

## **APPLICATION FOR A 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
- ❖ DBS certificate (dated within 1 month)

A standard DBS certificate may be obtained from the Disclosure and Barring Service. You can apply on line using this link <https://www.gov.uk/request-copy-criminal-record>

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.

Details of training courses can be obtained from the BIIAB, put **biiab.bii.org** into a search engine. There are many other providers of this course. .

*\*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 .*