

|                 |                          |
|-----------------|--------------------------|
| <b>Reply to</b> | <b>Licensing Section</b> |
| Tel             | 020 8921 8018            |
| Fax             | 020 8921 8380            |



Licensing Team  
Community Safety & Environment  
4<sup>th</sup> Floor, Woolwich Centre  
35 Wellington Street  
London SE18 6HQ  
[www.royalgreenwich.gov.uk](http://www.royalgreenwich.gov.uk)

## Licensing Act 2003 Personal Licences

### What is a Personal Licence?

All sales of alcohol must be made by, or under the authority of, a Personal Licence Holder. Not everyone who makes a sale has to hold a Personal Licence, so long as a Personal Licence Holder has authorised the sale. This does not apply to Qualifying Clubs or premises operating under a Temporary Event Notice.

You must apply for your Personal Licence to the Council in whose district you live.

You can have as many Personal Licence Holders on one premises as you wish, providing there is only one Designated Premises Supervisor (see below). You can also choose to become a Personal Licence Holder if you wish to apply for more than five Temporary Event Notices a year, but otherwise would not require one.

### What is a Designated Premises Supervisor?

All premises operating under a Premises Licence to sell or supply alcohol must appoint a Designated Premises Supervisor (DPS) for the premises. There can only be one DPS per premises. The DPS will be held as the person in overall charge of the premises. You should therefore choose this person with care.

Applicants must nominate the DPS on their application form. This person does not have to be on the premises at all times, but they must take responsibility for what happens there. This means the DPS should ensure any staff they appoint are appropriately trained in the requirements of the Licensing Act 2003 and of any specific conditions attached to the Premises Licence.

A person cannot become a DPS unless he is also a Personal Licence Holder.

Although qualifying clubs don't need a DPS to sell alcohol to members and their guests, this exemption does not apply if the premises are hired out for wedding receptions and the like. You need a full Premises Licence for these activities (unless you are only holding a small number of events, which you can hold under a TEN) and therefore need to appoint a DPS.

### Requirements for a new application for a Personal Licence

- Be over 18
- Hold a Licensing Qualification that has been accredited by the Secretary of State (currently this is the British Institute of Licensing qualification). The aim of this provision is to ensure that licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol
- Criminal Records Bureau Certificate and/or statement of foreign offences. This is to determine if there are any relevant offences, to be dated within 28 days of the application.
- Fee of £37.00.

If there are relevant offences, the Police can make a representation against the application on crime prevention grounds. If the police make a representation then there will be a hearing of the application by the Council's Licensing Sub Committee.

**This leaflet has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself.**

**Laws can and do change. This information was accurate when produced, but may have changed since. We must advise that only the Courts can give an authoritative opinion on statute law.**

**This information is available in alternative formats such as large print, Braille or on audio cassette if required. Please contact us should you require any further information or assistance.**