



**Application for the mandatory alcohol condition under the  
Licensing Act 2003 requiring a Designated Premises Supervisor in  
respect of a premises licence to be disapplied**

Please read the accompanying notes (at the end of this form) as you complete it.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes in written black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**We** (*see note 1*).....

being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being (*please tick*)

**the applicant for a premises licence**      OR      **premises licence holder**

in respect of those premises, apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act (*see note 2*)

| Part 1 - community premises details  |  |          |  |
|--|--|----------|--|
| Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description |  |          |  |
|  |  |          |  |
| Post town  |  | Postcode |  |
| Phone number at premises ( <i>if any</i> )   |  |          |  |
| Email address of premises ( <i>if any</i> )  |  |          |  |

|   |
|---|
| Brief description of premises and the composition of the committee or board of individuals with responsibility for management of the premises ( <i>see note 3</i> ) |
|   |

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (*see note 4*)

|  |
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|  |
|--|

## Part 2 - applicant details

We are the premises licence holder      Yes                      No

Current address (*if different from premises address*)

|  |
|--|
|  |
|--|

|            |  |           |  |
|------------|--|-----------|--|
| Post town: |  | Postcode: |  |
|------------|--|-----------|--|

|               |  |
|---------------|--|
| Phone number: |  |
|---------------|--|

|                |  |
|----------------|--|
| Email address: |  |
|----------------|--|

*Please tick as applicable*

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence
- This form accompanies a new premises licence application

**If you are varying an existing licence and have not ticked one of the first two boxes above, please complete the below box.**

Reasons why I have failed to enclose the premises licence or relevant part of it:

|  |
|--|
|  |
|--|

Any further information to support your application:

**Checklist:**

***If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales***

*Please tick to confirm*

- I have made or enclosed payment of the £23 fee (see page 6)
- I have included supporting documents (if available) which identify the premises and how it is managed (see note 3)
- I have included copies of any hiring agreements
- am sending a copy of this application to Lincolnshire Police today - **only applicable if submitting a paper form** (see page 6)
- I understand that if I do not comply with the above requirements my application will be rejected

***If applying alongside a new application or variation for a permission to allow alcohol sales***

*Please tick to confirm*

- 'this application accompanies a new premises licence application'
- OR**
- 'this application accompanies an application to vary an existing premises licence'
  - I have enclosed the premises licence or relevant part of it or provided an explanation
  - I understand that if I do not comply with the above requirements my application will be rejected

### Part 3 - signatures

Please provide **two signatories** of members of the management committee stating in what capacity they represent the premises licence holder (*see note 5*)

**It is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.**

|             |  |   |  |
|-------------|--|---|--|
| Signature 1 |  | If unable to provide a digital signature please type name to the right: |  |
| Date        |  |   |  |
| Capacity    |  |   |  |

|             |  |   |  |
|-------------|--|---|--|
| Signature 2 |  | If unable to provide a digital signature please type name to the right: |  |
| Date        |  |   |  |
| Capacity    |  |   |  |

|   |  |          |  |
|---|--|----------|--|
| Contact name (where not already given) and address for <b>correspondence</b> associated with this application |  |          |  |
|   |  |          |  |
| Post town   |  | Postcode |  |
| Phone number:   |  |          |  |
| Mobile number:  |  |          |  |
| Email address:  |  |          |  |

## Notes

This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premises licence which allows the sale of alcohol
  - applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol
  - applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol
1. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.
  2. On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.
  3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.
  4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory guidance.
  5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, Committee member, Hall secretary etc).

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

**Please return this form with the fee of £23\* to:**

[licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

\* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + premises name, or (your premises licence number which starts 32UHB...)

**Amount:** £23

*For office use: payment code 6007-40098-41162*

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**If submitting your application by post, copies of this form must be sent to:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

Licensing (Alcohol)  
Lincolnshire Police  
Myles Cross Centre  
Macauley Drive  
Lincoln  
Lincolnshire  
LN2 4EN

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**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)