



MANCHESTER CITY COUNCIL

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 an individual to authorise the sale or supply of alcohol from establishments 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 an individual, known as the designated premises supervisor (DPS). The DPS is named on the premises licence and must be a personal licence holder.

The sale and supply of alcohol, because of its 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 individuals who may be engaged in making and authorising the sale and supply of alcohol require 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 not be subject to a condition preventing them from doing 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 one which is certified as if it is such a qualification or is considered equivalent) or is a person as prescribed by the Secretary of State by regulations (see below for acceptable qualifications),
- 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 for a personal licence application is £37 (see page 2).

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 declaration form

You will 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 (see page 3).
- An original (not copy) certificate of approved licensing qualification (see pages 4-5).
- 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 United Kingdom.
- 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.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity.

Information regarding documents which demonstrate entitlement to work in the UK can be found in the separate “Immigration status guidance” available by visiting www.manchester.gov.uk/licensing (‘Apply for an alcohol licence; Personal licence applications’).

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

Can anyone object to my application?

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

Also, if you have an unspent immigration offence, foreign offence equivalent or have been required to pay an immigration penalty, Home Office Immigration Enforcement may also object to the application. They also have 14 days to object.

Where the police or Immigration Enforcement object to the application on the grounds above, the applicant is entitled 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 should be made to the Local Authority in which that person is ordinarily resident (and not to the local authority in which the premises is situated). If the applicant lives in an area covered by Manchester City Council, the application must be sent to:

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

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 (eg 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 the image overleaf to be a true likeness of (name of applicant).

Signed:



*Dr John Smith
MBBS
01/01/2015"*

Accredited personal licence qualification providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011 (Updated 10 July 2015):

- **BIIAB (QCF Recognition number RN5118)**
Level 2 Award for Personal Licence Holders
Qualification accreditation number 501/1494/3
[British Institute of Innkeeping website](#)
Telephone: 01276 684 449
qualifications@bii.org
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT
- **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
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
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
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
 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
[Northern Council for Further Education website](#)
 Telephone: 0191 239 8000
info@ncfe.org.uk
 Address: Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT
- **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
 Address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL
- **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
 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
 Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

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

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

Further information is available on our website: <http://www.manchester.gov.uk/la2003>

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 will again be participating in the National Fraud Initiative 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 www.manchester.gov.uk/info/726/benefits-fraud_investigation/722/benefit_fraud, on the Council's website, or contact Kathryn Fyfe, Principal Audit Manager, on 0161 234 5271.