

## **Licensing Act 2003 – Applicant Guidance for a Personal Licence.**

A Personal Licence will be required by those who sell or supply alcohol or who supervise the selling or supply of alcohol. 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 premise to another, allowing greater flexibility.

The Licensing Act 2003 also 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 day to day running of the premises. 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 hold 50 Temporary Event Notices each year whereas there will be a limit of 5 for non-Personal Licence holders.

### **Applying for a Personal Licence:**

- Complete the application form including the Disclosure of convictions and declaration (forms can be downloaded from the DCMS website [www.culture.gov.uk](http://www.culture.gov.uk) or requested from Stafford Borough Council).
- Include your Personal Licence Qualification Certificate. 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
- Supply a basic Criminal Records Bureau Certificate (this is available from Disclosure Scotland tel: 0870 6096006 or [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). The current price of a disclosure is £13.60, an additional 50p administration fee will be added if paying by credit/debit card) or a Police National Computer check available from your local Police Station. This is to determine if there are any relevant offences
- 2 passport photographs, one of which is endorsed as a true likeness by a solicitor or notary, a person of standing in the community or any individual with a professional qualification.
- Fee of £37 payable to Stafford Borough Council.

If you have no convictions, are suitably trained and are over 18 there is no reason why you should not qualify for a personal licence.

A personal licence lasts for ten years and you should re-apply to Stafford Borough Council if we issued your first licence. New applicants must apply to the local authority for the area in which the applicant resides.

If there are relevant offences then the Police can make a representation against the application on crime prevention grounds. If the Police make a representation then there will be a hearing by the Council's Licensing Committee.

If you change your name or address at any time you must inform the Council in writing and send this to us along with your full licence or a reason as to why this cannot be supplied. If your Personal Licence is lost or stolen you must also inform the Council in writing requesting a new licence. There is an administrative fee of £10.50 payable to Stafford Borough Council for both these services.

**Further information on The Licensing Act 2003 may be obtained from:-**  
***Stafford Borough Council, The Licensing Section, Civic Centre, Riverside, Stafford, ST16 3AQ***