

## **APPLICATION FOR A NEW PERSONAL LICENCE UNDER THE LICENSING ACT 2003**

A Personal Licence is issued to an individual to allow them to supply, or authorise the supply, of alcohol in accordance with the Premises Licence of the establishment at which they are employed.

To apply for a licence you must meet the following criteria:-

- ❖ Be aged 18 or over
- ❖ Not have been convicted of any relevant, or foreign, offence.
- ❖ Be in possession of an accredited qualification
- ❖ Not forfeited a Personal Licence in the past 5 years

To apply for your licence, complete the application form and submit it with the following:-

- ❖ 2 passport style photographs, one of which must be endorsed on the reverse as a true likeness by a suitable person\*
- ❖ evidence of an appropriate licensing qualification
- ❖ The fee of £37
- ❖ CRB certificate
- ❖ Disclosure and Declaration form

A CRB certificate may be obtained from Disclosure Scotland. For further information contact them direct on 0870 609 6006 or their website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

If you have been convicted of a relevant offence and the Police make a representation in respect of your application, the matter will be referred to the Licensing Committee for consideration. You will then be invited to attend that hearing with your legal representative (if you have one) and after considering all points raised by you or the Police, the Committee Members will make a decision in respect of your application and advise you accordingly.

Any Personal Licence granted, will be valid for a period of 10 years and must be renewed **at the offices of the original issuing Authority**, no less than 1 month before expiry.

Accredited training courses are available at Solihull College, Blossomfield Road, Solihull. B91 1SB – 0121-678-7001.

Details of additional training courses can be obtained from [www.bii.org](http://www.bii.org) or by emailing [customerservice@ediplc.com](mailto:customerservice@ediplc.com). Further courses may become available in the future, so please check the Department of Culture, Media and Sport website at [www.culture.gov.uk](http://www.culture.gov.uk).

*\*Your photograph may be endorsed by one of the following, a Bank or Building Society official, a Police Officer, a Civil Servant or a minister of religion .*

## **APPLICATION FOR A NEW PREMISES LICENCE UNDER THE LICENSING ACT 2003**

Complete the application form in full, the fee will depend upon the rateable value of the premises (see Scale of Fees & Charges).

Before submitting your application, please ensure that you have included the following:

- ◆ A plan of the building including the areas where licensable activities will be taking place.
- ◆ The appropriate fee.
- ◆ A Designated Premises Supervisor consent form (if the sale or supply of alcohol is intended)
- ◆ The Responsible Authorities checklist (a copy of the whole application **must** be sent to all the Responsible Authorities)

### **Plans**

Plans submitted with application documents must, unless previously agreed, be drawn in the standard scale of 1:100mm and the plans must show:

- ◆ The extent of the boundary of the building, internal and external walls and the perimeter of the premises (if different).
- ◆ The locations of points of access and egress from the premises.
- ◆ The location of escape routes, if different from above.
- ◆ If used for more than one licensable activity, those areas within the premises used for each activity.
- ◆ Fixed structures, including furniture, which may impact on the ability of individuals to use exits or escape routes.
- ◆ If the premises has a stage or raised area, the location and height of the stage or raised area relative to the floor.
- ◆ The location points of steps, stairs, elevators and lifts (if appropriate).
- ◆ The location of any room or rooms, containing public conveniences.
- ◆ The location and type of any fire safety and other safety equipment.
- ◆ The location of a kitchen, if any, on the premises.

### **Advertising the application**

The application **must** be advertised in accordance with the following:

- ◆ Advertised at the premises within 1 day of application being made.

- ◆ The advertisement should be prominently displayed on the premises where it can be easily read from the exterior of the premises for a period of no less than 28 days in the following form:  
 Equal to or larger than A4  
 Pale blue in colour  
 Printed legibly in black ink or typed in black in a font equal to or larger than size 16.
- ◆ If the premises cover an area of more than fifty metres square, a further notice in the same form must be displayed at fifty metre intervals around the perimeter.
- ◆ Advertised in a local newspaper within 10 days of application being made.
- ◆ The newspaper advertisement should be for at least one occasion during the 10 day period described above.
- ◆ Both advertisements must state:  
 The name and address of the applicant and premises  
 The date by which representations may be made and that they must be made in writing to the licensing authority  
 The name and address of the licensing authority  
 That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine that can be imposed on summary conviction.

### **SCALE OF FEES & CHARGES**

Premises Licence / Club Premises Certificate fees are charged dependant upon the rateable value of the premises as follows:-

RATEABLE VALUE	BAND	FEE
£0 to £4300	A	£100
£4300 to £33,000	B	£190
£33,001 to £87,000	C	£315
£87,001 to £125,000	D	£450
£125,001 and above	E	£635