

# **LICENSING ACT 2003**

## **GUIDANCE NOTES**

### **PERSONAL LICENSES**

## **Personal Licences**

This leaflet provides advice about the procedure under the Licensing Act 2003 for applying for personal licences.

A personal licence authorises its holder to supply alcohol from establishments with a premises licence authorising the supply of alcohol in accordance with the premises licence. An individual may hold only one personal licence at any time.

Not every person retailing alcohol at premises licensed for that purpose needs to hold a personal licence, but every sale or supply of alcohol must be authorised by a licence holder.

Personal licences are valid for ten years unless surrendered or suspended or revoked or declared forfeit by the courts. Once granted, the licensing authority which issued the licence remains the “relevant licensing authority” for it and its holder, even though the individual may move out of the area or take employment elsewhere. The personal licence itself will give details of the issuing licensing authority.

## **The Application Process**

The applicant must submit an application form to the relevant licensing authority. The form, which will be available from the licensing authority, will require certain details of the applicant to be provided. Applicants will be required to provide additional information, photographs and the fee for the application.

Applicants must provide details of any relevant or foreign offences of which they have been convicted. The licensing authority will then process the application.

## **New Applicants**

In the case of a new application for a personal licence, the applicant must:

- Be aged 18 or over;
- Possess a licensing qualification accredited by the Secretary of State (or one which is certified as if it is such a qualification or is considered equivalent);
- Not have forfeited a personal licence within five years of his application; and
  - a) The Police have not issued an objection notice following notification of any unspent relevant offence or foreign offence; or
  - b) The Police have issued an objection notice, but the licensing authority has not considered it necessary to reject the application on crime prevention grounds; and
- Have paid the fee of £37 to the licensing authority.

## **Criminal Record**

In order to substantiate whether or not an applicant has a conviction for an unspent relevant offence, all applicants will produce a Criminal Record Bureau certificate to

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the licensing authority. This certificate can be obtained from Disclosure Scotland on 0870 609 6006 or [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

All applicants will also be expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or an equivalent foreign offence.

If there are convictions for any relevant or foreign offence, the licensing authority will give a notice to the chief officer of Police for the area. If the Police make no objections within a 14 day period, the licence will be granted.

A comprehensive list of relevant offences can be found in the Haringey Council's leaflet: ***Personal Licences: Relevant Offences under the Act.***

OR

See related information on the Department for Culture, Media and Sports website: [www.culture.gov.uk/alcohol\\_and\\_entertainment/licensing\\_act\\_2003/personal\\_licences.htm](http://www.culture.gov.uk/alcohol_and_entertainment/licensing_act_2003/personal_licences.htm)

## **Contacts**

### ***Licensing***

Licensing Team  
Enforcement Service  
Lee Valley Technopark  
Ashley Road  
Tottenham  
N17 9LN  
Tel: 020 8489 8232  
Fax: 020 8489 5528

### ***Police***

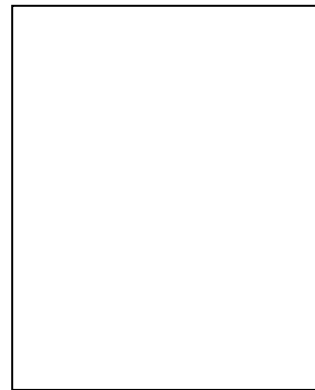
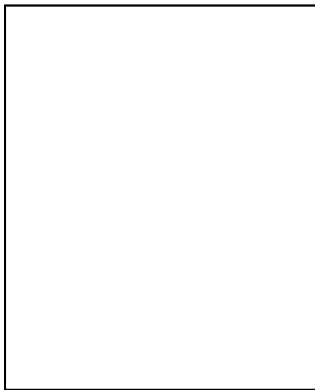
Metropolitan Police Service  
Quicksilver Patrol Base  
Unit 1  
Quicksilver Place  
Western Road  
Wood Green, N22 6UH  
Tel: 0203 276 0150  
Fax: 020- 3276 0140

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**FORM OF ENDORSEMENT OF PHOTOGRAPH FOR APPLICATION FOR  
GRANT OR RENEWAL OF A PERSONAL LICENCE**

Please **staple** both photographs in the spaces below **after** one of them has been endorsed with a Statement verifying the likeness of the photograph to the applicant. Please then ask the person endorsing the photograph to complete the details below.



Name of applicant in the above photograph	
Address of applicant in the above photograph	
Name of person who has endorsed the back of the photograph	
Address of the person who has endorsed the back of the photograph	
Status / Qualifications of the person who has endorsed the back of the photograph	

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