



Providing Skills for work

APLH TRAINING

TODAY

2 SESSIONS

EACH SESSION – TEACHING / WORKSHOP / MOCK EXAM

END OF DAY

MULTIPLE CHOICE EXAM / 40 QUESTIONS / 28 CORRECT – PASS!

LESSON 1

Learning Objectives

The Licensing Act and Licensable Activities

This lesson focuses on the following topics:

- Licensing Objectives
- The Licensing Act of 2003
- Licensing Policy
- Personal Licences
- Licensable Activities
- Premises Licence
- Operating Schedules
- Designated Premises Supervisor



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TODAYS MAIN POINTS

THE LICENSING ACT 2003

- Made in Westminster
- Huge document
- Don't need to read it! / Everything need to know, we cover today

4 x LICENSING OBJECTIVES

- Cornerstone principals of the drinks industry
- Every law in England/Wales to do with retail sale/supply of alcohol based on these
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisances
 - Protecting children from harm
- All venues must promote these
- All managers, PLH's, should be thinking about these
- Ideally all regular staff should be aware of these
- Knowing these principals sets you above people who have not been trained.
- PLH course is stepping stone to management - and more pay!

4 X LICENSABLE ACTIVITIES

- Nearly every time you are involved in working at venue/events one or more will happen
 - Retail sale of alcohol – the main one we'll be dealing with
 - Supply of alcohol on club premises - not nightclubs but private member clubs
 - Provision of regulated entertainment - Disco, Live bands etc
 - Provision of late night refreshments - And hot foods/drinks after 11pm

4 X TYPES OF LICENCE

- Licensable activities require a licence. These activities include:
 - Personal licence
 - Premises licence
 - Club premises certificate
 - Temporary event notice
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LOCAL LICENSING AUTHORITIES

Main Licensing Authority

- Government
 - Westminster
 - The Licensing Act
-

Local Licensing Authorities

- These people you deal with
- We focus on these

Who are they?

- District Council (England)
- County Council (England)
- County Borough (Wales)
- Borough Council (London/Cities)
- Common Council (City of London)
- Council (Isles of Scilly)

- England and Wales only
 - Not Scotland / Northern Ireland - they have separate laws
-

What do they do?

Licenses

- Issue all licenses to do with alcohol / entertainment
- Keep record of all licences / certificates / notices issued
- Do NOT keep records of personal licences issued outside of its area

Licensing Policy

- Issue Statement of Licensing Policy for the area - every 3 years
Can make variations more often than this

Licensing Committee

- Have Appointed Officer - deals with applications / renewals / suspensions
- Have Licensing Committee - deal with contested matters / appeals
 - 10 to 15 members
 - also have sub-committees

Form Working Partnerships - with local community



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Working Partnerships

These partnerships are to

- Establish relationships between licensed premises / local groups
 - Benefits community / Makes it safer
 - Help promote the 4 Licensing Objectives
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Who's involved?

- Police
 - Planning authorities
 - Environmental Health
 - Fire authorities
 - Town Centre Planners
 - Child protection agencies
 - Local transport
 - Local Residents
 - Local Businesses (including licensed retail sector – you!)
-

Example of Partnership

Crime and Disorder Reduction Partnerships (CDRP)

- Set up to reduce crime and disorder!
- Mainly district authority based

- These help implement the

Alcohol Harm Reduction Strategy. (AHRS)

- Government initiative
- Reduce harm
- Crime and Disorder caused by alcohol.

Examples of CDRP's

- Town Centre Planning Meetings
 - Nighttime economy meetings
 - Pubwatch
 - Townwatch
-

How can you help AHRS?

- By attending these meetings
 - Training your staff Responsible service
 - Great way to show support for the licensing objectives.
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Licensing Policy

Statement of Licensing Policy

- Every 3 years,
- Local Licensing Authorities - Issue 'Statement of Licensing Policy' - for the area
- How to promote the 4 Licensing Objectives for that area

- Based on the latest guidance issued by government
- IE - most up to date version of Licensing Act
inc any new variations, eg - free water

- Because they regional/area specific - different emphasis on things
- Eg City different emphasis to Small country village – Opening hours / Late night music

Consultation of Relevant Bodies

When developing policy – Local Licensing Authority must consult:

- Chief Officer of police
 - Fire authority
 - Premises licence holders
 - Club premises certificate holders
 - Local businesses
 - Local resident representatives
 - Any other relevant bodies / organisations

 - Shows importance of getting involved with your local licensed community
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Achieving the '4 Licensing Objectives' through Licensing Policy

Licensing Authority has legal obligations / considerations when applying the Licensing Policy

Fairness

- They are legally bound to be independent
 - Every license application - considered fairly on its merits
 - Consider all evidence for / against the application - before making a decision
-

Anti Social Behaviour

- Should **not** attempt to control anti-social behaviour away from premises
 - Deemed as being beyond control of the premises
 - Directly outside the premises **is** within your control
 - Eg – noise, broken glasses etc
 - Drink driving is **not** in your control.
 - If someone leaves premises drunk – drives - smashes into tree - not your legal responsibility
 - In US it **is** venues responsibility (except Nevada!)
-

Staggered Trading Hours

- Recognised - can help to avoid crime and disorder
 - May be taken into consideration - new applications / variations / reviews
 - EG – Central Liverpool– Yes you can open venue but only if close at Midnight
 - Can mention this emphasis on Licensing Policy / can't make it blanket law
-

Saturation

- Number licensed premises operating in area can be used as reason to refuse license
 - **However**
 - Cannot impose quotas on number of licences issued in an area over a period of time
 - EG – Liverpool City Centre
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Protection of Children from Harm

- Should **not** try to prevent children accessing licensed premises
 - **Unless**
 - Specifically protects children from harm. (eg Strip clubs)
 - Should be matter for premises licence holder to decide (relative to the Licensing Act)
 - EG – Can't say - All venues in Liverpool can't have children in – this is illegal
 - However venue can decide to not allow children – must put in operating schedule
-

Standard conditions

- Can be attached to premises licence to promote the 4 Licensing Objectives
 - EG – Capacity restrictions on late night bar (noise and people leaving)
 - EG – Bottle bans on late night bar (broken glass, fights)
 - EG – No live music during week days at friendly local bar – residents object
 - **However** – these conditions have to be specific to each premises
 - These rules can not be a blanket rule for all venues in the area – this is illegal
-



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PERSONAL LICENCES

Why do I need one?

- For Sale/supply of Alcohol by retail (or authorised sale)
 - If not selling alcohol, don't need one
 - **Not** needed for Regulated Entertainment
 - **Not** needed for Late Night Refreshment
 - Valid for 10 years (is renewable)
 - Can only have one (at any time)
-

Where is it applicable?

- England and Wales – not Scotland / Northern Ireland
-

How do I apply?

- Local Licensing Authority where you **live**
 - If live outside England/Wales can apply to any Licensing Authority
 - Completed application form
 - Original certificate of licensing qualification (today's course)
 - Two photographs (one endorsed by a professional (doctor etc))
 - Criminal Record Bureau Certificate (No older than 6 months - Cost approx £30)
 - Disclosure of convictions and declarations form (almost same as CRB check)
 - Fee – Cost approx £50
 - Making false statement criminal offence - £5,000
 - Just because you pass today, does not mean you have Personal License
 - When you pass, you get Certificate
 - Then you to apply for your actual card/license
-

Criteria for New Applications

1. 18+ (not companies)
 2. Hold relevant Licensing qualification (today's course)
 3. Not have forfeited a Personal Licence in preceding five years
 4. No conviction for relevant or foreign offence
- If **all four** criteria **are met** the licence must be **granted**
 - If **any of the first three** criteria are **not** met the licence must be **refused**
 - If **first three are met and fourth is not** – Licensing Authority tell Police - have **right to object**
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Objections

- Police only ones who can object
 - Objection relates to how many offences
 - AND how offences relate to Crime and Disorder licensing objective
 - **Police** have **14 days** from notice to **object**
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- If Licensing Authority uphold objection – no personal license!
 - If Licensing Authority don't uphold objection – you get license- they must say why in writing
 - If no objections from police - licence granted automatically
 - **Just because you have conviction does not mean you won't get the licence**

Relevant Offences (main examples)

- Licensing offences
- Drink Driving (NOT speeding)
- Firearms offences
- Sex offences
- Smuggled goods (not paying tax)
- Theft / Burglary
- Possession of drugs with intent to supply
- Some Food safety offences
- Some Violence and assault offences

Foreign Offences

- Any relevant offences committed outside England or Wales

When is an offence spent?

- Spent means, under the law, the offence no longer counts
 - Fines (eg drink driving) 5 years
 - Most community service penalties 5 years
 - 6 months imprisonment or less 7 years
 - 6 months to 2.5 years imprisonment 10 years
 - More than 2.5 years imprisonment Never spent

Convictions during application

- Applies to New applications / Renewals
- If convicted during application must inform Licensing Authority immediately
- Criminal offence to not do so
- Level 4 fine – Up to £2,500
- If the LA find out after event - Personal Licence may be revoked

Convictions when you already have Personal License

Inform the Courts

- Must notify court – you're Personal License Holder - no later than first hearing
- Criminal offence not to (may lead to licence being suspended/revoked)



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- Court may: Suspend licence up to 6months / Take it away completely / Immediate suspension
- The Court inform Licensing Authority

Inform the LA

- If you fail to inform court, you must inform Licensing Authority as soon as possible
- Criminal offence not too (may lead to licence being suspended/revoked)

Foreign Offence

- Foreign offences must be reported to the Licensing Authority as soon as is possible
- It's a criminal offence not too (may lead to licence being suspended/revoked)

Handing in Licence

- In all cases have to surrender licence to Licensing Authority - Have **14 days** to do this.
-

Renewal

- Every 10 years.
 - To original authority who granted the Personal Licence
 - Even if you move to a new address you **ALWAYS** apply to your original LA
 - Send existing Personal Licence, or provide valid reason why not
 - Declare any convictions in last 5 years
 - Must be during 2 month period, starting 3 months before current licence expires
 - EG - If licence expires August, must apply for renewal no earlier than May / no later than June
 - If not done within correct timings, application for New licence must be sent

 - Once application sent, existing licence valid beyond end date until renewal approved
 - Police can object to licence renewal if relevant/foreign convictions
-

Appeals

You can appeal against LA's decision to not grant/renew personal licence

- To Magistrates' Court
- Have **21 days** from date of being notified of decision

Upon hearing appeal, Magistrates' Court may

- Uphold appeal (you get your license)
- Dismiss appeal (you don't get license)

Then

- Send case back to Licensing Authority with ruling instructions
 - Make order for costs
-

Change of Name and Address

If person's name or address changes, that person:

- Must notify L.A. (as soon as reasonably practicable)
 - Send in licence
 - Pay fee - approx £10
 - Failure to notify local authorities is offence
 - Fine is Level 2 - £500
 - However more than likely get a slapped wrist
-

Ending a Personal Licence

How does a personal licence come to an end? - Indefinite

-
- Revocation by licensing authority



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- Forfeiture or suspension by court
- Personal choice to surrender

Not knowing of your obligations is not an excuse. 'Reasonable excuse' is for courts to decide

LICENSABLE ACTIVITIES

- Sale of alcohol by retail
 - Supply of alcohol on club premises
 - Provision of regulated entertainment
 - Provision of late night refreshments
-

SALE OF ALCOHOL BY RETAIL

What is sale by retail?

- Selling to the end user
- 1 bottle / 1000 bottles – quantity does not matter

Sales by retail

- Bar selling drinks to customers
- Off licence selling drinks to customers
- Supermarket selling drinks to customers

Sales NOT by retail

Trader to Trader / (wholesale)

- Wine to Supermarket / Barrels of beer to Pub – to sell on
- Alcohol to Private members club's weekly order – to sell on
- Barrels of beer to Personal / Premises License Holder on behalf of a Pub – to sell on
- Alcohol to Temporary Event Notice holder – to sell on

- Wholesale (Business to business) sales excluded from Licensing Act
 - Can take place outside normal business hours
-

It's illegal to:

- Promote/expose alcohol for sale, when not meant to do so
IE – Off licence must pull shutters down over alcohol when out of legal hours
 - Selling alcohol outside of licensed hours
 - Fine up to £20,000 and/or six months in prison
-

SUPPLY OF ALCOHOL ON CLUB PREMISES

What constitutes a 'club'?

- Clubs in this case not nightclubs
- They are private members clubs
EG - Sports clubs, Working-mens clubs, , etc

And so...

- Because everyone is member – everyone, technically, owns the alcohol



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- So, technically, no **sale** of alcohol
 - Only **supply** of alcohol to clubs members, or guests officially signed in
 - No DPS or PLH needed / Any security doesn't need SIA license
 - No Premises Licence needed, instead a Club Premises Certificate needed
 - Very similar conditions to premises licence
 - Find out exact details from local LA
 - Yes they need an operating schedule/ advertise their application etc
 - No they can't sell alcohol to U18's, drunks etc
-

REGULATED ENTERTAINMENT

What is regulated entertainment?

- Providing (certain) entertainment for audience or spectators
- Providing (certain) facilities for music and/or dancing
- For members of public (solely / partly)
- For members of Clubs and guests (exclusively)
- Free or not free
- For non public (sometimes)

Examples include:

- Performance of a play (including rehearsal)
- Exhibition of a film
- **Indoor** sporting events
- Boxing and wrestling
- Live music or similar
- Recorded music or similar
- Performance of dance or similar
- Where facilities exist e.g. dance floor/Karaoke machine/Turntables
- Private event – charged for a profit
- Charity events
- **NOT regulated entertainment**
- TV / Radio
- Darts / Pool (unless staged for spectators – pool matches etc)
- Private events – if no charge / charge, but not for profit (ie just to cover costs)

A Charge

- Includes any charge for goods or services
- Charge for food / drinks = charge for entertainment
- Does not matter if no charge for admission

Personal Licence

- Personal Licence not required unless alcohol is involved
-

PROVISION OF LATE NIGHT REFRESHMENT

- Selling hot food and/or hot drinks
- 11 pm to 5 am
- To members of public
- Whether refreshments consumed on or off premises



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- Does not include cold food, cold drinks
- Gives LA power to take away licence, in case service is causing trouble / litter / noise etc
- **What is hot food/drink?** – Food served at above ambient temperature
- Exceptions – vending machines
- No license needed if food / drink is free, or supplied by charity

Personal Licence

- Personal Licence not required unless alcohol is involved
-

PREMISES LICENCE

What is a Premises Licence?

- Piece of paper!
 - Authorises premises to be used for one or more licensable activities:
 - Sale of alcohol by retail
 - Supply of alcohol on club premises
 - Regulated entertainment
 - Late night refreshments
 - Normally permanent – though can be shorter (festivals)
-

Definition of premises

- Any building, part of building, open space, field, and street
 - Also moveable structures - hot dog van, river boat, beer tent, marquee
 - Basically anywhere
-

Who can apply for a Premises Licence?

- An individual – 18+ (don't have to be Personal License Holder)

OR

- A company

Examples

- | | |
|---------------------------------------|--|
| - Privately owned venue | Individual or the Business |
| - Leased venue (from group) | Individual (Lessee/tenant) (Agreement with group) |
| - Managed venue (from group) | Owning Company (Manager prob not allowed to apply) |
| - Supermarkets – (eg Tesco) | Owning company – (Manager prob not allowed to apply) |
| - Small, owner-managed retail outlets | individual or Business –Contractual agreement |
-

Where to hold Premises Licence

- Original – Either on premises / HQ
 - Copy – on premises /easy to find / at all times
-

Internet / Mail Order Sales

- When sales made using Internet, telephone, or mail orders
 - Sale, technically, **not** made from call centre or Internet
 - **Is**, technically, from premises where alcohol is distributed from – warehouse
 - Premises needs Premises Licence and DPS
-

BYO Restaurants



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- Don't need premises licence
 - No sale made / alcohol is brought in by the guest - then drinking of alcohol not licensable
-

Mandatory Conditions – Selling alcohol

- Must be Designated Premises Supervisor (DPS) appointed to the premises
 - DPS must be a Personal Licence Holder (PLH)
 - Every supply/sale must be made OR authorised by a PLH
 - If door supervisors – must have SIA licence (Security Industry Authority License)
 - Failure to comply - up to £20,000 and/or six months.
-

Sale/supply/authorised by PLH

- PLH authorises every sale
 - Does not have to witness every sale / Be on site at all times
 - However** - be careful
 - If quiet – No PLH on site - no big issue
 - If busy - No PLH on site - potential problem
 - Written/signed induction paperwork /proof of staff training NoU18's/ No drunks - good practice
-

DPS duty

- See coming chapter
-

Application Procedure

Application procedure consists of:

- Application form to LA where premises is (most forms on line these days)
 - Operating schedule –snapshot of what we are going to do at premises
 - Plan of premises (capacity is judged by fire authorities – air space)
 - Details of DPS (including letter of consent)
 - Appropriate fee
 - Fee depends on borough / capacity venue / £50- £Thousands / Big fee from solicitor
-

Notice of Application

Notice of application must be sent to:

- Police,
 - Fire authority
 - Health and Safety authority
 - Local Planning authority
 - Environmental health authority
 - Child protection authority
 - Weights and Measures authority
 - Additional authorities are necessary for vessels (eg British Waterways Board)
-
- Local LA - tell you how to contact everyone
 - Same form sent to everyone
 - Possibly on-line
 - LA may copy and send to all



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Advertising applications

- Advert must be posted in local paper stating application - **for 10 days** post application
 - Notice must be put up outside premises - for **28 days** post application
 - Stating: Licensable activities, hours, where the application is advertised
-

Determination of Application

- LA takes several factors into account when granting/ not granting a licence
 - Most importantly - Promoting 4 Licensing Objectives
 - Applicant must conduct risk assessment regarding the licensing objective
 - Professional experts – police / fire / Environmental health - review operating schedule
 - Local residents/businesses can make objections
 - Licensing Authority is there to resolve any disputes
 - If no representations made against application - it will be granted
 - LA notify all parties - with reasons for decision
 - LA gives licence
 - Notice given to the Chief of Police for area
 - Conditions may be applied to licence - if LA deem it helps the 4 Licensing Objectives
-

Validity of Licence

- Once granted - continues until
 - Business no longer in existence
 - Licence suspended or revoked
 - Licence has time limit - it lapses
 - License holder dies / incapacitated / bankrupt
(and no other party applies for licence to be transferred)
-

Application for variations of existing licence

- Submitted at any time - by premises licence holder – **Cost £23**

Examples

- Change name
- Change hours
- Add/remove/alter licensable activities
- Change DPS – **Yes every time DPS changes have to apply for minor variation**
- Change of floor plan / layout - **Can affect fire exits, ventilation, air space**
- Same procedures / rules apply to variations, and new applications



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Except

- Variation applications must be accompanied by Premises Licence or reason for not providing
-

Variations 'V' New Applications

- Variations often easier / cheaper / quicker than new licences
 - If taking over new venue for example, it is possible to
 - Change name
 - Change from nightclub to cafe
 - Change hours / Etc etc
 - And simply get variation, NOT new licence
-

Relevant Representations

What are these?

- **Objections** against Premises Licence application / variation

Who can object?

- Responsible authorities
 - Police / Fire / Environmental Health etc
- Or Interested parties
 - Anyone who lives / works within vicinity of premises
 - Groups representing such people
 - EG – Residents associations, trade associations, charities, churches, medical practices

How long to object?

- They have got **28 days** to officially object

No objections?

- The LA must grant premises licence as applied for
-

Hearings in the event of disputes

- If someone objects - LA is has to hold hearing.
HOWEVER
 - A hearing can be avoided IF
 - All parties have a chat and reach agreement
 - Or if LA thinks objection is
 - Irrelevant - does not directly relate to 4 Licensing Objectives
 - Frivolous - lacking in seriousness
 - Vexatious - a representation to be based on business rivalry
-

Possible outcomes from a hearing



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- Grant licence
 - Grant with conditions
 - Exclude activities
 - Refuse DPS to be appointed (perhaps he/she been naughty)
 - Reject application
- Following the hearing, the licensing authority informs all parties of the outcome.
-

Appeals

- Anyone who disagrees with LA's decision can appeal
 - **21 days** to appeal
 - To Magistrate's Court
-

Review of Premises Licences

Application for review:

- Can be made, at any time, by responsible authorities or interested parties
- Applicant must give notice to Premises Licence Holder / Responsible authority, in writing

What's it for?

- To ensure 4 Licensing Objectives are complied with
- Especially to protect community from Crime and Disorder
- In short – if problems arising from premises - expect a review

What's the process?

- Application for review **MUST** be heard by LA
UNLESS
- Considered irrelevant / frivolous / vexatious / or repetitious
- Repetitious means – same application/objection made before within 12 month period
- If LA rejects application/objection - must inform the applicant
- If LA accepts application/objection - then review hearing is held

Possible outcomes from a review

- Modify conditions of licence
 - Restrictions on opening hours
 - Mandatory door staff at certain times / always
- Exclude a licensable activity
 - No more live music after certain time / or at all
 - Etc
- Remove the DPS
- Suspend the licence - up to 3 months
- Revoke the licence
- Modifications may be permanent / temporary - up to 3 months



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Appeals

- Can be made by
 - Applicant (original person/organisation who complained)
 - Premises Licence Holder
 - Any other person who made relevant representations
 - To
 - Magistrates Court (where the premises is)
 - Within 21 days of the decision
-

Duty to Keep and Produce Premises Licence

Original Licence or certified copy – (signed by solicitor)

- Kept on premises
- Be under control of Premises Licence holder, or nominated person (in writing)
- Displayed prominently at premises - with name / position of responsible person
Normally next to bar / entrance / reception
- Be available for police / authorised person to examine

Offence not to keep licence on premises, or not clearly display licence summary at premises

Operating Schedules

What is one?

- Condensed snapshot, of premises licence
- Must be included in every premises licence application

It describes

- How the premises will operate
- What activities will occur
- Does not have to be up in the bar

Should include

- Type of premises – Supermarket / Cinema / Bar / Restaurant etc
 - General description - style / character of business
 - Licensable activities to take place
 - Facilities provided
 - Pub – how many bars?
 - Supermarket – customer cafe?
 - Nightclub – Details of dance areas
 - If Alcohol is supplied
 - DPS details - name and address (application only – not on display in venue)
 - On licence / Off licence?
 - Times premises open to the public
 - Times of licensable activities
 - Bar open – Mon to Fri - 11am – 11pm
 - Live music Fridays only - 9pm – 11pm
 - Period licence to last for
 - Steps taken to promote 4 Licensing Objectives
-



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Promoting 4 Licensing Objectives

The more of these you put on the better

Examples are

- CCTV – Prevention of Crime and Disorder
- External lighting (especially in car parks) –Public Safety
- Noise reduction measures – Public Nuisance
- If and when children can be admitted
- Measures to prevent underage drinking – Protection of Children from Harm

Be careful

- Important to get these right
- Once they are on they must be upheld
- If not - can lead to prosecution

Examples

- No under 21's (this would include your U21 bar staff buying drinks off duty)
 - Free lollies to customers, when leaving, to keep them quiet
 - Free cabs for customers
-

Designated Premises Supervisor

If you sell alcohol you need premises licence

If you sell alcohol you need DPS appointed to premises

Roles and Responsibilities:

The DPS

- Is 'in day-to-day control' of premises
- Plays key role in actively promoting licensing objectives
- Plays key role implementing measures from operating schedule.
- Ensures premises operating legally
- Provides single point of accountability
- However - if issues, other people may also be held accountable
- There can only be one DPS at any time. No more - no less

The DPS

- Can also be Premises Licence holder
 - Country pub – Tennant holds premises licence, also DPS (in day-to-day control)
 - Small Off-licence – Owner holds Premises License, also DPS (in day-to-day control)

The DPS

- Must hold Personal Licence

However

- Does not have to be the only Personal Licence Holder

If DPS - NOT only Personal License Holder

- Creates tier of responsibility - allows DPS more freedom
- Beneficial to have more than one PLH - Have as many as possible
- If issues - DPS still ultimately answerable



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The DPS

- Does not have to be on site at all times
 - Can even go on holiday (if he/she has a PLH covering for him/her)
 - However, this is all providing the person is in 'day-to-day' control of the premises

 - Illegal not to have DPS
 - Fine up to £20,000 and/or six months
-

Appointment of DPS

- DPS must consent to appointment in writing
 - Police can object to person becoming DPS
 - Objections must relate to Prevention of Crime and Disorder.
 - Previous/recent conviction for drug dealing
 - 19yr old PLH put forward for DPS for Wembley – lack of experience
-

Change of DPS

- A DPS might need to be changed because
 - They leave
 - Been sacked
 - Been banned
- If necessary to change DPS
 - Premises Licence holder - make formal application, in writing
 - New DPS's written consent must accompany application
 - Constitutes Minor Premises Licence Variation
(Put notice up in premises for 10 days - Exact conditions depend on Licensing Authority)
 - Police need to be informed (ask the relevant LA as to the process)
- If police think application undermines Crime Prevention Objective
 - Can object
 - **14 days** to object

Urgent DPS change

- If existing DPS leaves / gets sacked / dies
- Cannot sell alcohol – till you get new DPS
- Illegal to sell/supply alcohol without a DPS

And so

- Find PLH willing to be DPS
- Apply in writing to Local Licensing Authority – possibly via email
- Make follow up call to check they got it
- Request return email / phone call – confirming OK



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- Can continue trading whilst New DPS procedure takes place