

Overview Personal licence application procedure

What is a personal licence? To qualify you must; • A personal licence permits a specified person to Be aged 18 or over supply alcohol or allow the supply of alcohol Not have forfeited a personal licence within the preceding 5 years from premises that have a valid Premises Have passed an accredited licensing qualification Have no unspent convictions for a relevant offence in the UK or abroad Personal licences are valid for ten years, and Have a valid CRB certificate, conviction certificate or a Police National may be used anywhere in England and Wales. Computer check Criminal Record Bureau Certificate (CRB) application APLH course (Award for Personal Licence Holder) Application to be Normally wait until confirmation of APLH exam pass before applying One day course & examination submitted to the Local CRB Certificate only valid for 28 calendar days from certificate date Legal requirement for personal licence applicant Authority where the Applicant will be required to have documentation to prove their Multiple course examination applicant lives NOT Minimum pass mark 28/40 address and identity where they work (if CRB certificate normally takes 2-3 weeks to arrive Foreign language assistance can be provided different) Pre study booklets available Apply for a Basic level CRB certificate Results/certificates normally within 1- 2 weeks Submit to the Local Authority Local Authority (LA) process application Application form Must determine within 3 months Once granted holders Disclosure of Convictions form Police can object within 14 days of receipt of application by the LA should keep licence If objected - hearing should be held within 20 days unless all card with themselves 2 x appropriately taken, passport size photographs, parties agree a hearing is unnecessary one must be certified as a true likeness If refused the applicant may appeal to the magistrates within 21 whilst working in APLH Certificate days of being notified of the LA decision licensed premises. A CRB Certificate Personal licence has to be renewed every 10 years Copyright RB Retail & Licensing Services Limited, 23 Magister Drive, Lee on the Solent, Portsmouth, PO13 8GE.