

## **Guidance to Applicants for the Grant of a Personal Licence**

Any person who intends to authorise the sale of alcohol from premises authorised under a Premises Licence must apply to the Licensing Authority for the Grant of a Personal Licence.

The application process is as follows:

1. Complete and sign the application form (Application for a Personal Licence). The application may be typed or written legibly in black ink. You must be 18 years of age to make this application and ordinarily resident within Tamworth Borough Council area.
2. Provide two photographs of the applicant. They must be on photographic paper, both measuring 45 X 35 millimetres. The photographs must be taken against a light background so that the applicant's features are distinguishable and contrast against the background.
3. The photographs must be full face, uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering. One photograph must be endorsed as a true likeness by the Chief Executive to the Licensing Justices for the licensing district, a solicitor or notary, a person of standing within the community such as a bank or building society official, a police officer, a civil servant or a minister of religion, or any individual with a professional qualification. A full list of acceptable persons may be obtained from the Licensing Authority or you may telephone the Authority to check the intended signatory is acceptable.
4. Enclose a completed Disclosure of convictions and civil immigration penalties and declaration form.
5. Enclose the fee of £37.00 by cheque payable to Tamworth Borough Council.
6. Enclose your Licensing Qualification (an accredited licensing qualification – Details of accredited qualifications can be found at the end of these guidance notes).
7. Enclose a Basic criminal conviction certificate check required. When the Licensing team receive a complete and valid application the Basic criminal conviction certificate **shall be dated no earlier than one calendar month before the giving of the application to the Licensing Authority, your application will not be accepted if the document is dated more than one month prior to your date of application.** This must be the original or a certified copy. Contact details can be found at the end of these guidance notes.
8. If it appears to the Licensing Authority that the applicant has been convicted of any relevant offence or foreign offence the authority must give the chief officer of police for its area a notice to that effect. If the chief officer of police is satisfied that granting the licence would undermine the crime prevention objective, he must, within the period of 14 days beginning with the day he received the notice issue an "objection notice". If the Chief Officer of police does not withdraw the objection notice then the Licensing Authority must hold a hearing to consider the objection notice. The Licensing Authority may reject the application if it considers it necessary for the promotion of the crime prevention objective to do so, or grant the application in any other case.
9. The licence will be valid for indefinitely period. It will be in two parts, similar to the new type of DVLA Driving Licence. One part of the Personal Licence will measure not more than 100mm X 70mm, be of a durable material and include a photograph of the holder, name and address of the holder, a unique number, details of the Licensing Authority issuing the licence along with an identifier of that authority, and an expiry date. The second part will be in paper form and will

contain similar information as mentioned above, but will not contain a photograph of the holder. This part must also contain details of any relevant or foreign offence (if any), the date of conviction and sentence imposed.

Completed application should be forwarded to:

Licensing, Public Protection  
Growth, Assets & Environment  
Tamworth Borough Council  
Marmion House, Lichfield Street  
Tamworth, Staffordshire  
B79 7BZ

Telephone - 01827 709 445  
Email - [publicprotection@tamworth.gov.uk](mailto:publicprotection@tamworth.gov.uk)

**Please note that if you sell alcohol without having been granted a Personal Licence you will commit a criminal offence. The Licensing Authority regrets that it will be unable to assist with the detailed completion of application forms. If you require help, then we strongly advise you to seek your own independent legal advice. However, Licensing Officers will attempt to assist with any general enquiry on procedure.**

#### **Accredited personal licence qualification providers**

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011: Please contact these bodies directly for information on courses, costs and availability in your area.

#### **BIIAB (QCF Recognition number RN5118)**

Level 2 Award for Personal Licence Holders  
Qualification accreditation number 501/1494/3  
Website: [www.bii.org](http://www.bii.org)  
Telephone: 01276 684 449  
Email: [qualifications@bii.org](mailto:qualifications@bii.org)  
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

#### **EDI (QCF Recognition number RN5134)**

Level 2 Award for Personal Licence Holders  
Qualification accreditation number 500/9146/3  
Website: [www.ediplc.com](http://www.ediplc.com)  
Telephone: 0247 651 6500  
Email: [enquires@ediplc.com](mailto:enquires@ediplc.com)  
Address: Qualifications and processing centre, International House, Siskin Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

#### **HABC (QCF Recognition number RN5219)**

Level 2 Award for Personal Licence Holders  
Qualification accreditation number 500/9974/7  
Website: [www.highfieldabc.com](http://www.highfieldabc.com)  
Telephone: 0845 226 0350  
Email: [info@highfieldabc.com](mailto:info@highfieldabc.com)  
Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL.

### **NCFE (QCF Recognition number RN5156)**

Level 2 Award for Personal Licence Holders  
Qualification accreditation number 600/1323/0

Website: [www.ncfe.org.uk](http://www.ncfe.org.uk)

Telephone: 0191 239 8000

Email: [info@ncfe.org.uk](mailto:info@ncfe.org.uk)

Address: Citygate, St James' Boulevard, Newcastle upon Tyne NE1 4JE

### **SQA (QCF Recognition number RN5167)**

Level 2 Award for Personal Licence Holders  
Qualification accreditation number 600/1269/9

Website: [www.sqa.org.uk](http://www.sqa.org.uk)

Telephone 0845 279 1000

E-mail: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ

### **Accredited courses**

The following courses were formerly accredited:

BIIAB Level 2 National Certificate for Personal Licence Holders. QCA

Accreditation Number: 100/4866/2. From 1 Feb 2005 to 31 March 2011.

EDI Level 2 National Certificate for Personal Licence Holders. QCA Accreditation  
Number: 100/4865/0. From 1 Feb 2005 to 30 April 2011.

GQAL Level 2 National Certificate for Personal Licence Holders. QCA  
Accreditation Number: 100/5040/1. From 1 May 2005 to 30 April 2010.

HABC Level 2 Award for Personal Licence Holders. QCA Accreditation Number:  
500/7383/7. From 1 Sept 2009 to 30 April 2011.

NCFE Level 2 National Certificate for Personal Licence Holders QCA  
Accreditation Number: 500/4228/2. From 1 Sept 2008 to 30 April 2011.

SQA Level 2 Award for Personal Licence Holders QCA Accreditation Number:  
500/8025/8. From 1 Dec 2009 to 30 April 2011.

### **Checklist for Personal Licence Applications**

1. Application for a personal licence form
2. Disclosure of convictions and civil immigration penalties and declaration form.
3. Basic criminal conviction certificate check required, when Tamworth Borough Council licensing department receives a complete and valid application the basic DBS certificate must have been issued within one calendar month, Must be original or certified copy.
4. Qualification Certificate – Must be original or certified copy.
5. 2 x Photographs of applicant (endorsed with a statement verifying the likeness of the photograph to the applicant) (45mm x 35mm) taken against a light background, full face (without sunglasses), on photographic paper
6. Fee of £37 made payable to Tamworth Borough Council

### **Criminal conviction certificate**

You can obtain a **basic criminal conviction certificate** from Disclosure and Barring Service (DBS) by going to following website.

Web address: <https://www.gov.uk/request-copy-criminal-record>

Tel: 0300 0200 190 or email: [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)