

# Applying for your personal alcohol licence in England & Wales



**If you are Applying for your own personal licence then this guide will help you through the process.**

A personal licence is granted by the local council where you reside, personal alcohol licences are granted by the council's Licensing Authority. Once a licence is granted in England & Wales it is valid indefinitely unless the licence is surrendered or revoked. A personal licence is fully transferable and can be used anywhere in England & Wales.

A personal licence will allow the holder to sell or authorise sales of alcohol under a premises licence or Temporary Event Notice (TEN). A personal licence will also allow the holder to apply to be named on a premises licence as the acting Designated Premises Supervisor (DPS).

When making your application you will need to provide supporting evidence of the following,

- 1.) Licensing qualification
- 2.) Right to work in the UK/immigration status
- 3.) Passport details
- 4.) Criminal records check
- 5.) Application Forms

## **Licensing qualification**

You must provide evidence to the Licensing Authority that you have passed the accredited alcohol licensing qualification which is known as the Award for Personal Licence Holders (APLH) Level 2

The Licensing Authority will only accept the original APLH level 2 certificate and not a photo copy. This must be included with your licence application.

There are various awarding bodies in the United Kingdom that provide the licensing law qualification the Award for Personal Licence Holders (APLH) Level 2. We proved you with a BIIAB qualification, which is most well known in the hospitality industry.

## Right to work in the UK/immigration status

You must provide evidence that you have the right to live and work in the United Kingdom when making your licence application. You must also prove that you have no restrictions or are subject to a condition preventing you from doing work relating to the carrying on of a licensable activity. You do this by providing copies or scanned copies of the following documents with your personal licence application. (These documents do not need to be certified in most cases). Check with your licensing authority how to send these documents as this may vary from council to council.

### 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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 the Licensing Authority checking your immigration status with the Home Office. They may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Please Note:**

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.

## **Your Passport (UK resident)**

Any personal licence application from a UK resident will generally require a copy of your Passport. If you do not have a Passport then please contact your local Licensing Authority for more information on what documents you need to provide with your licence application.

## **Criminal records check**

When applying for your personal licence you need to provide evidence that you have no relevant criminal convictions under the Licensing Act 2003. This is done by providing a basic criminal records check/certificate with your personal licence application. These checks are now undertaken by the Government's Disclosure and Barring Service (DBS) which was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB).

You can do your own basic DBS check online for your licence application, however please be mindful that basic DBS checks are only valid for 28 days and they must be in date at the time of your personal licence application to your local council's Licensing Authority.

More details on DBS checks can be found using the link below:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

## **Application Forms**

You will need to complete your personal licence application forms when applying for your licence. Some local council's will allow you to apply online, however some do not! Each council will provide you with a document on how to complete these.

There are two forms you need to complete for your licence;

A.) Personal Licence Application

B.) Disclosure of Convictions

## **Endorsed Photographs**

You will need to submit two endorsed passport sized photographs with your licence application. The council will provide you with a list of notable people who can endorse your photographs these can include Solicitors, teachers and other professional individuals.

## **We can help with your personal licence application**

Personal licence applications can be complex if you have never done one before. Our professional licensing team can process your personal licence application on your behalf, simply choose our Full Licence Package when booking your course with us.

If you have already booked a APLH certificate only course, with us and are finding the relevant paper work confusing simply call us and we can up-grade you to our Full Licence Package for an additional fee.

**We hope you have found this document useful.**



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