

LICENSING ACT 2003 – GUIDANCE FACT SHEET **APPLYING FOR A NEW PERSONAL LICENCE**

A Personal Licence is required by those who sell or supply alcohol or who supervise the selling or supplying of alcohol under the Licensing Act 2003. The personal Licence is separate from the Premises Licence which authorises the premises to be used for the supply of alcohol and other licensable activities. The licensing of individuals separately from the licensing of premises permits the movement of Personal Licence holders from one premises to another, allowing greater flexibility.

The Licensing Act 2003 states that if a Premises Licence includes the sale or supply of alcohol then a Designated Premises Supervisor must be named on the Premises Licence who will be responsible for the sale or supply of alcohol. The Designated Premises Supervisor must be a Personal Licence holder. It will not be necessary for all staff selling alcohol to hold a Personal Licence.

The Personal Licence relates only to the supply of alcohol under a Premises Licence. An individual will not require a Personal Licence for other licensable activities such as the provision of regulated entertainment or late night refreshment or for the supply of alcohol under a club premises certificate. In the case of Temporary Event Notices, Personal Licence holders will be able to give 50 Temporary Event Notices each year whereas there will be a limit of 5 for non-Personal Licence holders.

You must be 18 years old or over to hold a Personal Licence.

What you will need to submit in order to apply for your Personal Licence:

- Completed application form
- 2 x photographs. These will need to be taken against a light background so that your features are distinguishable and contrast against the background. Your face must be fully uncovered and without sunglasses and, unless you wear a head covering due to religious beliefs, without a head covering. They will need to be 45mm x 35 mm in size and on photographic paper. **Please note that one of the photographs must be endorsed on the back with a statement verifying the likeness of the photograph to you by a solicitor, notary, a person of standing within the community or any individual with a professional qualification. This person must not be a relative.**
- A criminal conviction certificate issued under section 112 of the Police Act 1997 (you will find one of these in your application pack but they are also available online at www.disclosurescotland.org). **This must be less than 1 month old when presented to the Licensing Authority.**
- A declaration by the applicant on the prescribed form (enclosed in the application pack) that either you have not been convicted of a relevant offence or a foreign offence or that you have been convicted of a relevant offence or a foreign offence accompanied by details of the nature and date and any sentence imposed
- Level 2 National Certificate for Personal Licence Holders (NCPLH). This is a Licensing Qualification that has been accredited by the Secretary of State. The aim of this provision is to ensure that licence holders are aware of

licensing law and the wider social responsibilities attached to the sale of alcohol.

- The current fee of £37.00

If any relevant or foreign offence is declared, the Licensing Authority must give notice to the Chief Officer of Police who, if he is satisfied that the granting of the licence would undermine the crime prevention objective, must within 14 days give the Licensing Authority notice stating the reason why he is so satisfied (an objection notice).

If such notice is received, the Licensing Authority will arrange for a hearing to take place within 20 working days beginning with the day after the period within which the Chief Officer of Police may give notice.

For further information contact the Licensing Department at Exeter City Council. If you would like to speak to a Licensing Officer about your application, please make an appointment to ensure someone is available to see you.

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