



Date: Updated 25th January 2012

Our reference:

Your reference:

Dear Sir/Madam

Licensing Act 2003

Application for a Variation of a Premises Licence to specify an individual as designated premises supervisor

Please find enclosed the application form for you to apply for a Premises Licence under the provisions of Section 37 of the Licensing Act 2003. You should note that this is a prescribed form issued by the Government.

The application form must be completed in BLACK INK. Please read the instructions and guidance notes before completing the form. When submitting your application to the above address, you must also enclose:

- The appropriate application fee, of £23.00
- The premises licence or relevant part of it or an explanation why the premises licence or relevant part are not enclosed
- Form of consent given by the proposed individual.

You are required to serve a copy of your complete application on **Essex Police**. This must be done on the same day that the application is given to the Licensing Authority.

The contact address for Essex Police is: **Miss Charlotte Gearing, Police Licensing Officer, Essex Police, Harlow Police Station, The High, Harlow, Essex, CM20 1HG.**

There is also a requirement for the premises licence holder to give notice to the existing designated premises supervisor (if there is one).

Failure to comply with any of the above requirements will mean that your application is not valid and cannot be considered.

If you wish to submit the application in person so that it can be checked, please telephone 01277 312523 to make an appointment to see the Licensing Officer. Alternatively, the application can be sent to the Licensing Section at the above address.

Should you have any queries with regard to the application procedure, please do not hesitate to contact this office.

Yours faithfully

Ashley Culverwell
For Licensing Authority

Licensing
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Email: licensing@brentwood.gov.uk