

## The role of a Designated Premises Supervisor

A Designated Premises Supervisor (DPS) is the person who has day to day responsibility for the running of the premises. The DPS will act as the primary contact for the local authority and Warwickshire Police and must be contactable at all times. If the local authority or Warwickshire Police have any questions or concerns about the business or licence, they will expect to be able to reach the DPS and/or arrange meetings which the DPS will be asked to attend.

A DPS must hold a personal licence and any premises where alcohol is supplied under a premises licence must have a DPS. They will be named in the premises licence and a summary of which must be displayed on the premises, this is also known as Part B.

The DPS has the primary responsibility to ensure that all staff sell alcohol legally, in line with both the law and the licence that is attached to the premises they are in charge of. Any breaches which take place may result in prosecution.

The DPS must inform the relevant licensing authority if he or she wishes to be removed as DPS. Within 48 hours of the Notice being given to the licensing authority, the individual must also give the premises licence holder a copy of the Notice sent to the licensing authority.

### **Does the Designated Premises Supervisor have to be on the premises at all times when alcohol is being sold?**

No, in some cases this will not physically be possible. However, it will be expected that the DPS will spend a significant amount of time on the premises and will be fully aware of the procedures in place at the premises. The licensing department recommends that a letter of delegated authority to sell or supply alcohol should be completed and kept on the premises. In the event that the DPS is not on the premises this authorises all members of staff named to undertake the sale or supply of alcohol.

Although the premises may only have one DPS more than one personal licence holder may be employed to work at the premises. A personal licence holder can supervise or authorise the sale of alcohol.

### **Can anyone object to a person who is specified as a Designated Premises Supervisor?**

Only the Chief Officer of Police will be able to make representations about the DPS if he feels that the crime prevention objective could be undermined. This could include fears that the DPS would not be able to fulfil the responsibilities in respect of the crime prevention objective for more than one premises at the same time.

Where the Chief Officer of Police makes representations about the DPS, the licensing authority must hold a hearing to consider them (unless all parties agree that this is unnecessary). As a result of the consideration of the representations, the licensing authority may refuse to specify the DPS if it considers it necessary for the promotion of the crime prevention objective to do so.

### **Can I be a Designated Premises Supervisor at more than one premises at the same time?**

Yes. The only requirement for being a DPS is that the individual concerned must be the holder of a personal licence.