

**Licence holders – dealing with licence changes
outside of office hours**

Civic Centre Queen Elizabeth Drive Pershore Worcs WR10 1PT
(01386) 565000 www.wychavon.gov.uk DX 25934 Pershore



Certain changes to existing licences can be made outside of our normal office opening hours, including weekends.

Where a licence allows the sale of alcohol, ALL sales must be authorised by a someone who holds a personal licence for the sale of alcohol. A personal licence holder must be named (on the licence) as the “designated premises supervisor” (DPS).

If the DPS is unexpectedly absent for a short while, they can authorise other people to sell alcohol in their name. This should be done in writing. The DPS should only authorise suitably trained persons, since they will share responsibility for any offences that are committed in their name.

If the DPS has left the premises permanently, the licence holder will have to appoint a replacement *before* alcohol can legally be sold.

It is open to a DPS (at any time) to request to be removed as a designated premises supervisor. The request can be made to us in a written notice under S41 of the Act: within 48 hours the outgoing DPS must copy the notice to the licence holder and tell the licence holder to return the licence to us for amendment.

The punishment for selling alcohol where the sale wasn't authorised directly or indirectly by the DPS is the same as that for breach of licence conditions - up to £20,000 and\ or 6 months imprisonment (on conviction).

A licence may NOT be used if the licence holder dies, becomes insolvent or is mentally incapacitated. The licence lapses immediately. In the first twenty eight days, S.47 allows specific people to give us an “Interim Authority Notice”. This costs £23, but reinstates the licence immediately (a copy must be sent to the Police at the same time, and an application for transfer must be made within two months). The Interim Authority Notice form can be downloaded from DCMS (Internet address below).

Properly completed forms must be physically delivered to our office (see below) and a copy posted to the Chief Constable for West Mercia Police. The original licence must be returned as well; see the checklist at the end of each form for the list of enclosures.

Interim Authority Notices, DPS changes and licence transfers can have effect AS SOON AS the forms (and enclosures) have been delivered and payment is received: each change costs £23. Payment must be made using the Internet option described below if an application is to have effect outside our normal working hours.

Application forms can be downloaded by following the links on our Internet site at (www.wychavon.gov.uk/lic), or direct from the DCMS Internet site at www.culture.gov.uk

Please note - the only address where we will accept service of applications and notices is:

Licensing Unit,
Worcestershire Regulatory Services
Wychavon District Council,
Civic Centre
Queen Elizabeth Drive,
Persnore, WR10 1PT.

Contact details for the Police (who require copies of applications) are:

The Chief Officer of Police, C/o Licensing Officer
West Mercia Police
Castle Street, Worcester, WR1 3QX
Phone 01905 331037
Email:
licensing.southworcs@westmercia.pnn.police.uk

Payment for changes to existing licences can be made at any time by visiting our web site at www.wychavon.gov.uk. Click on the “online payments” button and follow the instructions. The licence number will be needed as a reference, the user will need to know what fee is to be paid.

The licence number starts “1840\” and is shown on the licence and as “your reference” on any documents that we send to licence holders.

Other ways to pay :

- By post, to the licensing unit at the address below – cheques and postal orders made payable to Wychavon District Council. Cash should not be sent by post. Name and address of the licensed premises should be written on the back of the cheque.
- By Phone, we can accept payment using Visa, Switch, Mastercard, Visa Electron or Solo. Please phone the licensing unit on 01386 565016 during office hours; you will need to have your licence number and payment card details to hand.
- In Person at the Civic Centre in Pershore and at Droitwich Community Contact Centre (Monday to Friday 9am – 5pm, Saturday 9am – 12.30pm), or at Evesham Community Contact Centre (Monday to Friday 8am – 8pm, Saturday 9am – 5pm, Sunday 10am – 4pm). You will need to give the cashier your licence number as a reference.

Fees and charges are on our website, with other useful factsheets at: www.wychavon.gov.uk/lic

Get help at:

Licensing Unit,
Worcestershire Regulatory Services
Wychavon District Council
Civic Centre
Queen Elizabeth Drive
Pershore
Worcestershire WR10 1PT

Phone	01386 565016
Fax	01386 561826
Web	http://www.wychavon.gov.uk/lic
Email	licensing@wychavon.gov.uk