

DPS-00

Designated Premises Supervisor — Implementation Guide

Read this first.

The legal position

Section 19 of the Licensing Act 2003 imposes a mandatory condition on every premises licence that authorises the sale of alcohol: the licence must specify an individual as Designated Premises Supervisor (DPS), and that person must hold a valid personal licence. Every sale of alcohol under the licence must be made, or authorised, by a personal licence holder.

Where there is no validly specified DPS, or the specified DPS's personal licence has lapsed, the premises is not authorised to sell alcohol. Selling anyway is an offence under s.136 (unauthorised licensable activities): an unlimited fine and up to six months' imprisonment on summary conviction, for conduct occurring on or after 12 March 2015.

The commercial point is simple: **a DPS who is properly briefed, properly deputised for and properly supported by paperwork is what keeps a routine visit routine.** Home Office guidance under s.182 treats the DPS as the day-to-day accountable person and the main point of contact for the police and the licensing authority. A DPS who cannot produce that record, or who nobody can reach when something happens, is a review waiting to happen.

The order to do it in

1. Adopt the DPS role and responsibilities policy (DPS-01) and have the DPS and the premises licence holder both sign it.
2. Train the DPS and every named deputy with DPS-02.
3. Test understanding with DPS-03. Mark it with the separate answer key, DPS-03a.
4. Start the delegation of authority and absence register (DPS-04) and complete it every time the DPS is off-site.
5. Adopt the licence review response and escalation policy (DPS-05) so staff know what to do with any letter, email or visit from the police or licensing authority.
6. Run the briefings (DPS-06) and keep the signed sheets.
7. Notify the licensing authority of any change of DPS using the correct form, with the incoming DPS's written consent, before the change takes effect.

Note on presence

The DPS does not have to be on the premises for every sale of alcohol. What the DPS must be is genuinely in day-to-day control: aware of how the premises is run, contactable, and the person the licensing authority and police can reasonably deal with. A DPS in name only, with no real oversight, does not satisfy s.19 in substance and is a known area of police and licensing authority scrutiny.

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every premises is different, and only the premises licence holder and the DPS know their own site, staff and operation. The legal duties under the Licensing Act 2003 and all other relevant law remain with the premises licence holder and the DPS at all times and cannot be transferred to PHW Services or to any document. You must read, adapt and complete this material for your own premises, satisfy yourself that it is suitable, and seek competent legal advice where you are unsure. PHW Services does not warrant that using this pack will prevent an incident, prevent enforcement action or a licence review, or achieve compliance in any particular case. Nothing in this

pack is approved or endorsed by the Home Office or any licensing authority. Always refer to the current section 182 guidance and legislation at [gov.uk](https://www.gov.uk), which may have changed since this pack was written.