

# **The responsibilities of a designated premises supervisor**

## **Content**

### **What is a designated premises supervisor?**

A designated premises supervisor (DPS) is the person who has day-to-day responsibility for the running of the business and is responsible for authorising the alcohol sales.

All businesses and organisations selling or supplying alcohol, except members clubs and certain community premises must have a designated premises supervisor.

Whoever holds this role will be named on the licence and will need to be named on any application and give their consent to acting.

### **What the DPS does**

The person chosen to be designated premises supervisor (DPS) will act as primary contact for us and the police. They must understand the social issues and potential problems associated with the sale of alcohol, and also have a good understanding of the business itself.

While they need not be on site at all times, and are able to authorise staff to sell alcohol in their absence they are expected to be involved enough with the business to be able to act as its representative, and they must be contactable at all times.

If we or the police have any questions or concerns about the business, they will expect to be able to reach the designated supervisor.

Each business may have only one supervisor selected for this role, but the same person may act as the designated supervisor at more than one business.

### **Taking responsibility**

The Licensing Act requires the supervisor - and all personal licence holders - to take responsibility for the sale and supply of alcohol.

This is because of the impact alcohol has on the wider community, on crime and disorder, and anti-social behaviour.

Because of these issues, selling alcohol carries greater responsibility than licensing regulated entertainment and late night sales of food and non-alcoholic drinks.