

LICENSING ACT 2003 How to apply for a Personal Licence



You must apply to the Council for the area in which you are ordinarily resident i.e. if you do not live in Test Valley Borough then you must NOT apply to Test Valley Borough Council for a Personal Licence. Please note that once issued, your licence will last indefinitely and can be used in any local authority area within England and Wales.

You can only apply for a Personal Licence if you are aged 18 or over, have not had a Personal Licence forfeited within the last five years, possess an accredited licensing qualification (see below) and have not been convicted of any relevant or foreign offence. You must also have the right to work in the UK.

Before applying for a Personal Licence you will need to be in possession of the following:

An accredited licensing qualification – the Level 2 Award for Personal Licence Holders.

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)

website: British Institute of Innkeeping Awarding Body telephone: 0115 854 1620 email: customersupport@biiab.co.uk address: BIIAB, Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH

HABC website: Highfield Awarding Body for Compliance

telephone: 0845 226 0350 email: info@highfieldabc.com address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

LASER (QCF Recognition number RN5326) 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)

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)

website: QNUK telephone: 020 3795 0559 email: centres@qnuk.org address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

Qualsafe Awards (RQF Recognition number RN5291)

website: Qualsafe Awards telephone: 0845 644 3305 email: info@qualsafeawards.org address: Qualsafe Awards, City View, 3 Wapping Road, Bradford, West Yorkshire, BD3 0ED

SFJ Awards

website: www.sfjawards.com telephone: 0114 284 1970 email: info@sfjawards.com address: SFJ Awards, Consult House, 4 Hayland Street, Sheffield, S9 1BY

SQA (QCF Recognition number RN5167)

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)

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. In addition, formerly accredited National Certificate for Personal Licence Holders Level 2 Awards are still acceptable for obtaining a Personal Licence.

AND

1) **A Basic criminal records check** Currently these can be obtained from the Disclosure & Baring Service England and Wales. The check must be no more than one month old at the time we receive your application

Website: www.gov.uk/request-copy-criminal-record

Telephone: 03000 200 190

Email: customerservices@dbs.gsi.gov.uk

Please note that as of October 2019 the cost of a basic disclosure was £23.

Once you are in possession of both of the above you are ready to submit your application which should comprise the following:

- 2) The application form completed in black ink or type
- 3) The criminal convictions and declarations form completed in black ink or type
- 4) Your licensing qualification or proof that you hold such a qualification
- 5) Your criminal records check
- 6) The fee of £37 (please make cheques payable to Test Valley Borough Council; we can accept debit but not credit card payments)
- 7) Two photographs, one of which is endorsed as a true likeness of you by a solicitor or a notary, a person of standing in the community (including a bank or building society official, a police officer, a civil servant or a minister of religion) or any individual with a professional qualification (NB the photographs must be taken against a light background so that the applicant's features are distinguishable and contrast against the background, be 45mm by 35 mm, show the full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering and be printed on photographic paper)
- 8) Copies of documentation proving your right to work in the UK as required by the Immigration Act 2016. Details of suitable documentation appear on the application form.

Once completed, all of the above items should be sent to

**Licensing Section, Legal and Democratic Service, Test Valley Borough Council,
Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ.**

We may liaise with Hampshire Police or Home Office Immigration Enforcement concerning your application. In certain circumstances they may object to the granting of a licence. If this happens we will contact you. If no objection is made we will process your application and aim to issue your licence within a month of the application being received. You can check on the progress of your application by contacting the Licensing Section telephone 01264 368013/368420 or email licensing@testvalley.gov.uk

The Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing and administering

public funds for these purposes. Without identifying you, we may also use this information to help us plan and improve our services. As per the Licensing Act 2003 (Licensing Authority's Register) (Other Information) Regulations 2005 the Council is under a legal duty to publish a register of Licensing Act applications and that this publication will include the applicant's name given for the applicant. For further information please visit our web site at www.testvalley.gov.uk.