



# Great Yarmouth Borough Council Licensing Act 2003

## Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

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### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We \_\_\_\_\_

**Being the premises licence holder, apply to vary a premises licence under section 37 of the Licensing Act 2003 to specify the individual named in this application as the premises supervisor.**

**Premises Licence Number**

### Part 1 – Premises

Postal address of premises or, if none, ordnance survey map reference or description

Post town

Postcode

Telephone number at premises (if any)

Description of Premises (please read guidance note 1)

## Part 2 – Applicant Details

Full name of proposed designated premises supervisor:

Email address (optional)

Current postal address if different from premises address

Personal Licence number of proposed designated premises supervisor and issuing authority of that licence (if applicable)

Full name of existing designated premises supervisor (if applicable)

I would like this application to have immediate effect under Section 38 of the Licensing Act 2003: Please tick  yes

If not when would you like the transfer to take effect?

Day ..... Month ..... Year.....

I have enclosed the premises licence or relevant part of it Please tick  yes

If you have not enclosed the premises licence, or relevant part of it, please give reasons as to why not

Reasons as to why I have failed to enclose the premises licence or relevant part of it:

I have made or enclosed payment of the fee Please tick  yes

I will give a copy of this application to the Licensing Officer of police

I have enclosed the consent form completed by the proposed premises supervisor

I have enclosed the premises licence or relevant part of it or explanation

I will give a copy of this form to the existing premises supervisor, if any

I understand that if I do not comply with the above requirements my application will be rejected

**It is an offence, liable to conviction to a fine up to level 5 on the standard scale under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this action.**

**Part 3 – Signatures** (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 3). If signing on behalf of the applicant please state in what capacity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Capacity \_\_\_\_\_

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Capacity \_\_\_\_\_

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 5)

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Post town	Postcode
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Telephone number (if any)
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If you would prefer us to correspond with you by e-mail your e-mail address (optional)
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**THE APPLICATION SHOULD BE RETURNED TOGETHER WITH THE CORRECT FEE AND THE DOCUMENTS REQUESTED TO:**

- The Licensing Team, Central Services Department, Town Hall, Great Yarmouth, NR30 2QF

**A COPY OF THE APPLICATION AND ACCOMPANYING DOCUMENTS SHOULD ALSO BE SENT TO**

- Norfolk Constabulary Licensing Team, 4<sup>th</sup> Floor, Vantage House, Fishers Lane, Norwich Norfolk NR2 1ET

## **Notes for Guidance**

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicants agent (for example: solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants, and their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.