



## PERSONAL LICENCE INFORMATION PACK

### CONTENTS:

#### PAGE

2. **Overview**
3. **Advice on Photographs**
4. **Accredited personal licence qualification providers**
6. **Guidance on Designated Premises Supervisor**
7. **Types of Disclosures and how to obtain them**
8. **Guidance on Relevant Convictions**
10. **Relevant convictions**

**You must apply to the Licensing Authority for the district where you live. If you live in East Suffolk send your application form to:**

Licensing Department  
East Suffolk Council  
Riverside  
4 Canning Road  
Lowestoft  
Suffolk  
NR33 0EQ  
Email: [licensing@east Suffolk.gov.uk](mailto:licensing@east Suffolk.gov.uk)

# OVERVIEW

## What is a Personal Licence and why do I need one ?

- A personal licence authorises an individual to sell alcohol by retail and to supply (or authorise the supply) of alcohol. The licence is 'portable' and will allow the licence holder to work in any premises in England or Wales holding a valid premises licence that permits the supply of alcohol.
- There will be two separate parts to the licence - a durable credit card style permit and a counterpart document. The durable licence will state your name, address, licence details and photograph. The counterpart will include details of any relevant or foreign unspent convictions.

## How much does a Personal Licence cost and how long will it last ?

- A personal licence will cost £37 and will not expire (unless surrendered, forfeited, suspended, or revoked).
- If you change your name or address you must inform the licensing authority as soon as practicable. You must return your licence and pay a fee of £10.50. The licensing authority will issue an amended licence.
- If you are charged with a relevant offence you must inform the court immediately that you are a personal licence holder. If you are subsequently convicted you will have to inform the licensing authority and return your licence so that the offence can be endorsed on it. A sheet detailing the relevant offences is included in this information pack (see pages 9 and 10).

## Do I need a Personal Licence if I just work behind a bar / or in an off-licence ?

- No one is required to hold a personal licence to work in a premises licensed to sell alcohol, other than the person named as the \*Designated Premises Supervisor (DPS) on the premises licence. However, every sale or supply of alcohol must be authorised by an individual who does hold a personal licence. It is an operational decision for the person who holds the premises licence as to how many of his/her staff will need to hold a personal licence to comply with this requirement. The personal licence holder authorising the supply will be accountable for all transactions they authorise.
- If you work in a private members club, supplying alcohol to members and their guests only, then a personal licence holder may not be required. This will depend on the type of license held by the Club and you will need to ask your employer about this.

\* See page 5 for further explanation about the role of the Designated Premises Supervisor

## I need a personal licence. How do I apply ?

**Complete the application form, including the disclosure of convictions and declaration.**

*(Note: You must send the application and other documents to the Licensing Authority for the area where you are normally resident. If you live in the East Suffolk district the address is given on Page 1 of this pack. If you have any relevant or foreign unspent convictions the Licensing Authority will liaise with the Police - you do not have to do this.)*

**Supply the correct fee - £37 (Cheques should be made payable to East Suffolk Council).**

**Supply two passport photographs** – see page 3.

**Supply an original certificate of your accredited licensing qualification** see page 4.

**Provide a criminal record certificate** - see page 6.

## NOTES:

- It is an offence to knowingly or recklessly make a false statement in connection with an application for a personal licence. To do so may result in prosecution and a fine of up to £5000.
- You must notify the Licensing Authority immediately if you are convicted of any offence during the time between making your application and the grant of your licence.
- You must include proof of your right to work in the United Kingdom (see note 2 on the application form).
- If you have been convicted of a relevant or foreign offence then the Police could object to the grant of your application on Crime Prevention grounds, in which case a hearing may be necessary.
- See pages 7 - 10 for information about convictions that are relevant to personal licence holders.

# ADVICE ON PHOTOGRAPHS

Personal licence applications will need to include two passport size photographs - **one of which must** be endorsed on the back – see below.

**You must ensure that your photograph is of the required standard to be accepted. If it is not, your application will not be processed. Please follow these instructions carefully.**

The guide below should assist you in getting this right:

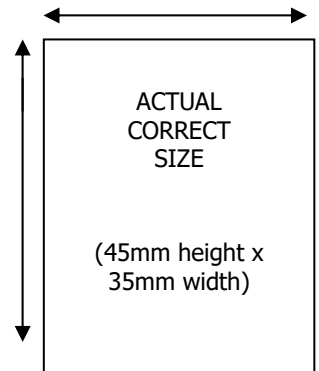


## PHOTOGRAPHS MUST BE:

- Full face uncovered
- Sized 45mm x 35mm
- Glasses may be worn where these are prescription and normally worn
- On photographic paper
- Without sunglasses
- Headgear or head coverings may be worn where this is part of the applicant's religious beliefs, but must not obscure the applicant's facial features.
- Taken against a light and plain background so that the applicant's features are distinguishable and contrast against the background
- Endorsed on the back by a suitable person (see below) - only one of the photos requires this.

The endorsement should state:

"I certify that this is a true likeness of [insert full name of applicant]" or similar. The person must also sign the photograph and write their name in capital letters.



**Note: Some examples of persons suitable to counter-sign photos submitted with applications are given below:**

Doctor, Accountant, Bank or Building Society official, Fire Service Officer, Solicitor or Notary, Local Government Officer, Police Officer, Religious Minister, Optician, Director or Chairman of a Limited Company, Teacher, Councillor.

**A relative must not sign your photograph**



## PHOTOGRAPHS WILL BE REJECTED WHERE:

- Hats, bandanas or other headgear (unless this is associated with religious or ethnic beliefs) are worn
- Sunglasses are worn
- They do not contrast the applicant's facial features against a light background
- The applicant's facial features are not distinguishable
- They are not on photographic paper
- They are of poor quality or are not of the prescribed size
- They are Black & White
- They are not, or are incorrectly, counter-signed
- They do not show an applicant's full face
- They are not recent and/or do not show a current likeness

## PERSONAL LICENCE QUALIFICATION – ACCREDITED PROVIDERS

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011:

**BIIAB** (QCF Recognition number RN5118)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 501/1494/3

[British Institute of Innkeeping Awarding Body website](#)

Telephone: 01276 684 449 [qualifications@bii.org](mailto:qualifications@bii.org)

Address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

**CIEH** (QFC recognition number RN5238)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 601/2104/X

[Chartered Institute of Environmental Health website](#)

Telephone: 0207 827 5800 [customerservices@cieh.org](mailto:customerservices@cieh.org)

Address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

**HABC** (QCF Recognition number RN5219)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 500/9974/7

[Highfield Awarding Body for Compliance website](#)

Telephone: 0845 226 0350 [info@highfieldabc.com](mailto:info@highfieldabc.com)

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

**IQ** (QCF Recognition number:RN5330)

Level 2 Award for Personal Licence Holders

Qualification accreditation number: 601/4980/2

[Industry Qualifications website](#)

Telephone: 01952 457 452 [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)

Address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

**LASER** (QCF Recognition number RN5326)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

[Laser Learning Awards website](#)

Telephone: 01932 569894 [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)

Address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

**Pearson Education Ltd** (QCF Recognition number RN5133)

Level 2 Award for Personal Licence Holders

Qualification accreditation number: 601/3483/5

[Pearson Education website](#)

Telephone: 0844 576 0045 [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)

Address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

**QNUK** (RQF Recognition number RN5159)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 603/1021/2

[QNUK website](#)

Telephone: 020 8366 5049 [CentreSupport@Qualifications-Network.co.uk](mailto:CentreSupport@Qualifications-Network.co.uk)

Address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.

**SQA** (QCF Recognition number RN5167)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1269/9

[Scottish Qualifications Authority website](#)

Telephone: 0845 279 1000 [customer@sqa.org.uk](mailto:customer@sqa.org.uk)

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

## Training Qualifications UK

Level 2 Award for Personal Licence Holders  
(QCF Recognition number RN5355)  
Qualification accreditation number 601/6508/X

[Training Qualifications UK website](#)

Telephone: 03333 583344 [account.managers@tquk.org](mailto: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.

---

The following courses were formerly accredited:

### **NCFE Level 2 Award for Personal Licence Holders QCF**

Recognition number RN5156. From 22 March 2011 to 30 June 2016.

### **BIIAB Level 2 National Certificate for Personal Licence Holders. QCA**

Accreditation Number: 100/4866/2. From 1 Feb 2005 to 31 March 2011.

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

Accreditation Number: 100/4865/0. From 1 Feb 2005 to 30 April 2011.

### **EDI Level 2 Award for Personal Licence Holders. QCF**

Accreditation number 500/9146/3. From April 2011 to January 2015.

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

Accreditation Number: 100/5040/1. From 1 May 2005 to 30 April 2010.

### **HABC Level 2 Award for Personal Licence Holders. QCA**

Accreditation Number: 500/7383/7. From 1 Sept 2009 to 30 April 2011.

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

Accreditation Number: 500/4228/2. From 1 Sept 2008 to 30 April 2011.

### **SQA Level 2 Award for Personal Licence Holders QCA**

Accreditation Number: 500/8025/8. From 1 Dec 2009 to 30 April 2011.

**The Council is aware that the following provide courses locally, however there may be other suppliers and this does not infer recommendation.**

Day One Training and Consultancy  
Telephone: 07850 527717  
Email: [day@dayonetraining.co.uk](mailto:day@dayonetraining.co.uk)  
Address: The White House, Off Seaview Road,  
Reydon, SOUTHWOLD IP18 6RN

Mimas Training  
Unit 1. Alpha Business Park, White House Road  
Ipswich. IP1 5QT. Telephone: 01473 550350  
[www.MimasTraining.com](http://www.MimasTraining.com)  
[Enquiries@Mimastraining.com](mailto:Enquiries@Mimastraining.com)

CPL Training  
Telephone 0845 8331835  
Address: Novotel Ipswich,  
Grey Friars Road IP1 1UP

West Suffolk College  
Telephone: 01284 716246  
Address: West Suffolk College, Risbygate  
Bury St Edmunds, IP33 3RL

Peter Lloyd Associates  
Telephone: 01284 728552 or 07836 371447  
Email: [peterlloyd.associates@btinternet.com](mailto:peterlloyd.associates@btinternet.com)  
Address: The Lodge, Risby Road, Flempton,  
Suffolk, IP28 6EG

Griffin Consultancy  
Telephone: 01375 403672  
Email: [griffinconsultancy@msn.com](mailto:griffinconsultancy@msn.com)  
Address: 185b Rectory Road  
Grays, Essex RM17 5SH

Peter Maher  
1 Stop HSE Training Limited, Lowestoft  
Telephone: 07958 350282  
Email: [Peter@1stophsetraining.org.uk](mailto:Peter@1stophsetraining.org.uk)  
[www.1stophsetraining.org.uk](http://www.1stophsetraining.org.uk)

# DESIGNATED PREMISES SUPERVISORS

## What is the Designated Premises Supervisor?

The Designated Premises Supervisor (DPS) is the person identified on the premises licence as the person who supervises the premises. He/she **must** be a personal licence holder and is the point of contact for the Licensing Authority and Responsible Authorities. A DPS **must** be named on any premises licence where alcohol is supplied. Their name will appear on both the premises licence and the summary that must be displayed on the premises.

## Can more than one DPS be designated?

No, only one person can be named for each licensed premises.

## How do I know if I am the DPS?

Any application for a Premises Licence where alcohol is supplied must include a form of consent completed by the person whom the applicant wishes to specify as the DPS.

## Who can object to the designation?

Only the Police can object to the designation of the person specified on the grounds that the crime prevention objective could be undermined by the intended appointment.

## Is a DPS required at a club premises?

No, a DPS is **not** required where alcohol is supplied under a club premises certificate.

## Does the DPS have to be on the premises at all times when it is open?

No - however, it is expected that the DPS will spend a significant amount of time on the premises and that it will be possible to contact him/her at times when they are absent from the premises. This is particularly important when problems arise on the premises. When the DPS is not present he/she is expected to make proper arrangements to authorise the sale of alcohol in his/her absence.

## What happens if the DPS leaves?

When a DPS leaves his/her employment the Premises Licence holder **must** notify the Licensing Authority of any change in the name or address of the DPS. The premises licence holder commits an offence if this requirement is not complied with.

Alternatively, the DPS **may** give notice to the relevant Licensing Authority that they wish to be removed from the Premises Licence. They **must** provide a copy of the notice to the Premises Licence holder, **requiring** that the Premises Licence be sent to the relevant Licensing Authority within 14 days of receipt of the notice. In these circumstances, sale of alcohol must cease until the Premises Licence holder nominates a replacement DPS.

If the DPS does **not** give notice that they wish to be removed from the licence as described above, they remain responsible for the sale of alcohol.

The Council's licensing team can give further information about these procedures on request.

# TYPES OF DISCLOSURES

Whichever certificate or search you provide as part of your application must have been issued within one calendar month of the date you submit your application for a personal licence. The two options are:

## **Basic Disclosures – available from the Disclosure and Barring Service**

A Basic Disclosure contains details of convictions considered unspent under the Rehabilitation of Offenders Act 1974.

It is available to anyone for any purpose, on payment of an appropriate fee. This type of Disclosure is only issued to the applicant.

It is not job-specific and may be used more than once.

Application forms for Disclosures can be obtained by any of the following methods

Anyone requiring a Basic Disclosure can complete their application online: <https://www.gov.uk/request-copy-criminal-record>

## **Subject Access Search**

**Under the Data Protection Act 1998 of the Police National Computer by the National Identification Service**

This service is available from your local police station. You would need to obtain and complete the relevant request and provide required documentation. You should ensure that whatever request you make shows full details of any unspent convictions you may have. The police will require payment for search, which will take up to 40 days to obtain. The relevant application form 1091A can be downloaded from [www.suffolk.police.uk](http://www.suffolk.police.uk).

# GUIDANCE ON RELEVANT OFFENCES

In relation to convictions in English or Welsh Courts, the following are relevant offences under the Licensing Act 2003 and must be declared on your personal application for. Spent convictions do not need to be declared. See below for details of spent convictions.

- Any offences under the Licensing Act 2003
- Allowing a child to take part in gaming on licensed premises
- Any offence under the Private Places of Entertainment (Licensing) Act 1967
- Any offence under the Theatres Act 1968
- Any offence under the Late Night Refreshment Houses Act 1969
- Any offence under the Licensing (occasional permissions) Act 1983
- Any offence under the Cinemas Act 1985
- Any offence under the Local Authorities Act 1990
- Applying a false trade description to alcohol contrary to the Trade Descriptions Act 1968
- Copyright offences of public exhibition in the course of a business of an article infringing copyright, infringement of copyright by public performance of work, broadcast of a performance made without consent, fraudulent reception of transmission or supply of an unauthorised decoder
- Food safety offences of selling food or drink not of the nature, substance or quality demanded or falsely describing or presenting food or drink
- Fraudulent evasion of duty or taking preparatory steps for evasion of duty
- Obtaining services by deception or evasion of liability by deception
- Offences under the Private Security Industry Act of engaging in the activities of security operative without a licence
- Offences of violence defined a “(any offence) which leads or is intended or likely to lead to a person’s death or to physical injury to a person and included any offence which is required to be charged as arson (whether or not it would otherwise fall within this definition)” Any offence of violence is likely to fall within this definition
- Offences involving possession, manufacture, importation or exportation of counterfeit currency
- Permitting public entertainment to take place without licence
- Possession and sale of unmarked tobacco or use of premises for sale of unmarked tobacco
- Possession/supply etc. of firearms
- Production of a controlled drug, supply of a controlled drug, possession of a controlled drug with intent to supply or permitting use of a controlled drug on premises
- Road traffic offences of causing death by careless driving while under the influence of drink or drugs or driving a vehicle with alcohol concentration above the prescribed limit
- Sexual offences including rape, procuring a woman to have sexual intercourse by threats or false pretences, detaining a woman against her will for the purposes of unlawful sexual intercourse, procurement of prostitution or unlawful sexual intercourse, causing or encouraging prostitution or unlawful sexual intercourse, causing or encouraging prostitution, administration of drugs to enable unlawful sexual intercourse, sexual intercourse with a girl under 13, sexual intercourse with a girl under 16, permitting girls to use premises for unlawful sexual intercourse, sexual intercourse with or the procurement of mental defectives, incest, buggery, gross indecency, indecent assault, indecency with children, possession or distribution of indecent photographs of children, burglary with intent to commit rape
- Theft, robbery, burglary, aggravated burglary, removal of articles from places open to the public, aggravated vehicle taking involving death in an accident, abstracting of electricity, obtaining by deception, obtaining a money transfer by deception, obtaining pecuniary advantage by deception, false accounting, false statements by company directors, suppression of documents, blackmail, handling stolen goods, dishonestly retaining a wrongful credit and going equipped for theft.
- Unauthorized use of a trade mark in relation to alcohol

NB: Also offences of conspiracy, attempt or incitement to commit any of the above offences

## SPENT CONVICTIONS

You do not need to declare any offence which is spent. Understanding spent convictions:

- Prison sentences of two and half years or more are never spent
- Prison sentences of more than six months but less than two and a half years are spent after 10 years
- Prison sentences of six months or less are spent after seven years
- Fines and most community penalties are spent after five years.



## **FOREIGN OFFENCES**

**Any** offence for which you have been convicted in a court of law of **another country** (i.e. not in Great Britain) must be declared on your personal licence application.

Should a foreign offence be disclosed then the police will be given an opportunity to object to the application. If the police object then there will be hearing before the licensing committee, if they do not then the application will be granted.

If a person is convicted of a relevant or foreign offence between the making of the application to the local authority and its determination, then he must inform the licensing authority immediately. Failure to do so is a criminal offence. If the local authority finds out afterwards that an applicant has not informed them of such an offence then the personal licence may be revoked.

If a personal licence holder is convicted of a relevant or foreign offence at any time during the duration of that personal licence then they must inform the sentencing court that they are a personal licence holder. Failure to do so is also a criminal offence. The court dealing with the relevant or foreign offence may then order forfeiture or suspension of the personal licence. The sentencing court also has a duty to inform the licensing authority of the conviction. Should the sentencing court be unaware of the person's status as a personal licence holder then the duty falls upon the personal licence holder to inform the licensing authority. Failure to do so is also a criminal offence.