



Pennaeth Cartrefi a Chymunedau Mwy Diogel
Adran Cymunedau,
3 Heol Spilman, Caerfyrddin, SA31 1LE.

Head of Homes & Safer Communities
Department for Communities
3 Spilman Street, Carmarthen, SA31 1LE.

Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

Before completing this form please read the guidance notes at the end of the form and the accompanying guidance leaflets.

If you are submitting an application electronically online:-

1. Download the application and consent forms using the links found at <http://www.carmarthenshire.gov.wales/home/business/licensing-permits/alcohol-entertainment/premises-licence/>
2. Submit the completed application form, signed consent form and pay the prescribed fee of £23 via the online service.
3. Post the Premises Licence, Premises Licence Summary and original signed consent form to the Licensing section at the above address.
4. The Licensing Section are responsible for forwarding a copy of the application to the Police Licensing Officer.

If you are submitting a hardcopy application:-

1. Send the completed application form to the licensing section at the above address along with:-
 - The consent form completed by the proposed premises supervisor
 - The prescribed fee of £23. Cheques must be made payable to Carmarthenshire County Council.
 - The existing premises licence, licence summary document or the relevant part of it or an explanation as to why it cannot be produced.
2. Send a copy of the application to the Police Licensing officer at :-
The Police Station, Foundry Road, Ammanford, Carmarthenshire, SA18 2LS
3. Give a copy of this form to the existing premises supervisor, named in the licence.

An application will not be deemed complete until all the elements of the application have been received by the authority. 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 and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information and advice see the Council's website

<http://www.carmarthenshire.gov.wales/home/business/licensing-permits/alcohol-entertainment/premises-licence/>

or contact the Licensing Section on 01267 228924, e-mail publicprotectin@carmarthenshire.gov.uk.