

## **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 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 It ends the current outdated regime where publicans are tied by licence to the premises where they work.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 on 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 that Wiltshire Council does not take cash payments.

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  
***(Relevant Main Office Address – See List Below)***

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

- Chippenham:** **Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**  
*(This office deals with all applications relating to Chippenham, Calne, Corsham and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)*
- Devizes:** **Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**  
*(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)*
- Salisbury:** **Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**  
*(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)*

**Trowbridge: Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**

*(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)*

**Applications can be sent to any of the above addresses, but it will speed processing if they are sent directly to the office covering the area in which the premises is situated.**

### **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.

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](http://www.biiab.org)

Telephone: 01276 684 449

Email: [qualifications@bii.org](mailto:qualifications@bii.org)

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

#### **GQAL Level 2 National Certificate for Personal Licence Holders**

QCA Accreditation Number: 100/5040/1

Website: [www.nationaltrainingco.com](http://www.nationaltrainingco.com)

Telephone: 0845 170 0001

Email: [enquiries@pubshop.co.uk](mailto:enquiries@pubshop.co.uk)

Address: The Pubshop Ltd, Orchard Leigh, 96 Rodwell Avenue, Weymouth, DT4 8SQ

#### **EDI Level 2 National Certificate for Personal Licence Holders**

QCA Accreditation number: 100/4865/0

Website: [www.ediplc.com](http://www.ediplc.com)

Telephone: 0247 651 6500

Email: [enquires@ediplc.com](mailto:enquires@ediplc.com)

Address: Qualifications and Processing Centre, International house, SISKIHN Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

#### **NCFE Level 2 National Certificate for Personal Licence Holders**

QCA Accreditation Number: 500/4228/2

Website: [www.ncfe.org.uk](http://www.ncfe.org.uk)

Telephone: 0191 239 8000

Email: [info@ncfe.org.uk](mailto:info@ncfe.org.uk)

Address: Portland House, Citygate, St James' Boulevard, Newcastle Upon Tyne, NE1 4JE

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](http://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.