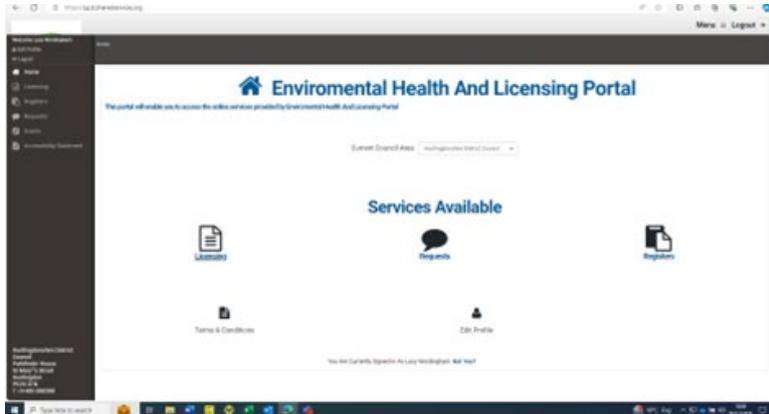


Guidance Notes for submitting a Vary DPS application

You will first need to create an account to access the portal



- Log into the portal homepage and select Huntingdonshire District Council under Current Council Area.

Current Council Area

- Then click on the Licensing icon



Licensing

- On the left-hand side, you will see a sidebar, with some options – if you are on a mobile phone, you will need to swipe on your screen from left to right. Select **Licensing Act 2003**.
- Select the licence type as **Premises**
- Select the Application type as **Application to vary a premises licence to specify an individual as a designated premises supervisor**.
- **This will take you to Step one of the application:**

Step 1 – General Details

- Select **'Yes'** for **"I have read and approve of the guidance notes"**

I Have Read And Approved The Guidance Notes *

Rateable Value *

Licence Capacity *

- Complete the rest of Step 1 by adding the **Premises to be licensed** and **Trading Name**
- Click the circle to indicate if you are the **Proposed Licence holder** or the **Agent**
- This will reveal additional boxes to be completed for your name and other personal details.
- If you are a **Company** please click the correct circle to indicate this. This allows the page to open to add further information.

Company **
 Charity **
 Individual **

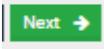
Company Name*

Company Number*

Position Held

- By clicking **Add** you can include additional licence holders and contacts if required.
- Click 

Step 2. Premises details

- Complete the page to provided details about the premises.
- Click 

Step 3 – Proposed supervisor

- Complete the details for the proposed DPS
- Complete the details of the existing DPS
- Click on the button to indicate “**Yes**” or “**No**” to the statements
- If you have completed a Consent form, a reference can be provided at the bottom of this page, but this is not mandatory.
- Click 

File Uploads

Here you can add files.

The required documents should be indicated in red for you to add.

Confirmation

Please read through the summary carefully

- If there is anything not quite right, you can click **Previous** to go backwards or forwards one page at a time.

- You can add notes in the **Customer Comments** box for anything else you want us to let us know about. E.G if state the reason why if you cannot provide a copy of the licence.
- Please click on the **Disclaimer** button to indicate you are happy to approve the submission of the application:

**You Must Read And Approve The
Disclaimer Before You Proceed**

 Yes

- Click 

Please wait for the page to refresh to take you to the payment page. The application will not be processed until the fee has been paid.

You will be contacted by us to confirm that the 14-day consultation period has started within 3 working days.

Check list:

- **Application summary**
- **Consent of DPS to be completed by the new DPS**
- **Copy of the current licence**
- **Payment**