



North Tyneside Council

Licensing Act 2003 Guidance Note

Personal Licences

What is a Personal Licence?

All sales of alcohol must be made by, or under the authority of, a Personal Licence holder after November 2005. Anyone can apply for a Personal Licence, even if they do not currently work in a bar or an Off Licence, so long as they meet the set criteria.

You must apply for a Personal Licence to the Council in whose district you live. This Licence is valid throughout England and Wales and will last indefinitely.

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 at a premises. 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. But, all supplies of alcohol under a Premises Licence must be made by or under the authority of a Personal Licence holder.

Who needs to apply for a Personal Licence?

You need to apply for a Personal Licence if you wish to supervise the sale or supply of alcohol for consumption on or off any premises covered by a Premises Licence. If no alcohol is to be sold for consumption on or off the premises you are not required to hold a Personal Licence.

How do I obtain a Personal Licence?

Anyone who would like to obtain a Personal Licence must make a new application. They must meet the following criteria:

- Over 18 years of age
- Hold a licensing qualification that has been accredited by the Secretary of State. The aim is to ensure that Licence holders are aware of the licensing laws and the wider responsibilities attached to the sale of alcohol. (This must be original certificate or certified copy)
- Have a Basic Disclosure from the Disclosure and Barring Service and/or statement of foreign offences. **(Disclosure Certificate must be dated within one calendar month of application)**

and send to the Licensing Section:

- Completed application form

- An accredited personal licence qualification certificate (original or certified copy)
- 2 photographs (1 endorsed). Photographs to be taken against a light background, without a head covering (unless this is a religious requirement) and should be size 45 millimetres by 35 millimetres on photographic paper. The endorsed photograph should contain the words 'I CERTIFY THAT THIS IS A TRUE LIKENESS OF XXXX' and the person endorsing must sign and print their name and state in what capacity they are signing, i.e. Police Officer etc.
- A Basic Disclosure from the Disclosure and Barring Service (original – must be dated within one calendar month of application)
- A disclosure form completed by the applicant relating to convictions of relevant offences, foreign offences, immigration offences or penalties
- **Due to changes in Immigration legislation for any applications made on or after 6.4.17 a photocopy or scanned copy of your UK passport is required. If you do not hold a UK passport (current or expired) please contact the Licensing Section who will advise you further what documents are required to prove you have a right to live and work in the UK**
- Fee – currently £37 (Cheques should be made payable to North Tyneside Council). Alternatively we can call you to take payment over the telephone using a credit or debit card.

If you have a relevant criminal offence or immigration offence or penalty the Licensing Authority will forward details to the Police and Home Office Immigration Service who will decide if they wish to issue an objection notice.

What if I have a relevant conviction?

'Relevant offence' refers to the offences listed in the Licensing Act 2003 which could, on conviction, rule out the grant of a Personal Licence to the applicant concerned.

The offences include:

- those involving serious crime
- those involving serious dishonesty
- those involving controlled drugs
- certain sexual offences
- offences created by the Licensing Act 2003
- immigration offences or penalties

The Police and Immigration Service will then consider the conviction/penalty and will then notify the Licensing Authority in the form of an objection notice if they are satisfied that granting the Personal Licence would undermine the licensing objective of preventing crime and disorder or would be prejudicial to the prevention of illegal working in licensed premises.

If the Police or Immigration Service do not issue an objection notice the Licence must be granted.

If the Licensing Authority receives an objection notice from the Police or Immigration Service a hearing will be held by the Licensing Committee, an elected body of Councillors. They will listen to evidence from both sides before deciding whether to grant the Licence.

What are the recognised licensing qualifications?

The Government have laid down the criteria for the qualification which you will require, and the only recognised qualifications for applications under the Licensing Act 2003 are:

- **BIIAB** (QCF Recognition number RN5118)
Level 2 Award for Personal Licence Holders
Qualification accreditation number 501/1494/3
Website: www.bii.org
Telephone: 01276 684 449
Email: qualifications@bii.org
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT
- **CIEH** (QCF Recognition number RN5238)
Level 2 Award for Personal Licence Holders
Qualification accreditation number 601/2104/X
Website: <http://www.cieh.org>
Telephone: 0207 827 5800
Email: 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
Website: www.highfieldabc.com
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)
Level 2 Award for Personal Licence Holders
Qualification accreditation number 601/4980/2
Website: <http://www.industryqualifications.org.uk/>
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)
Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/6446/8
Website: www.laser-awards.org.uk/
Telephone: 01932 569894
Email: enquiries@laser-awards.org.uk
Address: Phoenix House, Pyrford Road, West Byfleet, Surrey, KT14 6RA
- **NCFE** (QCF Recognition number RN5156)
Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1323/0
Website: www.ncfe.org.uk
Telephone: 0191 239 8000

Email: info@ncfe.org.uk

Address: Q6 Quorum Business Park, Benton Lane, Newcastle upon Tyne, NE12 8BT

- **Pearson Education Ltd** (QCF Recognition number RN 5133)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 601/3483/5

Website: <http://qualifications.pearson.com>

Telephone: 0844 576 0045

Email: wblcustomerservices@pearson.com

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

- **QNUK** (QCF Recognition number RN 5159)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 603/1021/2

Website: <http://www.Qualifications-Network.co.uk>

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)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1269/9

Website: www.sqa.org.uk

Telephone: 0845 279 1000

E-mail: customer@sqa.org.uk

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

- **Training Qualifications UK** (QCF Recognition number RN5355)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 601/6508/X

Website: www.tguk.org

Telephone: 03333 583344

E-mail: account.managers@tguk.org

Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN.

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

Formerly accredited courses

The following courses were formally accredited:

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.

Disclosure and Barring Service (DBS)

If you are applying for a New Personal Licence you must send to us, with your application, a Basic Disclosure showing any previous convictions you may have. A Basic Disclosure can be obtained from the Disclosure and Barring Service <https://www.gov.uk/request-copy-criminal-record>.

- The current cost of a Basic Disclosure will cost **£23.00**.
- The Disclosure and Barring Service currently aim to respond within 14 days.

The certificate from the DBS is valid for one calendar month from the date on the certificate and applications must be made to the Licensing Section prior to the expiry date on the certificate.

How much will I have to pay for a Personal Licence?

The fee for a Personal Licence is **£37**. Cheques should be made payable to North Tyneside Council. The fee can also be paid over the phone using a debit or credit card (see contact details below)

More information

For more information and to receive an application pack please contact:

Licensing Section
The Killingworth Site
Harvey Combe
Killingworth
Newcastle upon Tyne
NE12 6UB Tel: (0191) 643 2175

e-mail: liquor.licensing@northtyneside.gov.uk
Useful websites: www.northtyneside.gov.uk