

North Wiltshire District Council

GUIDANCE NOTES

PERSONAL LICENCE APPLICATIONS

The Licensing Act 2003 (“the act”) establishes a regime for the granting of personal licences to individuals to supply, or to authorise the supply of alcohol. The personal licence is separate from the licence which authorises the premises to be used for the supply of alcohol. The licensing of individuals separately from the licensing of premises permits the movement of personal licence holders from one premises to another, allowing greater flexibility. It ends the current outdated regime where publicans are tied by licence to the premises where they work. The Act also provides the police and licensing authorities with powers to deal with errant personal licence holders.

The personal licence relates only to the supply of alcohol under a premises licence. An individual will not require a personal licence for the other licensable activities, the provision of regulated entertainment or late night refreshment, or for the supply of alcohol under a club premises certificate or temporary event notice (although personal licence holders will be able to give 50 temporary event notices each year instead of the limit of 5 for non-personal licence holders).

A personal licence does not authorise its holder to supply alcohol anywhere, but only from establishments with a premises licence authorising the supply alcohol in accordance with the premises licence. An individual may hold only one personal licence at any one time.

All premises licences authorising the supply of alcohol must have an identified personal licence holder known as the designated premises supervisor. This ensures there is always one specified individual who can be readily identified with a premises where a premises licence is in force. This person will usually be responsible for the day-to-day running of the premises. More than one individual at the licensed premises may hold a personal licence, although it is not necessary for all staff to be licensed. However, all supplies of alcohol under a premises licence must be made by or under the authority of a personal licence holder.

A personal licence is issued for ten years in the first instance, and will be renewed on application for a further ten years if the licence holder has not been convicted of any relevant or foreign offence.

The cost of a licence is £37.00 – please makes cheques payable to “**North Wiltshire District Council**”.

The **original application** with all attached documentation and the requisite fee must be sent to the following:

The Licensing Officer
North Wiltshire District Council
Environmental Health
Monkton Park
Chippenham
Wiltshire
SN15 1ER

ACCREDITED QUALIFICATION

As the transition period has now ended, all applicants for personal licences, including those who hold a current justices licence, need to obtain an accredited qualification first. The aim of the qualification is to ensure that licence holders are aware of licensing law, and the wider social responsibilities attached to the sale of alcohol. Personal Licence Qualification providers are accredited by the Secretary of State.

Personal Licence Qualifications under the Licensing Act 2003 are:

- **BIIAB Level 2 National Certificate for Personal Licence Holders**
QCA Accreditation Number: 100/4866/2
Website: www.biiab.org
Telephone: 01276 684 449
Email: qualifications@bii.org
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT
- **GOAL Level 2 National Certificate for Personal Licence Holders**
QCA Accreditation Number: 100/48658/0
Website: www.ediplc.com
Telephone: 08707 202909
Email: customerservice@ediplc.com
Address: Qualifications and Processing Centre, Athena House, 112 Station Road, Sidcup, Kent, DA15 7BJ
- **GQAL Level 2 National Certificate for Personal Licence Holders**
QCA Accreditation Number: 100/5040/1
Website: www.nationaltrainingco.com
Telephone: 0845 170 0001
Email: enquiries@pubshop.co.uk
Address: The Pubshop Ltd, Orchard Leigh, 96 Rodwell Avenue, Weymouth, DT4 8SQ

Contact these bodies direct for any information on courses, availability and costs in your area.

BASIC CRIMINAL RECORD CHECKS

Basic Criminal record checks can be obtained from Disclosure Scotland. For further details use the following:

- Call their helpline number on 0870 609 6006
- Access their website - www.disclosurescotland.co.uk

Please note

- The Basic Disclosure that is submitted should be issued no earlier than one calendar month before the giving of the application to the relevant Licensing Authority.
- The Address shown on the Basic Disclosure should be the same as the address given on the Personal Application Form. If they differ, a Legal Declaration must be obtained from a solicitor and submitted with the Application. This Declaration must inform the Local Authority that the Disclosure was submitted to Disclosure Scotland using the Applicant's home address.