

DPS-04

Delegation of Authority and Absence Register

Complete every time the DPS is off-site. Retain for at least two years. This is the document a licensing officer or police officer will ask for.

Absences and delegated authority

Date	Time DPS left / returned	Deputy in charge	Deputy trained on DPS-02?	Contactable via	Reason for absence	Incident during absence?	Recorded by
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Named deputies — competence record

Name	Trained on DPS-02 (date)	Authorised by DPS	Notes
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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](https://www.gov.uk), which may have changed since this pack was written.