

Personal Licence Applications

Under the Licensing Act 2003 a personal licence is required by persons who are responsible for authorising the sale or supply of alcohol on licensed premises. The following is intended as a guide to the provisions of the legislation.

WHO NEEDS A PERSONAL LICENCE?

- ✓ Anyone who wishes to take on the responsibility of the designated premises supervisor (DPS) at a licensed premises must hold a **Personal Licence**
- ✓ Every sale of alcohol must be authorised by a **Personal Licence holder**

However,

Not every person who makes a sale of alcohol at a licensed premises needs to hold a **Personal Licence**, but every sale of alcohol must be authorised by a **Personal Licence Holder**. This could be a verbal or a written authorisation made by the personal licence holder to the person making the sale.

- Exceptions from requiring authorisation from a Personal Licence Holder for a sale of alcohol are:
 - Where alcohol is supplied at a club, holding a Club Premises Certificate, to club members and their guests
 - Sales of alcohol made at community premises such as village halls where the community premises has applied for a licence that permits the community premises committee to authorise sales
 - Where the sale of alcohol is being made under a Temporary Event Notice

WHO CAN APPLY FOR A PERSONAL LICENCE?

- ✓ Anyone who is over 18 years old
- ✓ And holds an approved licensing qualification
- ✓ And must not have had a personal licence forfeited in the past 5 years
- ✓ And must not have been convicted of a relevant offence under Schedule 4 of the Licensing Act 2003 or a foreign offence. (If an applicant has been convicted of a relevant offence the application will be forwarded to the Police who may object to the licence being granted). See our website for a list of relevant offences www.stroud.gov.uk/personal
- ✓ And has the right to work in the UK

APPROVED LICENSING QUALIFICATIONS

You will need to obtain an accredited Personal Licence qualification first. The aim of the qualification is to ensure that licence holders are aware of the licensing law and the wider social responsibilities attached to the sale of alcohol. Private training companies will provide this course. You can find local providers by searching on the web.

CRIMINAL RECORDS CHECK

You will also need to provide us with a Criminal Record check. Basic criminal records checks can be obtained from Disclosure and Barring Service. For further details visit their website: <https://www.gov.uk/request-copy-criminal-record> where you can apply online and find application guidance. Alternatively you can call 03000 2000 190 for help.

TWO PASSPORT SIZED PHOTOGRAPHS

You must provide us with two passport size photos. One must be endorsed as a true likeness by a solicitor, notary, lecturer or other professional person.

RIGHT TO WORK IN THE UK

You must provide us with a copy of proof that you have the right to work in the UK. This could be a copy of your passport and can be an expired passport. The notes attached to the application form show a full list of acceptable documents. The list is also on our website www.stroud.gov.uk/personal/righttowork



HOW TO APPLY FOR A PERSONAL LICENCE

You should apply to the local authority that covers the district where you live. This may be different to the district where you work.

If your home address is in Stroud District you should submit the following to the Licensing Section at Stroud

District Council

1. Completed Personal Licence application form
2. Completed criminal convictions disclosure form

Forms are available on Stroud District Council's website www.stroud.gov.uk or by contacting the Licensing Section (See contact details below).

3. The original copy of your Personal Licence Qualification Certificate
4. The original copy of your Basic Criminal Disclosure Certificate (dated within one month of your application submission)
5. Two photographs of yourself one of which has been endorsed.
6. Documentation showing proof of right to work in the UK
7. The fee for a Personal Licence is £37. Payment must be made at the same time as you submit your application.

Payment is made to Stroud District Council and can be made using the following methods
by cheque made payable to 'Stroud District Council'
by Cash/card at the Council Offices between the hours of 10am-4pm
by telephone using a credit/debit card – please call 01453 754440 during Office hours

The completed forms and documents must be sent or handed in to:

- Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Gloucestershire, GL5 4UB

WHAT HAPPENS NEXT?

When we receive your application we will acknowledge in writing its safe receipt and confirm whether it is valid or whether you need to provide more information. Providing that your application is correct and complete and you have not been convicted of a relevant or foreign offence, your Personal Licence will be granted. A personal licence lasts indefinitely, which means it will never expire.

OBJECTIONS TO THE APPLICATION

If you have been convicted of a relevant and/or foreign offence the Police have a right to object if they consider that granting the application would undermine the crime prevention objective. In the event that the Police do object to your application you will be notified and Stroud District Council must hold a hearing to consider the objection notice.

WHERE CAN I GET MORE HELP AND ADVICE?

Contact the Licensing Section

Address:	The Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, Glos. GL5 4UB If you wish to call into the Offices to speak to someone from the Licensing Team we advise that you ring first and make an appointment		
Email:	licensing@stroud.gov.uk	Phone:	01453 754440
Web:	www.stroud.gov.uk	Fax:	01453 754963