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| **Council Meeting** | A black and white drawing of a building with a tower  Description automatically generated with low confidence  Market Drayton  Town Council |
| **Agenda Item: 9.C Premises Licence – Designated Premises Supervisor** |
| **Date: 19 November 2023** |
| **Appendix : CO86** |

**Background Information**

The Town Council holds a Premises Licence which covers certain roads and parks in the town. The licence covers activities set out in the attached document.

Part of the licence covers the supply of Alcohol. One of the Mandatory conditions of the licence is:

For the sale of alcohol

No supply of alcohol may be made under the premises licence –

1. At a time when there is no designated premises supervisor in respect of the premises licence, or
2. At a time when the designated supervisor does not hold a personal license, or their personal licence is suspended.

Other mandatory conditions can be found in the attached document.

Currently the Town Council does not have a designated premises supervisor due to the resignation of Mr M Whittle who held that position for several years.

**The application process for a Designated Supervisor (a Personal licence holder)**

The following is required to apply for a Personnel Licence:

* Fee (£100)
* Two photos of yourself
* A basic Disclosure and Barring Service (DBS) check (www.gov.uk/request-copy-criminal-record). Any certificate must be no more than one calendar month old
* A criminal conviction certificate issued under section 112 of the Police Act 1997(a), or
* A criminal record certificate issued under section 113A of the Police Act 1997, or
* The results of a subject access search under the Data Protection Act 1998(b) of the Police National Computer by the National Identification Service
* A completed disclosure of convictions and declaration form. A list of relevant offences is available on the application form
* A copy of your licensing qualification (see below)
* Before you apply you will also need one of the following personal licence holder qualifications: BIIAB level 2 national certificate / GQAL level 2 certificate / EDI level 2 national certificate / HABC level 2 award / NCFE level 2 national certificate (cost for training is approximately £100)
* Proof of your right to work in the United Kingdom

**For Consideration**

To consider appointing a new Designated Premises Supervisor