



Licensing Act 2003 – Personal Licences

Enclosed are answers to many of your questions and some helpful guidance on how to make your application. Should you have further questions, you can find our contact details at the bottom of this document.

What is a personal licence?

A personal licence allows a person to authorise the sale or supply of alcohol from premises where the sale or supply of alcohol is already licensed.

Who needs a personal licence?

Where a premises licence allows the sale or supply of alcohol, every sale must be authorised by a person named on the licence. This person is the designated premises supervisor (DPS). The DPS must hold a personal licence.

The sale and supply of alcohol, because of its potential impact on the wider community and on crime and anti-social behaviour, carries with it greater responsibility than the provision of regulated entertainment and late night refreshment. This is why people making and authorising the sale and supply of alcohol must have a personal licence.

Who can apply for a personal licence?

Under the Licensing Act 2003 the requirements are that the applicant:

- must be aged 18 or over;
- must be entitled to work in the UK and must be able to do work relating to the carrying on of a licensable activity. A licence will become invalid if the holder ceases to be entitled to live and work in the UK.
- possesses a licensing qualification accredited by the Secretary of State (or a certified or equivalent qualification) or is a person as prescribed by the Secretary of State by regulations. See www.gov.uk/government/publications/accredited-personal-licence-qualification-providers for a list of accredited qualification providers,
- must not have forfeited a personal licence within five years of their application;
- has paid the appropriate fee to the licensing authority.

How much will your personal licence cost?

The fee to apply for a personal licence is £37.

How long will your personal licence be valid?

A personal licence has effect indefinitely, or until it is surrendered by the licence holder, or revoked due to a conviction coming to light after the licence has been granted, or it is forfeited due to the holder being convicted of a relevant offence.

What do you need to do to make an application?

You need to complete both of the following forms:

- Personal licence application form
- Disclosure of convictions and civil immigration penalties and declaration.

You also need to send us the following:

- Two photographs, one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification. The person endorsing the photograph must sign and print their name and state their capacity - whether they are a solicitor or a notary, or their standing in the community, or state their professional qualification, as appropriate.
- An original (not a copy) certificate of approved licensing qualification.
- A criminal conviction certificate or criminal record certificate or the results of a subject access search of the police national computer by the National Intelligence Service. Basic criminal record checks can be obtained from the Disclosure and Barring Service (DBS); see www.gov.uk/government/organisations/disclosure-and-barring-service. Please note, any such criminal record check is only valid for one calendar month after the date of issue.
- Proof of your right to work in the UK or your share code issued by the Home Office online right to work checking service.
- Payment of £37 fee – please provide an e-mail address within the application form and we will send you a secure link to make the payment by card AFTER your application has been received.

Endorsing your photographs

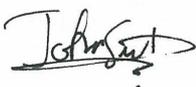
The endorsement should contain the following:

- A statement that the photograph is a true likeness of you.
- The signature of the person endorsing the photograph.
- The printed name of the person endorsing the photograph.
- Confirmation of the capacity in which the person is endorsing the photograph (e.g. solicitor, notary, a person of standing in the community or any individual with a professional qualification).
- The date on which the endorsement was made.

Example

“I hereby declare this photograph to be a true likeness of (name of applicant).

Signed:



Dr John Smith, MBBS, 01/01/2015”

Right to work

Applicants must demonstrate that they have the right to work in the UK and are allowed to do work relating to the carrying on of a licensing activity. Please see www.gov.uk/prove-right-to-work for information on how to prove your right to work.

Can anyone object to an application?

If you have an unspent conviction for a relevant offence defined in the 2003 Act or for a comparable foreign offence, the police can object to the application on the grounds of the prevention of crime and disorder.

Also, if you have an unspent immigration offence, a comparable foreign offence or have been required to pay an immigration penalty, Home Office Immigration Enforcement may also object to the application. The police and Immigration Enforcement have 14 days in which to object.

Where the police or Immigration Enforcement object to the application on the grounds above, the applicant will be invited to a hearing before the licensing authority.

If the police or Immigration Enforcement do not object to your application and it otherwise meets the requirements of the 2003 Act, the licensing authority must grant it.

Where do you need to apply?

Applications must be made to the Local Authority where you ordinarily live (and not to the local authority in which the premises is situated). Check your postcode at <https://www.gov.uk/find-local-council> to see which authority you should apply to. You can apply by post or you may be able to apply by email.

Postal applications

If the applicant lives in an area covered by Manchester City Council, the application, along with the endorsed photographs, the original licensing qualification, the original DBS record check and a copy of one of the documents listed in the guidance attached to the application form to prove your right to work in the UK (such as a passport), must be sent to:

Premises Licensing
Manchester City Council
Level 1 Town Hall Extension
Albert Square
PO Box 532
M60 2LA

Any document proving your right to work in the UK must be a copy; do not post original documents.

Your licensing qualification and DBS certificate will be returned to you when the licence is granted.

Please ensure that your application is completed in black ink and is legible. Typed applications are preferred.

Emailed applications

Applications may be made by email provided you fulfil the following criteria –

- You must provide a standalone consent code to allow us to view your DBS certificate online. You must have a DBS online account to do this. The certificate can only be viewed once and your consent will expire on a date specified by you. Further information is available at <https://www.gov.uk/guidance/track-a-dbs-application>. We cannot accept an emailed attachment of your DBS certificate.
- We must be able to view your licensing qualification online. Many of the qualification providers have an online facility to do this. Speak to your qualification provider for further information. We cannot accept an emailed attachment of your qualification.
- To prove you have the right to work in the UK you must provide either a scanned copy of one of the documents listed in the guidance attached to the application form (such as a passport) or your 9-digit share code issued by the Home Office online right to work checking service. Please see www.gov.uk/prove-right-to-work for further information.
- You must attach a photograph of yourself which must be endorsed as a true likeness of you. The person endorsing the photo must confirm that they are either a solicitor, a notary, a person of standing in the community or that they have a professional qualification and what that qualification is. They must also give the date on which the endorsement was made.

If the applicant lives in an area covered by Manchester City Council, email the application and attachments to premises.licensing@manchester.gov.uk.

Further information is available on our website: <http://www.manchester.gov.uk/la2003> or email premises.licensing@manchester.gov.uk

This Council is committed to combating fraud and has a duty to protect the public funds it administers. It may participate in the National Fraud Initiative (NFI) and to this end it may use your personal licence information for the purposes of prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information about the NFI, see <https://www.gov.uk/government/collections/national-fraud-initiative> .