

Guidance Notes for Personal Licence Application

What is a Personal Licence and why do I need one?

A personal licence authorises an individual to sell alcohol by retail and supply or authorise the supply of alcohol. The licence is 'portable' and will allow the licence holder to work in any premises in England or Wales holding a valid premises licence, which permits the supply of alcohol.

The licence will be in the form of two separate parts:

- A durable credit card style permit stating your name, licence details and photograph
- A counterpart document stating your name, address, licence details and relevant or foreign unspent conditions.

How do I get a qualification?

Listed below is a list of Personal Licence qualification providers accredited by The Home Office under the Licensing Act 2003. You will need your qualification before you can apply for a personal licence.

- **BIIAB (QCF Recognition number RN5118)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 501/1494/3
Website: www.bii.org
Telephone: 01276 684 449
Email: qualifications@bii.org
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

- **CIEH (QCF Recognition number RN5248)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 601/2104/X
Website: <http://www.cieh.org/>
Telephone: 020 7827 5800
Email: customerservices@cieh.org
Address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London SE1 8DJ

- **EDI (QCF Recognition number RN5134)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 500/9146/3
Website: www.ediplc.com
Telephone: 0247 651 6500
Email: enquires@ediplc.com
Address: Qualifications and processing centre, International House, Siskin Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

• **HABC (QCF Recognition number RN5219)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 500/9974/7
Website: www.highfieldabc.com
Telephone: 0845 226 0350
Email: info@highfieldabc.com
Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL.

• **LASER (QCF Recognition number RN5326)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/6446/8
Website: www.laser-awards.org.uk/
Telephone: 01932 569894
Email: enquiries@laser-awards.org.uk
Address: The Runnymede Centre, Chertsey Road, Addlestone, Surrey KT15 2EP

• **NCFE (QCF Recognition number RN5156)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1323/0
Website: www.ncfe.org.uk
Telephone: 0191 239 8000
Email: info@ncfe.org.uk
Address: Citygate, St James' Boulevard, Newcastle upon Tyne NE1 4JE

• **SQA (QCF Recognition number RN5167)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1269/9
Website: www.sqa.org.uk
Telephone 0845 279 1000
E-mail: customer@sqa.org.uk
Address: The Optima Building, 58 Robertson Street, Glasgow G2 8DQ.

Please contact these bodies directly for information on courses, costs and availability in your area.

Southgate College and Waltham Forest Colleges offer courses .

Persons of prescribed description.

Some people are not required to get the qualification before they apply for a personal licence these include: members of the company of the Master, Wardens, Freemen 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. All other people require the qualification before they can apply for a personal licence.

I live in Enfield and work in Camden, which Licensing Authority do I apply for my Personal Licence from?

You apply to the Licensing Authority in Enfield, as a Personal Licence is issued to you at the address you ordinarily live at, regardless of where you work.

Photographs.

Personal licence applications will need to include two identical passport sized photographs - one of which must be signed on the back by a solicitor, notary, a person of standing in the community or any individual with a professional qualification, verifying the likeness of the photograph to the applicant.

You must ensure that your photograph is of the required standard to be accepted. If the photographs you provide with your application are unacceptable we will be unable to process the application, so it is important that you check the photographs carefully before you send them in.

Photographs must be:

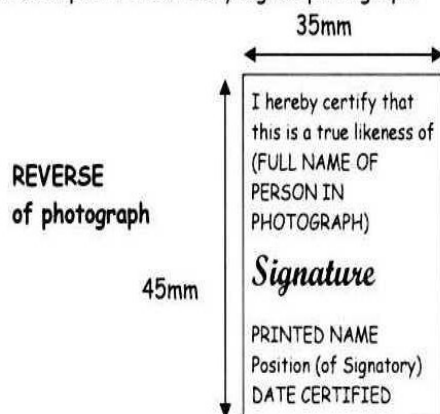
- Full face uncovered
- Sized 45mm x 35mm
- Glasses may be worn where these are prescription and normally worn
- On photographic paper
- Without sunglasses
- Headgear or head coverings may be worn where this is part of the applicant's religious beliefs (note: if worn this should not obscure the applicant's facial features).
- Taken against a light and plain background so that the applicant's features are distinguishable and contrast against the background

Photographs will be rejected where:

- Hats, bandanas or other headgear (unless this is associated with religious or ethnic beliefs) are worn
- Sunglasses are worn
- They do not contrast the applicant's facial features against a light background
- The applicant's facial features are undistinguishable
- They are not on photographic paper
- They are of poor quality or are not of the prescribed size
- They are black and white
- They are not, or are incorrectly, counter-signed
- They do not show an applicants full face
- They are not recent and/or do not show a current likeness

On signing one of your two photographs, the counter-signatory is declaring that the photograph is a true likeness of yourself.

Below is an example of a correctly signed photograph.



Disclosure of convictions (Basic).

You are required to attach a basic criminal conviction certificate, or a criminal record certificate or the results of a subject access search of the police national computer by the National Intelligence Service. (See the checklist in section 4 on your [personal licence application form](#)). Information and forms are available on the Scottish Criminal Record Office website at www.disclosurescotland.co.uk or by telephone on 0870 6096006. Please note these basic certificates are only valid for one month and no certificate sent to the council with a personal licence application will be accepted if over a month old.

How much does a Personal Licence cost and how long will it last?

A personal licence will cost £37. A personal licence does not expire unless it is surrendered, forfeited, suspended, or revoked.

If you are charged with a relevant offence you must inform the court immediately that you are a personal licence holder. If you are subsequently convicted you will have to inform the licensing authority and return your licence so that the offence can be endorsed on it.

Change of name and/or address.

If you are an existing personal licence holder and you need to update your details, such as your name or home address, simply email licensing@enfield.gov.uk along with proof of online payment of £10.50, clearly stating your personal licence number (LN/xxxxxxxx) the information relates to, and state the new name/address required to be updated on the licence. You must also enclose your old paper licence. A new paper licence will be issued.

Loss/Theft of your personal licence.

If you need a duplicate/replacement of your personal licence, email licensing@enfield.gov.uk along with proof of online payment of £10.50, requesting a duplicate licence, clearly stating your personal licence number (LN/xxxxxxxx) that you require a replacement of.

General information concerning personal licence applications.

It is an offence to knowingly or recklessly make a false statement in connection with an application for a personal licence. To do so may result in prosecution and a fine of up to £5000.

You must notify the Licensing Authority immediately if you are convicted of any offence during the time between making your application and the grant of your licence.

If you have been convicted of a relevant or foreign offence then the Police could object to the grant of your application on Crime Prevention grounds, in which case a hearing may be necessary.

A LIST OF RELEVANT OFFENCES ARE SET OUT AT THE END OF THIS DOCUMENT.

I have disclosed a conviction – what happens now?

The licensing authority is required to notify the Chief Officer of Police for this area.

The Chief Officer of Police may lodge an objection notice if he considers that granting a personal licence would undermine the licensing objective of crime prevention.

How long do the police have to object?

14 Days from the date on which they receive the licensing authority's notice of your convictions.

If no objection notice is received from the Chief Officer of Police within that time limit, then the licensing authority will grant the personal licence.

If an objection notice is received and, unless all parties agree that the objection notice should be withdrawn, the licensing authority will hold a hearing to determine if the licence should be granted. At the hearing, the application can only be rejected if it is determined that the granting of the licence would undermine the crime prevention objective.

When do I get my personal licence?

The Licensing Team will post both parts of your personal licence to the address given as where you ordinarily reside, unless you have given a correspondence address. All post is sent out from the council by 2nd class post, you should not expect to hear from us until at least 2 weeks after your application is received by us.

If you have any further questions the Licensing Team will be pleased to help you if you email licensing@enfield.gov.uk .

LICENSING ACT 2003 - RELEVANT OFFENCES - PERSONAL LICENCE

Convictions for the following offences must be declared when applying for a Personal licence:

1. An offence under the Licensing Act 2003.
2. An offence under any of the following enactments—
 - (a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);
 - (b) the Licensing Act 1964 (c. 26);
 - (c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19);
 - (d) section 13 of the Theatres Act 1968 (c. 54);
 - (e) the Late Night Refreshment Houses Act 1969 (c. 53);
 - (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);
 - (g) the Licensing (Occasional Permissions) Act 1983 (c. 24);
 - (h) the Cinemas Act 1985 (c. 13);
 - (i) the London Local Authorities Act 1990 (c. vii).
3. An offence under the Firearms Act 1968 (c. 27).
4. An offence under section 1 of the Trade Descriptions Act 1968 (c. 29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.
5. An offence under any of the following provisions of the Theft Act 1968 (c. 60)—
 - (a) section 1 (theft);
 - (b) section 8 (robbery);
 - (c) section 9 (burglary);
 - (d) section 10 (aggravated burglary);
 - (e) section 11 (removal of articles from places open to the public);
 - (f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
 - (g) section 13 (abstracting of electricity);
 - (h) section 15 (obtaining property by deception);
 - (i) section 15A (obtaining a money transfer by deception);
 - (j) section 16 (obtaining pecuniary advantage by deception);
 - (k) section 17 (false accounting);
 - (l) section 19 (false statements by company directors etc.);
 - (m) section 20 (suppression, etc. of documents);
 - (n) section 21 (blackmail);
 - (o) section 22 (handling stolen goods);
 - (p) section 24A (dishonestly retaining a wrongful credit);
 - (q) section 25 (going equipped for stealing etc.).
6. An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).
7. An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38)—
 - (a) section 4(2) (production of a controlled drug);
 - (b) section 4(3) (supply of a controlled drug);

- (c) section 5(3) (possession of a controlled drug with intent to supply);
 - (d) section 8 (permitting activities to take place on premises).
8. An offence under either of the following provisions of the Theft Act 1978 (c. 31)—
 - (a) section 1 (obtaining services by deception);
 - (b) section 2 (evasion of liability by deception).
 9. An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2)—
 - (a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);
 - (b) section 170B (taking preparatory steps for evasion of duty).
 10. An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c. 7)—
 - (a) section 8G (possession and sale of unmarked tobacco);
 - (b) section 8H (use of premises for sale of unmarked tobacco).
 11. An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
 12. An offence under the Firearms (Amendment) Act 1988 (c. 45).
 13. An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48)—
 - (a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);
 - (b) section 107(3) (infringement of copyright by public performance of work etc.);
 - (c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);
 - (d) section 297(1) (fraudulent reception of transmission);
 - (e) section 297A(1) (supply etc. of unauthorised decoder).
 14. An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52)—
 - (a) section 3A (causing death by careless driving while under the influence of drink or drugs);
 - (b) section 4 (driving etc. a vehicle when under the influence of drink or drugs);
 - (c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
 15. An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol—
 - (a) section 14 (selling food or drink not of the nature, substance or quality demanded);
 - (b) section 15 (falsely describing or presenting food or drink).

16. An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
17. An offence under the Firearms (Amendment) Act 1997 (c. 5).
18. A sexual offence, within the meaning of section 161(2) of the Powers of Criminal Courts (Sentencing) Act 2000 (c. 6).
19. A violent offence, within the meaning of section 161(3) of that Act ie the Powers of Criminal Courts (Sentencing) Act 2000.
20. An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).