



Licensing Act 2003 **Guidance to making a new application for a** **Personal Licence**

PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE **APPLICATION FORMS**

Do I need a Personal Licence?

A Personal Licence is required by persons who are responsible for authorising the sale or supply of alcohol where this is included in the licensable activities permitted by the premises licence under the Licensing Act 2003.

A Designated Premises Supervisor (DPS) must hold a Personal Licence. The DPS is the person named on a premises licence who has day to day responsibility for running the premises.

A Personal Licence is not required for:

- Persons who only ever sell or supply alcohol when authorised to do so by someone else who themselves holds a personal licence.
- Other licensable activities such as the provision of regulated entertainment or late night refreshment.
- For the supply of alcohol under a club premises certificate.
- For the supply of alcohol under a temporary event notice.

Requirements for a Personal Licence application:

- You must be 18 or over
- You must not have had a personal licence forfeited in the past 5 years.
- You must not have been convicted of a relevant offence under schedule 4 of the Licensing Act 2003 or foreign offence, which means under the law of any place outside England and Wales.
- You must possess an approved licensing qualification (see next page).
- Evidence of documents to prove your eligibility to work or remain in the UK.

Licensing Qualifications:

You must hold an accredited qualification **before** making your application for a personal licence.

The aim of the personal licensing qualification is to ensure licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol. The government has published details of the course syllabus which is available on their website: www.culture.gov.uk/

Accredited personal licence qualification providers: The Secretary of State has accredited the following personal licence qualifications under the Licensing Act 2003:

BIIAB (QCF Recognition number RN5118)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 501/1494/3 - **Website:** www.bii.org

Telephone: 01276 684 449

Email: qualifications@bii.org

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

CIEH (QFC recognition number RN5248)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 601/2104/X - **Website:** <http://www.cieh.org/>

Telephone: 0207 827 5800

Email: customerservices@cieh.org

Address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

EDI (QCF Recognition number RN5134)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 500/9146/3 - **Website:** www.ediplc.com

Telephone: 0247 651 6500

Email: enquires@ediplc.com

Address: Qualifications and processing centre, International House, Siskin Parkway East, Middlesbrough Business Park, Coventry, CV3 4PE

HABC (QCF Recognition number RN5219)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 500/9974/7 Security marking 2 **Website:** www.highfieldabc.com

Telephone: 0845 226 0350 - **Email:** info@highfieldabc.com

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL.

NCFE (QCF Recognition number RN5156)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1323/0 - **Website:** www.ncfe.org.uk

Telephone: 0191 239 8000 - **Email:** info@ncfe.org.uk

Address: Citygate, St James' Boulevard, Newcastle upon Tyne NE1 4JE

SQA (QCF Recognition number RN5167)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1269/9 - **Website:** www.sqa.org.uk

Telephone 0845 279 1000 - **E-mail:** customer@sqa.org.uk

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

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

How do I make my application?

The application is made to the Licensing Authority for the area in which you normally reside. (For example: if you live in Gloucester but work in Cheltenham, you must apply for your personal licence to Gloucester City Council).

If you move house you must let us know, even if you leave the Cheltenham area, because Cheltenham Borough Council will remain the Authority responsible for your Personal Licence for as long as you are licensed.

The following items are required in order for you Local Authority to complete your Personal Licence application:

- **The completed application form included in this pack.**
- **Two photographs of the applicant**, which shall be :
 - Taken against a light background so that your features are distinguishable and contrast against the background
 - 45 millimetres by 35 millimetres (passport photograph size)
 - Full face uncovered and without sunglasses and, unless you wear a head covering due to your religious beliefs, without a head covering,
 - On photographic paper
 - One photograph must be endorsed with a **statement “I agree that this is a true likeness of(your name).....”** and signed by one of the following: a solicitor, notary, a person holding a professional qualification or a person of standing in the community which includes a bank or building society official, a police officer, a civil servant or a minister of religion.
- **Licensing Qualification** (see page 2)
- **Application Fee: £37.00** (Cheques made payable to Cheltenham Borough Council)
- **Documents to prove your eligibility to work or remain in the UK** (see notes accompanying application form).
- **Completed disclosure of convictions and declaration** (included in pack)
- **A basic disclosure certificate from the Disclosure and Barring Service (DBS) dated no more than 1 month prior to the day you apply for your Personal Licence**
www.gov.uk/government/organisations/disclosure-and-barring-service
customerservices@db.s.gsi.gov.uk
0300 020 0190

What happens next?

When we receive your application we will send you an acknowledgement letter that will confirm if your application is complete or whether you need to provide more information. Providing that the application is complete and that you have not been convicted of a relevant or foreign offence, your Personal Licence will be granted.

If you have been convicted of a relevant or foreign offence the police have a right to object if they consider that granting the application would undermine the act's crime prevention objective. In the event of a police objection you will be notified as Cheltenham Borough Council must hold a hearing to consider the objection.

After the Licence has been issued what responsibilities do I have?**Change of name or address:**

You must contact the licensing team at Cheltenham Borough Council if you change your name or move to a new address.

Convictions once the Licence has been issued:

You must notify the licensing team at Cheltenham Borough Council of any conviction occurring during the duration of your licence.

If you lose your Personal Licence:

You must notify the licensing team at Cheltenham Borough Council and apply for a replacement.

Our contact details:

Licensing
Cheltenham Borough Council
Municipal Offices
The Promenade
Cheltenham
GL50 1PP

Telephone: 01242 262626

Fax: 01242 264924

Email: licensing@cheltenham.gov.uk

Internet: www.cheltenham.gov.uk/licensing