



Personal Licence Application Guidance Notes

What is a personal licence and who needs one?

A personal licence allows an individual to authorise the sale or supply of alcohol. Every single sale of alcohol, whether by the glass in a restaurant or in a supermarket by the case, must be authorised by a person with the authority to ensure the sale is lawful, i.e. in accordance with legislation and within the authorisation of the premises licence.

All premises licensed to sell alcohol by retail, not wholesale, except for qualifying clubs, **must** have a premises licence and a personal licence holder authorising sales must be named on the licence; the Designated Premises Supervisor (DPS).

What is a Designated Premises Supervisor?

A DPS is the personal licence holder named on the premises licence (does not have to be the premises licence holder). They are responsible for authorising the sale or supply of alcohol on the premises and will normally be the person responsible for the day to day running of the premises. Only a personal licence holder can be a DPS.

Where is it valid?

A personal licence is valid throughout England and Wales however, and even if move away from the area that issued your personal licence, the local authority that issued your licence always remains the issuing authority. You have a legal duty to update the issuing authority with your new address if/when you move.

How much does it cost?

A personal licence costs £37.

How long is it valid?

It is valid for life and does not need to be renewed.

Who can apply for a personal licence?

Any person who:

- is aged 18 or over
- has not forfeited a personal licence within 5 years prior to making an application
- has not been convicted of any relevant or foreign offence
- possesses an accredited licensing qualification (or equivalent)

What is an accredited 'Level 2 Personal Licence Holder' qualification?

Qualifications are accredited by the Secretary of State and details of the currently accredited qualifications can be found on the www.gov.uk website.

Who should apply for a personal licence?

Anyone can apply for one, however ordinarily an applicant would be someone required to sell, or authorise the sale of, alcohol.

Do ALL alcohol serving staff need a personal licence?

No, the only person at alcohol-serving premises who **must** have a personal licence is the Designated Premises Supervisor (DPS). A premises may have more than one personal licence holder, as each sale of alcohol must be authorised by a personal licence holder.

How do you apply for a personal licence?

Complete the prescribed application form and submit it with:

- the statutory fee - £37;
- an original certificate of an accredited licensing qualification;
- two passport size photographs (one of them endorsed as a true likeness by a notable person – e.g. Teacher, Solicitor, Police Officer);
- completed disclosure of convictions form
- relevant foreign convictions statutory declaration form;
- Criminal conviction certificate, or criminal record certificate or results of subject access search of the police national computer by the National Intelligence Service *(NB This must have been issued no earlier than one calendar month before the giving of the application to the relevant licensing authority. If it is then the application will not be valid.)*

The DBS basic check can be completed online via the Government online web portal at: <https://www.gov.uk/request-copy-criminal-record>. Full instructions are given on the web page.

Who can object to a personal licence application?

Only the Police can object and only then if they feel that granting the licence would undermine the crime prevention objective set out in the Act. There is a statutory consultation period of 14 days within which the Police may object.

If an objection is received, a hearing must then be held within 20 working days beginning the day after the 14 day period. The application would then be decided by the Licensing Sub-Committee at a hearing.

What happens if there are no objections?

If there are no objections, and the applicant fulfils the application criteria, the application will be granted.

Where do you apply for a personal licence?

A personal licence application has to be made to the licensing authority which covers the area in which the applicant is ordinarily resident, so if you are living in Rugby Borough Council's area you should apply to:

Licensing Team
Rugby Borough Council
Town Hall
Evreux Way
Rugby
CV21 2RR

How long does the issuing process normally take?

Although there may be small variations at busy times of year, the licence would normally be sent out within 3-5 days of the end of the 14 day consultation period.

If your application is urgent then please call us and let us know and we can process it as swiftly as possible.