Licensing Act 2003

Applying for a New Personal Licence

Personal Licences

1. Filling in the Application Form

- **Remember that you must apply to the licensing authority in whose area you are normally resident.**
- Do not leave any sections blank; please put “None” “N/A” or equivalent.
- Check spellings and names of people and premises, and ensure that the same spelling is used throughout.

2. The Fee

The fee for a personal licence is £37. The fee must accompany the application.

3. Accompanying Documents

You must submit the following accompanying documents with your application.

Photographs
You must send two passport size photographs. They must meet the following requirements:

- contrast against the background,
- 45 millimetres by 35 millimetres,
- full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering,
- on photographic paper,
- **and be endorsed by:**
    - the chief executive of the licensing justices for the relevant licensing authority,
    - a solicitor or notary,
    - a person of standing in the community; or
    - an individual with a professional qualification.

Subject Access Search
You must send the results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service. Application forms can be obtained from a police station or the Leicestershire Constabulary website:
http://www.leics.police.uk/library/prosecutions_convictions_cautions_form.pdf

Alternatively, you can obtain this information from Disclosure Scotland:

- 0870 609 6006
- www.disclosurescotland.co.uk

Disclosure of Convictions and Declaration
You must complete the form *Disclosure of Convictions and Declaration* and submit it with your application.

- A relevant offence is any offence listed in Schedule 4 of the Licensing Act. If you are in any doubt, please contact the Licensing Authority for advice.
- A foreign offence is means an under the law of any place outside England and Wales.

Licensing Qualification
You must send evidence that you hold a relevant licensing qualification. For details of relevant qualifications, please contact the British Institute of Innkeeping (BII) on 01276 684449 or visit their website at www.bii.org

4. Submitting your Application Form

To ensure that your application is valid you must ensure that you serve your application form and all of the accompanying documents on the Licensing Authority:

Service Details
By post:

Licensing Authority Office
Leicester City Council
New Walk Centre
Leicester
LE1 6ZG

In person to:

Customer Service Centre
New Walk Centre
Welford Place
Leicester
LE1 6ZG

5. Checklist

I have completed all sections of the application form **(*form 6*)**	☐ Yes
I have entered “none” or “N/A” instead of leaving blank sections	☐ Yes
I have signed the application form	☐ Yes
I am applying to the licensing authority for the area where I normally live	☐ Yes
I have made sure that spellings of names are consistent throughout	☐ Yes
I have included the appropriate fee	☐ Yes
I have included two photographs	☐ Yes
I have included the results of a subject access search	☐ Yes
I have completed and included the form *Disclosure of Convictions and Declaration* ***(form 7)***	☐ Yes
I have included evidence that I hold a relevant licensing qualification	☐ Yes