



Licensing Act 2003 – Application Pack for a Personal Licence

Please find enclosed all of the information you need to apply for a Personal Licence, under the Licensing Act 2003, if you are resident in North Northamptonshire.

In this pack you will find:

1. Our step by step guidance
2. A form for sending in Photographs
3. An application form for a Personal Licence
4. A Disclosure of Convictions and Civil Immigration Penalties and Declaration form
5. A list of accredited Personal Licence qualification providers

Below is a step by step guide to help you through the application process:

Step One

To qualify for a personal licence you must:

- be over 18
- hold an accredited or certified licensing qualification (or equivalent). A list of accredited personal licence qualification providers is enclosed.
- not have been convicted of any relevant offences
- be able to prove your right to work in the United Kingdom (see note 2 of the attached Personal Licence Application)

Step Two

You must hold or apply for a basic Disclosure and Barring Service (DBS) check.

You may request a DBS check via GOV.UK

Please note that the DBS check must be no more than one month old from the date of its issue when it is received at the Local Authority.

Step Three

Two colour passport sized photographs are required with your application, one of which must be endorsed, as a true likeness of you by a solicitor or notary, a person of standing in the community or any individual with a professional qualification.

Step Four

You must complete the enclosed 'Application for a Personal Licence' and also the 'Disclosure of Convictions & Declaration form' and enclose:

- your licensing qualification or a certified copy of it,
- your Disclosure and Barring Service (DBS) certificate,
- copies of documents that demonstrate your entitlement to work in the UK (if you have not provided us with a 9-digit share code from the Home Office online right to work checking service) .

Step Five

Pay the fee for your application. The current statutory fee for a personal licence is **£37.00**.

This may be paid by card or cheque as follows:

- To make an internet payment please log on to www.northantslicensing.gov.uk
- On the Central Licensing Administration Unit homepage select: [Make a payment](#)
- Follow the instructions provided making sure you:



Pay a council bill

Select 'All other Council Bills' followed by 'Licensing Unit' and then use the drop down list to select the appropriate 'Personal Licence' descriptor for your relevant area. Follow the on-line instructions to complete the payment.

- Payments by debit/credit card may also be made by calling our payment line on: 01832 742211.
- If paying by cheque please enclose your cheque with your application, made payable to: NORTH NORTHAMPTONSHIRE COUNCIL, crossed a/c payee.

We **do not** have facility to accept cash payments.

Step Six

Please post your completed application pack and all required documents to:

North Northamptonshire Council
Central Licensing Administration Unit
Thrapston Offices
Cedar Drive
Thrapston
NN14 4LZ

Additional Guidance

A Personal Licence is required by those who sell or supply alcohol or who supervise the selling or supplying of alcohol under Licensing Act 2003. A Personal Licence is separate from a Premises Licence, which authorises the premises to be used for the sale or supply of alcohol and other licensable activities. The licensing of individuals separately from the licensing of premises permits the movement of Personal Licence Holders from one premise to another, allowing greater flexibility.

A Personal Licence, under the Licensing Act 2003, relates only to the sale or supply of alcohol under a Premises Licence or a Temporary Event Notice.

If a Premises Licence includes the sale or supply of alcohol then a Designated Premises Supervisor must be named on the Premises Licence who will be responsible for the day to day running of the premises. The Designated Premises Supervisor must be a registered Personal Licence Holder.

In the case of Temporary Event Notices, Personal Licence holders will be able to give 50 Temporary Event Notices each year whereas there is a limit of five each year for those who do not hold a Personal Licence.

More information on Temporary Event Notices is available on our website
www.northnorthants.gov.uk

An individual will not require a Personal Licence for other licensable activities such as the provision of regulated entertainment or late night refreshment, or for the supply of alcohol under a **club premises certificate**.

Only the police can make a representation against a personal licence application and only on grounds of crime and disorder. If there is no representation by the police the licence will be granted. If there is a representation by the police a hearing will be held by your local authorities Licensing Sub-Committee.

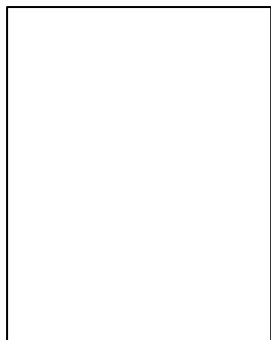
Please be advised that the local authority is required by law to disclose personal licence data to the Cabinet Office under the National Fraud Initiative Data Matching Exercise. This is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. This may include police authorities, local probation boards, fire and rescue authorities as well as local councils and a number of private sector bodies. Further information is available on the GOV.UK website

Should you require any further information regarding a Personal Licence application please contact the Central Licensing Administration Unit (CLAU) (our contact details are at the top of this application pack)

Photographs for Personal Licence Applications

You will need to obtain two passport style photographs of yourself.

One of these photographs will need to be signed and verified that it is a true likeness of you by a person fitting one of the descriptions given at the bottom of this page. The signature and verification need to be on the back of the photograph. The photographs should then be STAPLED onto the spaces below, taking care not to deface the photographs.



Name of person in the above photographs:

Address of Person in the above photographs:

Name of person who has signed a photograph:

Address of person who has signed a photograph:

Please tick which of the following apply for person signing:

A Solicitor or Notary. Please give details: _____

A person of standing in the community: (e.g. Councillor, Doctor, Vicar).

Please state position: _____

An individual with a professional qualification (e.g. Accountant, Lawyer, School Teacher)

Please state professional qualification: _____



Application for a personal licence

Before completing this form please read the guidance notes at the end of the form.
If you are completing this 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 copy of the completed form for your records.

1. Your personal details		
TITLE Please tick Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.		
TITLE Please tick Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
Date of Birth		
Nationality		
I am 18 years old or over. Please tick		<input type="checkbox"/> Yes <input type="checkbox"/> No
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).		
Post town		Post code
TELEPHONE NUMBERS		
Daytime		
Evening		
Mobile		

FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information)	

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualifications	
Read Note 1	Please tick yes
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	<input type="checkbox"/>
2. I hold a certified qualification	<input type="checkbox"/>
3. I hold an equivalent qualification	<input type="checkbox"/>
4. I am a person of prescribed description	<input type="checkbox"/>
If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application. If you have ticked statement 4, please provide evidence that you are a person of prescribed description.	

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time.		Please tick
Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Licensing Authority		
Licence number		
Date of issue		
Any further details		

4. CHECKLIST:	
I have	Please tick yes
<ul style="list-style-type: none"> • enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification • enclosed any licensing qualification I hold or proof that I am a person of prescribed description • enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service • enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2) • included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2) • made or enclosed payment of the fee for the application 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. Declaration	
<p>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>	
SIGNATURE	DATE

NOTES

Information on the Licensing Act 2003 is available on legislation.gov.uk or from your local licensing authority.

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

2. Right to work/immigration status

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

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. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds;
 or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



Disclosure of convictions and civil immigration penalties and declaration

Before completing this form please read the guidance notes at the end of the form.

If you are completing this 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 copy of the completed form for your records.

1. Your personal details	
TITLE Please tick ✓	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
TITLE Please tick ✓	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):	
Surname	
Forenames	

2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years		
Please tick ✓		
Has any personal licence held by you been forfeited or revoked in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details below:		
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		
Any additional details		

3. Relevant or foreign offences and civil immigration penalties

Read Note 1

Please tick ✓

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?

Yes

No

If you have been convicted of any relevant offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

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If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

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If you have received an immigration penalty you must provide details, including the reference, date and the company name:

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4. Declaration

I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty

SIGNATURE**DATE****5. Declaration**

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement. To do so could result in prosecution and a fine of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

SIGNATURE**DATE**

NOTES

1. Relevant or foreign offences

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.

2. Civil immigration penalty

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

Accredited Personal Licence Qualification Providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: [British Institute of Innkeeping Awarding Body](http://www.biiab.org)
- telephone: 01276 684 449
- email: qualifications@bii.org
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

CIEH (QFC Recognition number RN5238)

CIEH Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/2104/X

- website: [Chartered Institute of Environmental Health](http://www.cieh.org)
- telephone: 020 7827 5800
- email: customerservices@cieh.org
- address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

HABC Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number 500/9974/7

- website: [Highfield Awarding Body for Compliance](http://www.highfielddabc.com)
- telephone: 0845 226 0350
- email: info@highfielddabc.com
- address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

IQ (QCF Recognition number:RN5330)

IQ Level 2 Award for Personal Licence Holders

Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/4980/2

- website: [Industry Qualifications](#)
- 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)

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

- website: [Laser Learning Awards](#)
- telephone: 01932 569894
- email: enquiries@laser-awards.org.uk
- address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

Pearson Education Ltd (QCF Recognition number RN5133)

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

- website: [Pearson Education](#)
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5133)

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/2619/0

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

- website: [QNUK](#)
- telephone: 020 3795 0559
- email: centres@gnuk.org
- address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: [Training Qualifications UK](#)
- telephone: 03333 583344
- email: account.managers@tquk.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 formerly accredited:

BIIAB Level 2 National Certificate for Personal Licence Holders. QCA

Accreditation Number: 100/4866/2

EDI Level 2 National Certificate for Personal Licence Holders. QCA

Accreditation Number: 100/4865/0

EDI Level 2 Award for Personal Licence Holders. QCF

Accreditation number 500/9146/3

GQAL Level 2 National Certificate for Personal Licence Holders. QCA

Accreditation Number: 100/5040/1

HABC Level 2 Award for Personal Licence Holders. QCA

Accreditation Number: 500/7383/7

NCFE Level 2 National Certificate for Personal Licence Holders. QCA

Accreditation Number: 500/4228/2, 600/1323/0

SQA Level 2 Award for Personal Licence Holders. QCA

Accreditation Number: 500/8025/8