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Licensing Team
Community Safety & Environment
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35 Wellington Street
London SE18 6HQ
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LICENSING ACT 2003

Applying for a Personal Licence

General

If you are completing the form by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a written copy of the completed form for your records.

You must apply for your Personal Licence to the borough you ordinarily reside in – NOT where you work.

Section 1 – Personal Details

Give details of your current name and all previous names, maiden names, etc. Give details of the address where you ordinarily reside. This is the address we will use to correspond with you about your application unless you tell us otherwise.

If you would like to use an alternative correspondence address, or be corresponded with by e-mail, please complete the relevant boxes.

Section 2 – Licensing Qualification

In order to qualify for a Personal Licence, you must either:

- Hold an accredited licensing qualification awarded by an accredited body;
- Hold a certified or equivalent qualification;
- Be a person of a prescribed description.

Please indicate on the form which description applies to you.

You must enclose an original or certified copy of any licensing qualification you hold with this application. If you hold a certified or equivalent qualification, you must include any details regarding the name and address of the issuing body, the date of issue, and any other details not included on the copy of your qualification.

Persons of prescribed description are currently the Master Vintners, persons licensed by the Board of Green Cloth and persons licensed by the University of Cambridge. If you are a person of prescribed description, you must include evidence of this with your application.

Section 3 – Previous and Outstanding Applications for a Personal Licence

You may only hold one Personal Licence at a time. If you make an application for the grant of a Personal Licence, you may not make another such application until the Licensing Authority has determined the initial application, or until you have withdrawn it. A Personal Licence is void if, at the time it is granted, the applicant already holds a Personal Licence.

Section 4 – Items to be Submitted

For your application to be valid, you must include the following additional items:

- Two photographs of yourself. Photos must be:
 - ✓ Taken against a light background so that the applicant's features are distinguishable and contrast against the background;
 - ✓ 45mm x 35mm in size;
 - ✓ Full face uncovered and without sunglasses, and, unless the applicant wears a head covering due to religious beliefs, without a head covering;
 - ✓ On photographic paper; and
 - ✓ Endorsed by one of the following:
 - ❖ The Chief Executive for the Licensing Justices for the relevant Licensing Authority;
 - ❖ A solicitor or notary;
 - ❖ An individual with a professional qualification;
 - ❖ A person of standing in the community, such as a bank or building society official, Police Officer, Civil Servant, or minister of religion.
- Licensing qualifications or proof that you are a person of Prescribed Description
- A Criminal Conviction Certificate issued under Section 112 of the Police Act 1997, or a Criminal Record Certificate issued under section 113A of the Police Act 1997, or the results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Intelligence Service. **All searches must have been completed not more than one month before the date you apply for your Personal Licence.**
- The completed declaration form for relevant and foreign offences. You do not have to give details of spent convictions. Details of relevant and spent convictions are included in the application pack.
- The application fee of £37.00. If you are enclosing more than one application in the same envelope, you must enclose a separate cheque for each application.