.

## **Becoming a DPS**

A designated premises supervisor must have a personal licence and must be nominated by the premises license holder for the role of designated supervisor.

You must complete a consent form, which is provided as part of the online application for a premises licence, and can also be downloaded from the [designated premises supervisor forms](#) page.