

## DPS-02

## Designated Premises Supervisor — Staff and Deputy Training Pack

About 30 minutes. For the DPS, every named deputy, and any manager who might be left in charge.

## 1. Why the role matters (5 min)

- Every premises licence that authorises alcohol sales must specify a DPS who holds a valid personal licence — s.19 of the Licensing Act 2003.
- Trading without a validly specified DPS is an offence under s.136: an unlimited fine and up to six months' imprisonment on summary conviction.
- A DPS who cannot show real day-to-day oversight is a known trigger for a police-led licence review.

## 2. What the DPS is legally responsible for (10 min)

- Day-to-day running of the premises so far as alcohol sales are concerned.
- Being the main point of contact for the police, the licensing authority and other responsible authorities.
- Making sure every sale of alcohol is made, or authorised, by a personal licence holder.
- Keeping the four licensing objectives in mind: prevention of crime and disorder, public safety, prevention of public nuisance, and protection of children from harm.

## 3. When the DPS is not on site (10 min)

- A named deputy is put in charge, and that deputy has been through this training pack.
- The handover is recorded in the delegation and absence register (DPS-04), every time, not just for holidays.
- The DPS stays contactable and is told about anything significant that happens while they are away.

## 4. Do and don't

- Do keep the personal licence current and produce it on request.
- Do notify the licensing authority promptly of any change of DPS, with the incoming DPS's written consent.
- Do tell the DPS immediately about any visit or contact from the police or a licensing officer.
- Don't let anyone sell alcohol who is not a personal licence holder, or authorised by one.
- Don't leave a shift with nobody named as being in charge.
- Don't sit on a review notice. It carries a strict deadline from the day it is served.

## 5. What a licensing authority or police visit actually checks

- Is the DPS named on the licence still correct, and do they still hold a valid personal licence?
- Is there a clear, briefed deputy on site whenever the DPS is not?
- Is the delegation and absence register (DPS-04) genuinely being used?
- Has any recent correspondence from the police or licensing authority (DPS-05) been actioned, or is it sitting in a drawer?

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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](http://gov.uk), which may have changed since this pack was written.