

Personal Licence - For the Sale of Alcohol

Personal licences have to be used in conjunction with a premises licence (or temporary event notice) authorising the retail sale of alcohol. They are not needed in clubs because alcohol is "supplied," not sold.

Any premises selling alcohol will need at least one personal licence holder - the "designated premises supervisor." There may be any number of additional personal licence holders at premises.

This licence authorises the specified person to supply alcohol or allow the supply of alcohol, in combination with a premises licence. Personal licences are valid for 10 years, and will be 'portable' between premises.

Making your Application

Before returning the application form, you have to pass the new BIIAB National Certificate for Personal Licence Holders (NCPLH) qualification, obtain a Criminal Record Bureau basic disclosure and provide two passport photographs. You will need to fill in the application form and send it to the local authority where you live, together with payment (£37).

Applicants have to be over 18, who have not forfeited a personal licence in the previous five years, and have not got relevant or foreign criminal convictions that the Police consider make you unsuitable to be a personal licence holder.

You can get a basic criminal record disclosures by telephone - 0870 6096006 - or online at <http://www.disclosurescotland.co.uk>. The cost is about £16.

Details of what a relevant or foreign conviction is will be supplied on request. If you have a conviction and the Police object to your application, details of that conviction will be made available to our licensing sub-committee for a decision to be taken. The meetings are open to the public and committee reports are published.

Phone us if you would like application forms - or download them from the DCMS website: http://www.culture.gov.uk/alcohol_and_entertainment/licensing_act_2003/personal_licences.htm

Get help at:

Licensing Unit, Environmental Services
Wychavon District Council
Civic Centre
Queen Elizabeth Drive
Pershore
Worcestershire WR10 1PT

Phone	01386 565016
Fax	01386 561826
Web	http://www.wychavon.gov.uk/lic
Email	licensing@wychavon.gov.uk

