



Guidance notes for Personal Licences – The Licensing Act 2003

If you are responsible for the supply or retail sale of alcohol, either on or off of the premises, you will need a Personal Licence. This licence will authorise you to supply and sell alcohol on any premises that has a premises licence or not, anywhere in England and Wales. This licence will be valid for life unless; it is revoked, suspended, or you surrender it.

To qualify for a personal licence you must be over 18 years of age, must not have any relevant convictions, have not forfeited a personal licence within the last 5 years, and you must hold a recognised licensing qualification.

To apply for your licence you will need to complete an application form, which will be available from us, or can be downloaded from the following webpages:

<https://www.gov.uk/government/publications/personal-licence-application--2>

<https://www.gov.uk/government/publications/disclosure-of-convictions-and-declaration>

This form must be submitted to the Council with the appropriate fee.

The application for your personal licence must only be made to the Mole Valley District Council if you are normally resident in the district, even if you work in another Council's area. You are only allowed to hold one personal licence; you do not need a separate licence if you work in different premises or areas.

Venues wishing to sell alcohol will need a designated premises supervisor specified on a premises licence, this person will need to hold a personal licence. They will be responsible for the supply of alcohol although they may not be supplying it themselves, if something goes wrong they will be held responsible by the enforcement agencies. Separate leaflets are available for premises licences.

Applying for your personal licence

The information in this leaflet will give some specific guidance on your application. The authority will do all that it can to assist with applications.

The application form will guide you through the information that you need to supply to apply for a new Personal Licence. The requirements for the application are shown below.

New licence application

If you are applying for a personal licence you will need to submit:

- The completed application form
- Two photographs of yourself
- Certificate of Accreditation (BIIAB Level 2, National Certificate for Personal Licence Holders or equivalent).
- A statement of convictions
- Proof of right to work in the United Kingdom (e.g. copy of passport)
- The fee (£37)
- Criminal Records Disclosure/Certificate

The Council will consult the Police regarding your application if there are any relevant convictions disclosed.

Photographs

You will need to send in two photographs one of which is endorsed with a statement “I agree that this is a true likeness of(your name).....” and signed by one of the following; a solicitor, notary, teacher, lecturer, or other professional person. It is suggested that passport photographs produced by a machine which is approved by the passport office is the best format to use. If the photograph is of poor quality, the application process may be delayed, subject to you supplying a suitable photograph.

Criminal Record Disclosure

In order to qualify for a new personal licence or to renew your personal licence you must be able to prove that you have no unspent relevant convictions, either in the UK or foreign equivalents.

The company ‘Disclosure Scotland’ can supply you with a basic disclosure and they can be obtained from their website – www.disclosurescotland.co.uk - The full list of relevant convictions can be found in the Act, these include; offences of dishonesty, offences under the Misuse of Drugs Act, sexual offences, drink driving, illegal use and possession of firearms. This list is not complete; you must refer to schedule 4 of the 2003 Licensing Act for the full list. You can also contact your local police station for guidance on how to obtain this record.

Statement of Convictions

For all applications you will need to complete a statement of convictions, this will be particularly relevant if you have unspent relevant convictions from outside of the UK. You should seek professional advice if you are unsure of the relevance of your convictions. Please remember it is a criminal offence to make a false declaration on the application, this includes leaving out information.

Fees

The fee for the initial new application is £37 with cheques made payable to Mole Valley District Council. For full details of all of the various charges please see our website:

www.molevalley.gov.uk

Approved Licensing Qualification

The secretary of state has published which qualifications will be accredited for the purposes of the Act. For the latest information on this please check the DCMS website at www.culture.gov.uk.

Contact details

For further information or advice please contact the licensing team:

Environment Health
Licensing Team
Mole Valley District Council
Pippbrook
Dorking
Surrey RH4 1SJ

Tel: 01306 879351
Email: licensing@molevalley.gov.uk
Fax: 01306 879329
Web site: www.molevalley.gov.uk

This leaflet is produced as a guide and should not be considered authoritative, for further information regarding your application you should refer to the Licensing Act 2003, the Section 182 guidance issued by the Secretary of State and Mole Valley District Council's Licensing Policy. These documents will give you specific and detailed information as to what is expected.