

DPS-01

Designated Premises Supervisor — Role and Responsibilities Policy

Adopt, sign, display.

Premises: _____ DPS: _____ Effective: _____

Statement of policy

- This premises has a Designated Premises Supervisor specified on the premises licence in accordance with s.19 of the Licensing Act 2003.
- The DPS holds a valid personal licence at all times. Trading in alcohol continues only while that remains true.
- Every sale of alcohol is made, or authorised, by a personal licence holder.
- The DPS is the main point of contact for the police, the licensing authority and other responsible authorities regarding this premises.
- The DPS is not required to be present for every sale, but retains genuine day-to-day responsibility for how the premises is run.
- Whenever the DPS is off-site, a named, briefed deputy is in charge, and this is recorded in the delegation and absence register (DPS-04).
- Any proposed change of DPS is notified to the licensing authority on the correct form, with the incoming DPS's written consent, before the change takes effect.
- The DPS personally reviews all incident records, refusals and any correspondence from the police or licensing authority.

DPS oversight checklist

Check	In place?	Notes
Personal licence renewal date monitored and diarised		
List of named, trained deputies current and displayed		
Delegation and absence register (DPS-04) in use, not just printed		
Correspondence log (DPS-05) checked and nothing overdue		
Premises licence copy and DPS consent form on file		
Staff know who the DPS is and how to reach them off-site		

Physical and environmental measures

A current copy of the premises licence and this policy are available on the premises for inspection. Contact details for the DPS and every named deputy are displayed for staff, not just held by management.

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, which may have changed since this pack was written.

DPS signature	Premises licence holder	Date	Review due