**Premises Licence – Request to be removed as DPS (Designated Premises Supervisor)**

**Licence summary**
Where an individual wishes to cease being the Designated Premises Supervisor (DPS) on a premises licence, you can use this form to notify us.

**Eligibility Criteria**
No provision in legislation

A summary of the regulation relating to this licence can be found here:
http://www.opsi.gov.uk/si/si2005/20050042.htm

**Cost**
No Fee

Yes

Tacit Consent will apply.

This means that you will be able to act as though your application is granted if you have not heard from St Albans City & District Council by the end of the target period.

**Will Tacit Consent Apply?**
Please note Tacit Consent will only apply once a full application has been submitted and you have received an acknowledgment from St Albans City & District Council.


**Apply online**
From 28th December 2009, to comply with the European Union Services Directive, an application for a request to be removed as DPS can be made electronically:

https://online.ukwelcomes.businesslink.gov.uk/etm/action/search?classification=3

**If your application is refused**
There is a right of appeal against decisions of the Licensing Sub-Committee. Appeals should be made to the Magistrates' Court within 21 days of notice of decision.

Please contact licensing@stalbans.gov.uk

We would always advise that in the event of a complaint the first contact is made with the Council by you -

**Complaints**
Please complete the online complaints form: http://www.stalbans.gov.uk/contact-us/customer-feedback.aspx

**Trade Associations**
1. Association of Licensed Multiple Retailers (ALMR) [http://www.almr.org.uk](http://www.almr.org.uk)
2. Broadcasting, Entertainment, Cinematograph and Theatre Union (BECTU) [http://www.bectu.org.uk/home](http://www.bectu.org.uk/home)
3. Federation of Licensed Victuallers Associations (FLVA) [http://www.flva.co.uk](http://www.flva.co.uk)
4. Institute of Entertainment and Arts Professionals (IEAP) [http://www.ieap.co.uk](http://www.ieap.co.uk)
5. Institute of Licensing (IoL) http://www.instituteoflicensing.org/

Register

You can view the online public register here:
http://www.stalbans.gov.uk/business/BusinessLicences/online%2DLicensing/