



GUIDANCE NOTE

REMOVAL FOR THE REQUIREMENT FOR A DESIGNATED PREMISES SUPERVISOR AND PERSONAL LICENCE AT A COMMUNITY PREMISES.

This guidance note provides additional information to supplement the application forms that cover the substitution of the mandatory conditions requiring DPS and personal licence holders, with an alternative mandatory condition conferring authorisation of the sale of alcohol to the committee running the community premises.

Additional guidance is also provided by way of notes at the back of the application forms themselves.

Any premises holding a premises licence which permits the sale of alcohol must comply with 2 mandatory conditions listed below:

1.1 No supply of alcohol may be made where there is no designated Premises supervisor in respect of the licence, or when the designated premises supervisor does not hold a personal licence or it is suspended.

1.2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

This application can be used to substitute these conditions with:

- *Every supply of alcohol under the premises licence must be made or authorised by the management committee.*

This will relieve the previous burden placed upon community premises requiring them to fund and find an individual willing to accept all responsibility for the authorisation of the sale of alcohol as a personal licence holder and DPS. Responsibility of this authorisation can now lie with committee running the community premises.



Applicants must ensure they comply with 4 key issues when making this application:

- 1. That the new applicant or current premises licence holder is a management committee. Individuals cannot make this application.**
- 2. The premises must be a community premises (see note 1)**
- 3. An adequate description detailing how the sale of alcohol is to be supervised (see note 2)**
- 4. An adequate description detailing the management structure associated with the running of the premises. A copy of the management constitution and contact details should be supplied.**

Note 1:

Only Community Premises can apply for this amendment. The premises must be available for use by the community the majority of the time. It would generally be a church, chapel, village or community hall. If there is any debate on the matter the Licensing Authority will make a determination on a case by case basis. In most cases DCMS Guidance advises a community premises will be self evident.

Note 2:

The Licensing Authority must be satisfied that the management committee making the application has considered the various situations where alcohol is to be supplied, for example private functions, community events, events organised by potentially untrained volunteers, and how alcohol supply will be supervised.

Fees

If the application to remove the requirement to have a DPS and personal licence holder at a community premises is included as part of a new premises licence application or variation, then there is no fee.

If the application is made separate to a new or variation application then the fee is £23.

Cheques must be made payable to Milton Keynes Council.

Advertising of application

There is no requirement to advertise publically an application to remove the requirement for DPS and personal licence holder. However if applying as part of a new premises licence or variation application. Then you will need to advertise as described in the relevant guidance note.

Thames Valley Police

You must send a copy of your application to the Thames Valley Police. If you fail to do so then the application will not have been deemed to be served correctly and the application will be rejected.

Licensing

Thames Valley Police

Headquaters (South)

Kidlington

Oxfordshire

OX5 2NX

Tel: 01865 846597

Email: Licensing@thamesvalley.pnn.police.uk

Queries / Application Address

**Licensing Team,
Milton Keynes Council,
Regulatory Unit,
Civic Offices,
1 Saxon Gate East,
Milton Keynes,
MK9 3EJ**

The Internet address of the Licensing Authority is:

www.milton-keynes.gov.uk/licensing

01908 252800

email: licensing@milton-keynes.gov.uk

The Licensing Register can normally be accessed Mondays to Thursdays between the hours of 9am and 5pm, and Fridays 9am - 4pm (excluding bank holidays).

Revised April 2017