

Licensing Act 2003

Personal Licence – A Guide to Making an Application

Why do I need to apply for a personal licence?

The new system under the Licensing Act 2003 of personal licenses will allow holders to sell alcohol for consumption on or off any premises covered by a premises licence. It places a need to possess a licensing qualification to ensure that licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol.

The personal licence is separate from the premises licence, which authorises the premises to be used for the supply of alcohol. This permits the movement of personal licence holders from one premise to another, allowing greater flexibility. Additionally, a personal licence holder will be able to give 50 temporary event notices (TENs) each year. A non personal licence holder will only be able to give 5 TENs each year.

Applications must be made to the Council for the area where the applicant is ordinarily resident unless they live outside England or Wales, in which case the application can be sent to any Council.

Who can apply?

Any individual, whether or not they are currently employed or have business interests associated with the use of the licence providing they meet the following requirements:

- must be aged 18 or over;
- have the right to work in the UK;
- possesses a licensing qualification accredited by the Secretary of State;
- must not have had forfeited a personal licence within five years of their application; and either
- the police have not given an objection notice about the grant of a personal licence following notification of any unspent relevant offence or foreign offence; or
- the police have given an objection notice because of a conviction for an unspent relevant offence or a foreign offence, but the licensing authority has not considered it necessary to reject the application on crime prevention grounds; and
- the applicant has paid the appropriate fee (currently £37.00)

How do I apply?

By sending a completed application form to the Licensing Department, Borough Council of Kings Lynn & West Norfolk, King's Court, Chapel Street, Kings Lynn, Norfolk PE30 1EX accompanied by:

- two photographs which shall be –
 - taken against a light background so that the applicant's features are distinguishable and contrast against the background,
 - 45mm x 35mm
 - full face uncovered and without sunglasses and, unless applicant wears a head covering due to his religious beliefs, without a head covering,
 - on photographic paper, and
 - one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification
- A basic Disclosure & Barring Service check. This can be obtained on line at [Request a basic DBS check - GOV.UK \(www.gov.uk\)](#) (The current fee is £23.00). **Please note that the date of the disclosure must be no earlier than one calendar month before the giving of the application to the Borough Council. DBS Helpline: Tel 03000 200 190**

- A declaration by the applicant that he/she has not been convicted of a relevant offence or foreign offence in the form of the attached Disclosure of Convictions and Declaration.
- The application should be accompanied by the accredited licensing qualification of the applicant unless the applicant is –
 - a member of the company of masters, Wardens, Freeman and Commonalty of the Mistery of the Vintners of the City of London,
 - a person operating under a licence granted by the University of Cambridge, or
 - a person operating premises under a licence granted by the Board of the Green Cloth,
- The £37 fee. Cheques should be made payable to 'BCKLWN'.

NOTE: The Borough Council's Statement of Licensing Policy requires that the 'application' for a personal licence and 'disclosure of convictions & declaration' form must be dated within one calendar month of the application been received by the Borough Council

What are the accredited personal licence qualifications?

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

- BIIAB (QCF Recognition number RN5118) Qualification Accreditation Number: 501/1494/3
- CIEH (QCF Recognition number RN5238) Qualification Accreditation Number: 601/2104/X
- HABC (QCF Recognition number RN5219) Qualification Accreditation Number: 500/9974/7
- IQ (QCF Recognition number RN5330) Qualification Accreditation Number: 601/4980/2
- LASER (QCF Recognition number RN5326) Qualification Accreditation Number: 600/6446/8
- NCFE (QCF Recognition number RN5156) Qualification Accreditation Number: 600/1323/0
- Pearson Education Ltd (QCF Recognition number RN5133) Qualification Accreditation Number: 601/3483/5
- QNUK (QCF Recognition number RN5159) Qualification Accreditation Number: 603/1021/2
- SQA (QCF Recognition number RN5167) Qualification Accreditation Number: 600/1269/9
- Training Qualifications UK (QCF Recognition number RN5355) Qualification Accreditation Number: 601/6508/X

An up to date list, along with formerly accredited courses is available at the following link <https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers/accredited-personal-licence-qualification-providers>

Where can I get an accredited personal licence qualification from?

There are a number of training providers the details of which can be found on the internet.

Where can I get further information from?

The Licensing Team, Environmental Health, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX. Telephone: (01553) 616600, or email: EHLicensing@west-norfolk.gov.uk website: www.west-norfolk.gov.uk.