

Licence Change Instruction Sheet – DPS Change

TO: JOHN GAUNT & PARTNERS, SOLICITORS

PREMISES' DETAILS

Full name & address of premises:	Telephone no. of premises
	Area manager

PREMISES LICENSEE

Complete full name of current Premises Licensee	
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CURRENT DPS DETAILS

Who is the current DPS (state full name of manager)?	
What is departure date of the current DPS?	
Forwarding Address of current DPS (if known):	

NEW DESIGNATED PREMISES SUPERVISOR (*Applicant(s) details – please complete all this section in full*)

Surname(s):	Contact telephone no.:		
Forename(s):	Trading date (when will applicant begin trading at the premises):		
Residential Address on Personal Licence (last address registered to Local Authority):			
New residential address (if relocating) It is a legal requirement to notify the issuing council of your personal licence of any change of address and failure to do so is a criminal offence.			
Moving Date (following which correspondence will be sent to this address):			
John Gaunts will notify the council of a change of residential address unless (tick one of the following)	Not moved residential address	<input type="checkbox"/>	Completed own address change
Personal Licence No.:			
Issuing Council (please complete the Council which issued your Personal Licence):			
Date of Birth:	Place of Birth:		

SIGNED:

(please complete with the name and email address of the sender)

DATED:

John Gaunt & Partners
Omega Court
372 Cemetery Road
Sheffield
S11 8FT
Telephone: 0114 266 8664 / 0114 266 3400
Fax: 0114 267 9613

Schedule 11
Consent of individual to being specified as premises supervisor

I,

{full name of prospective premises supervisor}

of

.....

.....

{home address of prospective premises supervisor}

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

.....

{insert premises licensee}

relating to a premises licence for

.....

.....

{name and address of premises to which the application relates}

and any premises licence to be granted or varied in respect of this application made by

.....

{insert premises licensee}

concerning the supply of alcohol at

.....

.....

{name and address of premises to which application relates}.

I also confirm that I am applying for, intend to apply for or currently hold a personal licence.

Personal Licence number: *{insert Personal Licence number if any}*

Personal Licence issuing authority:

.....

{insert name and address and telephone number of personal licensing issuing authority, if any}

Signed:.....

Name (please print):

Dated:.....