

APPLYING FOR A PERSONAL LICENCE

INTRODUCTION

Under the Licensing Act 2003, any individual may apply for a personal licence whether or not they are currently employed or have business interests associated with the use of a premises licence. Applications for a personal licence must be made to the Local Authority in the area where they reside.

A personal licence authorises the individual to supply alcohol or authorise the sale of alcohol in accordance with a premises licence. Personal licences are valid indefinitely, and are 'portable' between premises.

You can apply for a personal licence at any time providing you are 18 or over. You must have the legal right to work in the UK in order to hold a Personal Licence, proof of which will be required. Licences will lapse automatically if your right to work in the UK expires or is revoked.

Applicants will need to complete an 'Application for a personal licence' and include the following:

- The correct fee (currently £37);
- Enclose a relevant licensing qualification (see below);
- Enclose a basic Criminal Record check (see below);
- Enclose two photographs (see below);
- Provide documentary proof of your right to work in the UK,
- Make a declaration that you have not been convicted of a relevant offence, a foreign offence or been required to pay a civil immigration penalty.

Personal Licences are issued directly to the person applying for them, and are not transferrable. Once you have obtained one, you may work at any premises which is subject to a Premises Licence authorising the sale / supply of alcohol, anywhere in England or Wales.

You may only hold one Personal Licence at any time, which will be valid for the whole of your lifetime, but may be revoked if you are convicted of a relevant criminal offence, have to pay an immigration penalty, or are found to have given incorrect or misleading information in your application.

Application forms are available on our website www.n-kesteven.gov.uk or by contacting the Licensing Team at the address at the end of this document.

PERSONAL LICENCE QUALIFICATIONS

Persons applying for a personal licence will need to obtain an accredited licensing qualification. The aim of the qualification is to ensure that licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol.

The current qualification is the Level 2 Award for Personal Licence Holders. (This replaces the Level 2 National Certificate for Personal Licence Holders, which will no longer be accepted if dated after 31st March 2011).

The Secretary of State accredits personal licence qualification training providers under the 2003 Act: [Accredited personal licence qualification providers](#)

(<https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers/accredited-personal-licence-qualification-providers>)

Contact the course providers direct for more information on the costs and local venues where they can be taken.

CRIMINAL RECORD CHECK

You must submit a Criminal Record Check; issued no earlier than one calendar month before the date of the application to prove that you have not been convicted of any relevant offences. In order to do this you should submit one of the following:

1. A criminal conviction certificate issued under s112 of the Police Act 1997 (a basic Disclosure) or
2. A criminal record certificate issued under s113A of the Police Act 1997 (a standard or enhanced record check from the Disclosure and Barring Service) or;
3. The result of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service.

We advise applicants to apply for a 'Basic Disclosure' from the Disclosure and Barring Service (DBS), these can be obtained online at:

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

N.B. You must also complete a separate declaration that you have not been convicted of a relevant offence or a foreign offence or been required to pay an immigration penalty.

PHOTOGRAPHS

Should be:

- taken against a light background;
- size 45 millimetres by 35 millimetres;
- be full face without sunglasses;
- unless the applicant wears a head covering due to his/her beliefs, without a hat;
- on photographic paper; and endorsed by a solicitor, notary, a person of standing in the community, or any individual with a professional qualification.

DESIGNATED PREMISES SUPERVISOR

A personal licence holder must give written consent to become a Designated Premises Supervisor (DPS) for licensed premises where the activity of sale by retail of alcohol is authorised. There can only be one DPS on the premises licence, but no limit on the number of personal licence holders in order to maintain effective management of the premises. All sales of alcohol must be authorised by a personal licence holder.

THEREFORE:

If you have no convictions, not had a licence forfeited in the past five years, are suitably trained, are 18 or over and have the right to work in the UK there is no reason why you should not qualify for a personal licence.

Please note that personal licences are not required in qualifying clubs (holding a Club Premises Certificate), for temporary event notices (up to a maximum of five per year) and for premises which have licensable activities that do not include the sale by retail of alcohol. Personal licence holders are able to apply for up to fifty temporary event notices per year.

CONTACT US

IF YOU HAVE UNANSWERED QUESTIONS PLEASE CONTACT US BY:

Visiting the Council's website www.n-kesteven.gov.uk, or telephone the Licensing Team on 01529 414155 or e-mail licensingteam@n-kesteven.gov.uk. Alternatively you can also make an appointment with an officer of the Licensing team.

The Licensing Team
North Kesteven District Council
Kesteven Street
Sleaford
Lincolnshire
NG34 7EF

PLEASE NOTE THAT THE INFORMATION CONTAINED IN THIS GUIDANCE DOCUMENT IS THE LICENSING AUTHORITY'S UNDERSTANDING OF THE CURRENT LEGISLATION. APPLICANTS ARE STRONGLY ADVISED TO SEEK ADVICE FROM A QUALIFIED PROFESSIONAL.