Application for a personal licence

Before completing this form please read the guidance notes listed below.  
The application form itself is from page 6 onwards.

This guidance note has been compiled for your assistance but it is not intended to replace your own legal advice.

**Definition of a Personal Licence**

All sales/supplies of alcohol must be made by, or under the authority of, a Personal Licence Holder (however, this does not apply to Qualifying Clubs or premises operating under a Temporary Event Notice). This doesn’t mean that Personal Licence holders must be present at all times when alcohol is sold/supplied - a Personal Licence holder may authorise other members of staff to sell alcohol whilst they are absent from the premises. Not everyone who makes a sale has to hold a Personal Licence, so long as a Personal Licence Holder has authorised the sale. A Personal Licence does not expire and is valid in all of England and Wales – if you move away to work in another Authority then your Personal Licence ‘travels’ with you and you do not have to apply for a new licence with the new Authority, but you need to ensure that you keep your details up to date, e.g change of name and/or address. You must apply for your Personal Licence to the Council within whose district you live.

If you do need to change any details on your licence or require a replacement, you must apply in writing to the Authority who first issued your licence. There is a fee of £10.50

**Definition of a Designated Premises Supervisor**

All premises operating under a Premises Licence to sell/supply alcohol must appoint a Designated Premises Supervisor (DPS) for the premises. There can only be one DPS per premises. The DPS will be held as the person in overall charge of the premises and whilst they are not required to be at the premises at all times when the premises are open they should be responsible for the day to day running of it. A person cannot become a DPS unless he/she is also a Personal Licence Holder.

Qualifying clubs don’t need a DPS to sell alcohol to members and their guests.

**The requirements for a new application for a Personal Licence**

* The applicant must be over 18;
* Must be able to evidence their right to work in the UK and to undertake work relating to the carrying on of a licensable activity;
* Hold a Licensing qualification that has been accredited by the Secretary of State - the aim of this is to ensure that licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol;
* Submit a declaration form relating to relevant / foreign offences/ immigration penalties;
* Submit one of the following – either a Criminal Record Certificate (Basic DBS Certificate), a Criminal Conviction Certificate, or the results of a Data Subject Access Search (of the Police National Computer).The Licensing Authority can only accept these documents up to 1 calendar month from the date of their issue;
* No Personal Licence held by an applicant can have been forfeited within 5 years of making the application for a Personal Licence;
* Submit 2 passport sized photograph’s of yourself (taken against a light background, 45mm by 35 mm in size, one photo being endorsed as a true likeness of the applicant by a person of standing in the community – solicitor, doctor, etc);
* The fee of £37

If you have committed a relevant or foreign offence, then the Licensing Authority will notify the Police and ask whether they consider that the granting of a Personal Licence would undermine the crime prevention objective. If so, the Police will issue an objection notice and the matter will be determined by a hearing of a Licensing Sub Committee.

**How to obtain a Criminal Record Certificate**

The applicant must submit one of the following – either a Criminal Record Certificate (Basic DBS Disclosure),a Criminal Conviction Certificate, or the results of a Data Subject Access Search (of the Police National Computer).The Licensing Authority can only accept these documents up to 1 calendar month from the date of their issue. Please see below link for further details:

<https://www.gov.uk/request-copy-criminal-record>

**‘Relevant offences’, ‘Foreign offences’ and ‘Immigration penalties’ – Explained.**

'Relevant offence' refers to the offences listed in the Licensing Act that could, on conviction, rule out the grant or renewal of a Personal Licence to an applicant. The offences include those involving serious crime; serious dishonesty; controlled drugs; certain sexual offences; and certain offences created by the Act. [The full list of relevant offences can be found in Schedule 4 to the Act.](http://www.hmso.gov.uk/acts/acts2003/20030017.htm)

A ‘foreign offence’ is one committed outside England and Wales. When applying for a new Personal Licence the applicant must include details of any relevant or foreign offences for which they have been convicted. If a person is convicted of a relevant or foreign offence while holding a Personal Licence then he/she must either produce his/her Personal Licence to the Court or notify the Court of the existence of the Personal Licence. The Personal Licence holder must also (as soon as reasonably practicable) inform the licensing authority which granted the licence of the conviction. The Licensing Authority must then notify the Police who may, within 14 days, object to the continuation of the licence (as it would undermine the crime prevention objective). If so, a hearing of a Licensing Sub Committee will be arranged unless it is agreed that a hearing is unnecessary.

An ‘Immigration penalty’ is is any penalty contrary to s15 Immigration, Asylum and Nationality Act 2006 or s23 Immigration Act 2014.

**Qualifications needed to get a new Personal Licence**

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

**BIIAB (QCF Recognition number RN5118)**

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

* website: [British Institute of Innkeeping Awarding Body](https://biiab.co.uk/)
* telephone: 0115 854 1620
* email: [customersupport@biiab.co.uk](mailto:customersupport@biiab.co.uk)
* address: BIIAB, Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH

**HABC**

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

* website: [Highfield Awarding Body for Compliance](http://www.highfieldabc.com/)
* telephone: 0845 226 0350
* email: [info@highfieldabc.com](mailto:info@highfieldabc.com)
* address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

**LASER (QCF Recognition number RN5326)**

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

* website: [Laser Learning Awards](http://www.laser-awards.org.uk/)
* telephone: 01932 569894
* email: [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)
* address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

**Pearson Education Ltd (QCF Recognition number RN5133)**

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

* website: [Pearson Education](http://qualifications.pearson.com/)
* telephone: 0844 576 0045
* email: [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)
* address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

**QNUK (RQF Recognition number RN5133)**

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/2619/0

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

* website: [QNUK](http://www.qualifications-network.co.uk/)
* telephone: 020 3795 0559
* email: [centres@qnuk.org](mailto:centres@qnuk.org)
* address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

**Qualsafe Awards (RQF Recognition number RN5291)**

QA Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/5343/0

* website: [Qualsafe Awards](https://qualsafeawards.org/)
* telephone: 0845 644 3305
* email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)
* address: Qualsafe Awards, City View, 3 Wapping Road, Bradford, West Yorkshire, BD3 0ED

**SFJ Awards**

Level 2 Award for Personal Licence Holders

Qualification Number: 603/2659/1

* website: [www.sfjawards.com](https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers/www.sfjawards.com)
* telephone: 0114 284 1970
* email: [info@sfjawards.com](mailto:info@sfjawards.com)
* address: SFJ Awards, Consult House, 4 Hayland Street, Sheffield, S9 1BY

**SQA (QCF Recognition number RN5167)**

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

* telephone: 0845 279 1000
* email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)
* address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

**Training Qualifications UK (Recognition number: RN5355)**

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

* website: [Training Qualifications UK](http://www.tquk.org/)
* telephone: 03333 583344
* email: [account.managers@tquk.org](mailto:account.managers@tquk.org)
* address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in

your area.

**Formerly accredited courses**

The following courses were formerly accredited:

**BIIAB Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/4866/2

**CIEH Level 2 Award for Personal Licence Holders (QCF)**

Accreditation number: 601/2104/X

**EDI Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/4865/0

**EDI Level 2 Award for Personal Licence Holders. QCF**

Accreditation number 500/9146/3

**GQAL Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/5040/1

**HABC Level 2 Award for Personal Licence Holders. QCA**

Accreditation Number: 500/7383/7

**HABC Level 2 Award for Personal Licence Holders. QCF**

Accreditation number 500/9974/7

**IQ (QCF Recognition number:RN5330) IQ Level 2 Award for Personal Licence Holders**

Qualification number: 603/2659/1

**IQ Level 2 Award for Personal Licence Holders (QCF)**

Qualification number: 601/4980/2

**NCFE Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 500/4228/2, 600/1323/0

**SQA Level 2 Award for Personal Licence Holders. QCA**

Accreditation Number: 500/8025/8

***Every effort has been made to ensure that this guidance document is comprehensive and accurate. Whilst the Licensing Authority and each of the ‘Responsible Authorities’ will be pleased to assist you and offer advice and guidance on how to complete application forms, etc, you are advised to seek your own independent legal advice if you have any legal queries***.

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Your personal details** | | | | | | |
| TITLE Please tickMr  Mrs  Miss  Ms  Other (please state) | | | | | | |
| Surname  Forenames |  | | | | | |
| PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. | | | | | | |
| TITLE Please tickMr  Mrs  Miss  Ms  Other (please state) | | | | | | |
| Surname  Forenames |  | | | | | |
| Date of Birth  Nationality |  | | | | | |
| I am 18 years old or over. Please tick | | | | | Yes | No |
| ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below). | | | | | | |
|  | | | | | | |
| Post town | | | | Post code | | |
| TELEPHONE NUMBERS | | | | | | |
| Daytime | | |  | | | |
| Evening | | |  | | | |
| Mobile | | |  | | | |
| **FAX NUMBER** | |  | | | | |
| E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail) | | | | | | |

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| --- | --- | --- |
| Address for correspondence associated with this application (if different to the address above) | | |
| **Post town** | | Post code |
| TELEPHONE NUMBERS | | |
| Daytime |  | |
| Evening |  | |
| Mobile |  | |
| E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail) | | |

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| **2. Your licensing qualifications** | | | |
| Read Note 1 **Please tick yes** | | | |
| Please indicate below which one of these statements applies to you: | | | |
| **1.** I hold an accredited licensing qualification | | |  |
| **2.** I hold a certified qualification | | |  |
| **3.** I hold an equivalent qualification | | |  |
| **4.** I am a person of prescribed description | | |  |
| If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application.  If you have ticked statement 4, please provide evidence that you are a person of prescribed description. | | | |
|  | | | |
|  | | | |
| **3. Previous or outstanding applications for a personal licence** | | | |
| Note: You may only hold one personal licence at a time. **Please tick** | | | |
| Do you currently hold a personal licence? | | Yes | No |
| Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority? | | Yes | No |
| Has any personal licence held by you been forfeited in the last 5 years? | | Yes | No |
| Licensing Authority |  | | |
| Licence number |  | | |
| Date of issue |  | | |
| Any further details |  | | |

|  |  |
| --- | --- |
| **4. CHECKLIST:** | |
| **I have** **Please tick yes** | |
| * enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification * enclosed any licensing qualification I hold or proof that I am a person of prescribed description * enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service * enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) * included a proof of my right to work in the United Kingdom (see note 2) * made or enclosed payment of the fee for the application |  |
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| --- | --- | --- | --- |
| **5. Declaration** | | | |
| **I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.**  **The information contained in this form is correct to the best of my knowledge and belief.**  It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally. | | | |
| **SIGNATURE** |  | DATE |  |

**Disclosure of convictions and civil immigration penalties and declaration**

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

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Your personal details** | | | | | |
| TITLE Please tick Mr  Mrs  Miss  Ms  Other (please state) | | | | | |
| Surname  Forenames |  | | | | |
| PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. | | | | | |
| TITLE Please tick Mr  Mrs  Miss  Ms  Other (please state) | | | | | |
| Surname  Forenames |  | | | | |
|  | | | | | |
| **2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years** | | | | |
| **Please tick**  | | | | |
| Has any personal licence held by you been forfeited or revoked in the last 5 years?  If yes, please provide details below: | | | Yes | No |
| Name of court/licensing authority | |  | | |
| Address of court | |  | | |
| Date of forfeiture/revocation | |  | | |
| Offence which resulted in the forfeiture/revocation | |  | | |
| Any additional details | |  | | |

|  |  |  |
| --- | --- | --- |
| **3. Relevant or foreign offences and civil immigration penalties** | | |
| Read Note 1 **Please tick**  | | |
| Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty? | Yes | No |
| If you have been convicted of any relevant offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed: | | |
|  | | |
| If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed: | | |
|  | | |
| If you have received an immigration penalty you must provide details for each penalty, including date of penalty, company name and reference number” | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Declaration** | | | |
| I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty | | | |
| **SIGNATURE** |  | DATE |  |
|  | | | |
| **5. Declaration** | | | |
| **The information contained in this form is correct to the best of my knowledge and belief.**  It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally. | | | |
| **SIGNATURE** |  | DATE |  |

## NOTES

1. **Relevant or foreign offences**

**Relevant offences** are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices’ licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.

1. **Civil immigration penalty**

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

**NOTES**

Information on the Licensing Act 2003 is available on legislation.gov.uk

or from your local licensing authority.

**1. Licensing qualifications**

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

**2. Right to work/immigration status:**

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

* does not have the right to live and work in the UK; or
* is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

### Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

* An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
* An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
* A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
* A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

* A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
* Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
* Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
* evidence of the applicant’s own identity – such as a passport,
* evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
* evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

(i) working e.g. employment contract, wage slips, letter from the employer,

(ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

(iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or

(iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

(i). any page containing the holder’s personal details including nationality;

(ii) any page containing the holder’s photograph;

(iii) any page containing the holder’s signature;

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is

permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.