

Guidance for Premises Licence – DPS variation

Not later than the day the application is made, a copy of the application together with any other accompanying documentation, must also be given to the relevant responsible authorities. Please refer to the list of responsible authorities for further details of the notification requirements for the various types of application.

In addition, written notification of the application must be sent to the existing designated premises supervisor and that notice must state whether the application should have immediate effect.

Proof of postage is not required however applicants should note that the Council will conduct frequent spot-checks in order to ensure that the responsible authorities are kept apprised of all relevant applications.

The proposed designated premises supervisor must complete and sign a consent form agreeing to be the premises supervisor which should then be submitted together with the rest of the application. Applications will not be considered without a completed consent form.

The completed DPS variation application, together with the consent form, required fee and **the original premises licence** (if this is not practicable, a statement of the reasons for the failure to provide the licence must be submitted) should be sent to the Licensing Team at Council Offices, 37 Pembroke Road, London W8 6PW. Cheques should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card, either in person at Council Offices at the above address or by telephoning 020 7341 5152.