



## **Guidance to applicants Personal Licence – Licensing Act 2003**

Under the Licensing Act 2003, persons authorising the sale or supply of alcohol from a business holding a Premises Licence will also need to hold a Personal Licence. If you are named as a Designated Premises Supervisor (DPS) on a Premises Licence, you must have obtained a Personal Licence before any alcohol can be sold.

To obtain a Personal Licence, you will need to apply to the Local Authority for the area in which you are resident. We are only able to accept Applications from persons who live within East Staffordshire. If you are not normally resident within England or Wales, you may apply to any Licensing Authority, including East Staffordshire.

You must have the legal right to work in the UK in order to hold a Personal Licence, proof of which will be required.

Personal Licences are issued directly to the person applying for them, and are not transferrable. Once you have obtained one, you are free to 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. Licences will also lapse automatically if your right to work in the UK expires or is revoked.

### **Applying for a Personal Licence**

To apply for a Personal Licence, you will need to complete the Application form. The Application should be accompanied by:

- The Application fee
- Two recent passport-style photographs
- The Certificate from an accredited Personal Licence Qualification.
- A completed Disclosure of Convictions and Civil Immigration Penalties & Declaration form
- A Criminal Record Check, issued within the last month. Information on how to obtain a Criminal Record Certificate can be obtained from <https://www.gov.uk/request-copy-criminal-record> or by telephone on 03000 200 190
- Copies of documents which prove your legal right to work in the UK i.e. Passport or Birth Certificate

We may consult the following bodies about your Application:

- Staffordshire Police, if you have any unspent convictions for relevant or foreign offences
- The Home Office, if you have been required to pay a civil immigration penalty or if your right to work in the UK is not clear

Either body may object to your Application, and if they do your Application will be decided at a hearing by our Licensing Sub-Committee. A list of relevant offices is available from our website.

## **Personal Licence Qualifications**

One of the prerequisites to obtaining a Personal Licence is the completion of a training course which has been accredited by the Home Office. These usually consist of a one-day course, with a multiple choice exam at the end.

A list of all accredited qualifications can be found at:-

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

For more information, and details of local training centres, please contact the providers directly.

## **Photographs**

Applicants must supply two identical photographs of themselves with their application. We would generally expect these photographs to be of a similar standard to that required for passports, and photos must, as a minimum, meet the following requirements:

- They must be taken against a light background so that the applicant's features are distinguishable and contrast against the background.
- They must measure 45 millimeters by 35 millimeters
- The Applicants face must be fully uncovered in the photo, without sunglasses or any head covering (unless a head covering is worn regularly in accordance with religious beliefs)
- They must be printed on photographic paper
- One of the photos must be endorsed by a Solicitor, Notary, a Person of Standing with the Community or an individual with a Professional Qualification, with a statement verifying the likeness of the photograph to the applicant, such as:

'I certify that this is a true likeness of [applicant's name]'

They must then sign and date the statement along with stating in what capacity they are signing the photographs as. **It is not enough just to sign and date the photograph.**

**Examples of persons who may endorse photographs include:**

Accountant  
Airline Pilot  
Bank/Building Society official  
Barrister  
Civil Servant  
Commissioner of Oaths  
Councillor  
Dentist  
Doctor or other healthcare professional, such as nurse, dentist, optician, chiroprapist or pharmacist  
Engineer (professional)  
Financial services agent  
Fire Service official  
Funeral Director  
Justice of the Peace  
Local Government Officer  
Member of Parliament  
Merchant Navy Officer  
Person with honours (an OBE or MBE, for example)  
Officer of Armed Forces  
Police Officer  
Post office official  
Religious Minister or Leader  
Social Worker  
Solicitor  
Teacher or lecturer  
Trade Union Officer  
Warrant Officers and Chief Petty Officers

**Right to work in the UK**

From the 6<sup>th</sup> April 2017, applicants for Personal Licences must prove that they have the legal right to work in the UK, by providing copies of official documents showing that they are either a British or UK citizen, a national of an EEA country or Switzerland, have been granted indefinite leave to remain and work in the UK, or have another immigration permission allowing them to lawfully work in a field relevant to the sale of alcohol.

Official Guidance Notes on what documents are acceptable and which pages must be photocopied are included after the Application Form. Please do not send original documents through the post, but send good quality photocopies of all relevant pages.

We may request further documentation or carry out further checks with the Home Office if an Applicant's Immigration Status is unclear. Personal licences cannot be granted to any person who does not have the right to work in the UK.

## **How much will it cost?**

The fee for a Personal Licence Application is £37.00. Fees can be paid by cheque/postal order made payable to East Staffordshire Borough Council or by credit/debit card.

Send the completed Application Form, with payment to: East Staffordshire Borough Council, Licensing, The Town Hall, King Edward Place, Burton upon Trent, DE14 2EB

## **Contact us**

For further information or assistance in applying for a Personal Licence, please contact us: Email: [licensing@eaststaffsbc.gov.uk](mailto:licensing@eaststaffsbc.gov.uk) Phone: 01283 508310