GUIDANCE NOTES

PERSONAL LICENCE APPLICATIONS

The Licensing Act 2003 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 premise 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 It ends the current outdated regime where publicans are tied by licence to the premises where they work.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 on a premise 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 note that Wiltshire Council does not take cash payments. Cheques should be made payable to Wiltshire Council.

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

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
County Hall
Bythesea Road
Trowbridge
BA14 8JN
ACCREDITED QUALIFICATION

All applicants for Personal Licences 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.

1. Accredited personal licence qualification providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: British Institute of Innkeeping Awarding Body
- telephone: 01276 684 449
- email: qualifications@bii.org
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

CIEH (QFC Recognition number RN5238)

CIEH Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/2104/X

- website: Chartered Institute of Environmental Health
- telephone: 020 7827 5800
- email: customerservices@cieh.org
- address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

HABC Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number 500/9974/7

- website: Highfield Awarding Body for Compliance
- telephone: 0845 226 0350
- email: info@highfieldabc.com
- address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL
IQ (QCF Recognition number: RN5330)
IQ Level 2 Award for Personal Licence Holders
Qualification number: 603/2659/1
IQ Level 2 Award for Personal Licence Holders (QCF)
Qualification number: 601/4980/2

- website: Industry Qualifications
- telephone: 01952 457 452
- email: info@industryqualifications.org.uk
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

LASER (QCF Recognition number RN5326)
LASER Level 2 Award for Personal Licence Holders
Qualification number: 603/2603/7
Laser Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/6446/8

- website: Laser Learning Awards
- telephone: 01932 569894
- email: enquiries@laser-awards.org.uk
- address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

Pearson Education Ltd (QCF Recognition number RN5133)
Pearson BTEC Level 2 Award for Personal Licence Holders
Qualification number: 603/2538/0
Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)
Qualification number: 601/3483/5

- website: Pearson Education
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5133)
QNUK Level 2 Award for Personal Licence Holders
Qualification number: 603/2619/0
QNUK Level 2 Award for Personal Licence Holders
Qualification number: 603/1021/2

- website: QNUK
- telephone: 020 8366 5049
- email: CentreSupport@Qualifications-Network.co.uk
- address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.
SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: Training Qualifications UK
- telephone: 03333 583344
- email: account.managers@tquk.org
- address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

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

**BASIC CRIMINAL RECORD CHECKS**

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

- Access their website – [www.gov.uk](http://www.gov.uk)

Information and updates - [https://www.gov.uk/government/publications/basic-checks](https://www.gov.uk/government/publications/basic-checks)

**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 Gov.uk using the Applicant’s home address.