

## Personal Licence Holders

## Designated Premises Supervisors

This leaflet is intended to give you useful information about the role of a personal licence holder ('PLH') and that of a designated premises supervisor ('DPS'). You may be a PLH. You may also be a DPS.

This leaflet does not intend to cover all aspects of licensing law relevant to you and, if you require further information, you should contact your Licensing Authority or the licensing team at Winckworth Sherwood.

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### Guide to Personal Licence Holders and Designated Premises Supervisors



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Solicitors and Parliamentary Agents



**1. What is a PLH?**

Every sale of alcohol on licensed premises must be authorised by a PLH. This does not mean that only a PLH can make such sales or that he or she must be personally present at every transaction. A PLH may authorise other members of staff to make sales of alcohol. This authority should be in writing. The PLH may be held responsible for the actions of those that he or she authorises to make such sales.

**2. What is a DPS?**

A DPS is a PLH who has been named on the premises licence as being the person who is in day to day charge of the premises. It is important for the authorities to have a named person to contact in the event of emergency or other incident.

**3. How will anyone know who the DPS is?**

A summary of the premises licence must be kept on display at the premises. This summary will name the DPS.

**5. What happens if the DPS leaves on short notice?**

No alcohol may be sold at any time when the premises do not have a DPS in place. If you become aware of the departure of a DPS, you must make arrangements to vary the premises licence to name a new DPS. Winckworth Sherwood will help you to do this.

**6. Who does the DPS notify of his departure?**

The DPS commits an offence if he does not notify the holder of the premises licence within 48 hours of notifying the Licensing Authority that he or she no longer wishes to be the DPS.

**7. How long does a personal licence last?**

Your personal licence will last for 10 years from the date of grant. It is your responsibility to renew it. You will not necessarily be reminded by anyone.

**8. How do I renew my personal licence?**

An application must be made to the Licensing Authority that originally granted your licence. Do not wait until the month prior to the expiry of your personal licence. Think about renewal six months before the expiry. If you need any assistance, you should contact your employer, the Licensing Authority or Winckworth Sherwood.

**9. Do I have any other responsibilities as a personal licence holder?**

Yes. First and foremost you must comply with the licensing laws relating to the sale of alcohol. If you are not familiar with the current laws, you should contact your employer or Winckworth Sherwood to find out about training courses.

**10. What do I do with my personal licence?**

You should keep it in a safe place. A police officer or local authority officer may demand to see it at any time. Failure to produce the licence without reasonable excuse constitutes an offence.

**11. What do I do if I change my name or home address?**

You must, as soon as reasonably practical, notify the Licensing Authority of any change of your name or address. A fee will be payable. Failure to notify the Licensing Authority without reasonable excuse constitutes an offence.

**12. I have already signed a form declaring that I have no 'relevant offences or foreign offences'. What happens if I am charged or convicted of an offence in the future?**

If you are charged with any offence you must, when you make your first appearance in court, produce your personal licence. Failure to do so will, in itself, be an offence. You should also

inform your employer. A conviction for a relevant or foreign offence may result in suspension or revocation of your personal licence. If you are also the DPS, this would mean that there may be no alcohol sales at the premises until the appointment of a new DPS.

**13. What do I need to know about late night refreshment?**

You may not supply hot food and drink to customers between 11.00pm and 5.00am unless the premises licence permits late night refreshment.

**14. Who do I contact if I need advice?**

You should contact your Licensing Authority or the licensing team at Winckworth Sherwood.

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