

Great Yarmouth Borough Council

Licensing Act 2003

Guidance for Applicants Applying for a Personal Licence

Alcohol can only be sold by, or under the authority of, a person who holds a personal licence. Any person running a business that includes the sale of alcohol must not only ensure that the business has a premises licence, but also that there is a personal licence holder connected with the business who can sell, or authorise, the sale of alcohol.

If you do not currently hold a Justices Licence you can apply for a personal licence but you must show that you have sufficient knowledge of licensing law and the social consequences of selling alcohol. This is proved by successfully completing an appropriate training course. Lists of suitable courses are available from the DCMS website (www.culture.gov.uk/alcohol). You must also submit a basic CRB check to prove that you have not been convicted of any relevant offences. The Scottish Disclosure Office can provide the service for £20.00. Applications can be obtained either online at www.disclosurescotland.co.uk, by ringing **0870 609 6006** or in writing from Disclosure Scotland, PO Box 250, Glasgow, G51 1YU

If you have no convictions, are suitably trained and are over 18 there is no reason why you should not qualify for a personal licence. In such instances, there are unlikely to be any problems and the personal licence will be granted. A personal licence lasts for ten years.

How to apply for a licence

Send the following to the Licensing Authority (address at the foot of the page):

- The appropriate completed application form
- The fee of £37.00 (cheques payable to 'Great Yarmouth Borough Council')
- Two passport size photographs - taken against a light background, full face without sunglasses and, unless the applicant wears a head covering due to religious beliefs, without a hat and on photographic paper. One photograph 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
- The licensing qualification that you hold or proof that you are a person of prescribed description
- 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 Intelligence Service (issued no earlier than one month before the giving of the application to the licensing authority)
- A completed disclosure of criminal convictions and declaration form

Personal licences are not required for the supply of alcohol in qualifying clubs, nor the supply of alcohol at permitted temporary events (although personal licence holders are not prevented from giving temporary event notices); neither are personal licences.

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