

Keeping us up to date with your business

You must keep us up to date with all aspects of your business. Forms are available below to help you do this. You can pay any administration fee through the link at the end of the online form, or with a cheque made payable to Sevenoaks District Council and posted in to us at the address on the right hand side of this page.

On the move?

Please inform us if you, as the Premises Licence holder, or your DPS, change any personal details, i.e., name or address. **There is a fee of £10.50 for this procedure.** We will amend your licence to show the correct details after 14 days.

You can inform us online [here](#). Alternatively, an application form is available for [download](#) if you would like to do this by post. There is also a [guidance document](#) available.

Please remember that Personal Licence holders also need to keep us informed if they move – [more information on Personal Licences](#).

New DPS?

Likewise, if your DPS leaves your business, you must apply to us **immediately** to vary your licence to show a new DPS. **There is a fee of £23.00 for this procedure.** We will amend your licence to show the correct details and get it back to you within 14 days.

You can apply to specify your new DPS [online](#). Alternatively, an application form is available for [download](#) and there is a [guidance document](#) to help you.

Your new DPS must fill in a consent form either [online](#), or as a hard copy ([available for download](#)). **This is free.** You should also fill in this [notification](#) and send it to your old DPS to inform them that they have been replaced.

If you are a DPS and have moved on from a business, you can request to be removed as that premises' DPS [online](#). There is a fee of £23.00 for this procedure.

Licence-holder incapacitated?

If the licence-holder of a licensed premise has been incapacitated for any reason and will no longer be running the premises, you must arrange for an Interim Authority Notice as soon as possible. There is a **strict** time limit on this – the licence will lapse after 7 days of the incapacity of the licence-holder if no interim authority notice application is received. **There is a fee of £23.00 for this procedure.** It will take 7 days to process.

[Download](#) the form to complete and post in or apply [online](#).

Either way, **you are legally required** to give [notice of steps taken to obtain consent from the Licence Holder](#) if the licence-holder is alive: please download, print and complete this, then scan and attach it to your online application, or post it to us.

You should also [inform the DPS of the Interim Authority Notice](#).

Once an Interim Authority Notice has been granted, it lasts for two months – during this time you must arrange for the transfer of the Licence to a new permanent licence-holder or the premises licence will lapse.

I have an interest in a Licensed Premise – how do I stay informed?

You can [notify us online](#) of any Licensed Premises in which you have an interest, and we will keep you informed of any relevant licensing developments. **There is a fee of £21.00 for this service**, and it will take 14 working days for your application to be processed. You must renew your application, and pay the fee, annually.