



How to apply for a Personal Licence – Section 117

A personal licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for that activity.

A personal licence applicant should be suitably trained and hold a certificate as proof of that training. Lists of suitable courses are available from the DCMS (www.culture.gov.uk/alcohol). You also need a criminal conviction certificate, a criminal record certificate, or the results of a subject access search under the Data Protection Act 1998 to prove that you have not been convicted of any relevant offences. This document should not be more than one month old otherwise the application may be rejected. You must be over the age of 18.

A personal licence lasts for ten years and you should re-apply to the Council that issued your first licence. If you move house or change your name you should notify the Council, there is a £10.50 administration fee but it is an offence not to keep this updated. If you are convicted of any offences during the time you hold your licence you must notify the Council.

Send to the Licensing Team:

- A completed application form
- A completed declaration of convictions form
- Two passport photographs which must be endorsed as a true likeness
- Proof of suitable training qualification (the certificate)
- Proof of any convictions or criminal record not more than one month old such as Disclosure and Barring Service "Basic" check – not more than a month old
- Fee - £37 Cheques should be made payable to "Arun District Council"

People who can endorse your photograph include: A solicitor, notary, a person of standing in the community or any individual with a professional qualification.

A personal licence holder may give their consent by completing a short form to become a designated premises supervisor (DPS) at one or more licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility over and above that of a personal licence holder for authorising the sale of alcohol and control of the day to day management of that premises under the terms of the licence. Not all staff are required to be personal licence holders, but it is advisable for premises retailing alcohol to have several personal licence holders as members of staff.

Personal licences are not required in qualifying club situations, permitted temporary events and for premises licences that do not sell alcohol. Personal licence holders are not prevented from giving temporary event notices.

Licensing Team
Environmental Health
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737755
Fax: 01903 723936
Licensing@arun.gov.uk
www.arun.gov.uk/licensingact2003



LICENSING ACT 2003
SECTION 117(A)

Application for a Personal Licence

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Reference number:

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
I am 18 years old or over. Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	Postcode
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

Address for correspondence associated with this application (if different from the address above)	
Post town	Postcode
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualifications		
Read Note 1		
Please indicate below which one of these statements applies to you:		Please tick <input checked="" type="checkbox"/> yes
1. I hold an accredited licensing qualification		<input type="checkbox"/>
2. I hold a certified qualification		<input type="checkbox"/>
3. I hold an equivalent qualification		<input type="checkbox"/>
4. I am a person of prescribed description		<input type="checkbox"/>
If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application. If you have ticked statement 4, please provide evidence that you are a person of prescribed description.		
3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time		Please tick <input checked="" type="checkbox"/>
3.1 Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2 Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3 Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have ticked "Yes" to any of the questions in Section 3 please provide details e.g. <i>Licensing Authority, Licence Number, Date of issue, Date of expiry, Any further details</i>		

4. CHECKLIST:Please tick yes

I have:

- enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification
- enclosed any licensing qualification I hold or proof that I am a person of prescribed description
- enclosed 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 Identification Service
- enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)
- made or enclosed payment of the fee for the application

5. Declaration**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

SIGNATURE DATE

NOTES

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from www.arun.gov.uk/licensingact2003.

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

Please address any communications to:

The Licensing Team
 Arun District Council
 Arun Civic Centre
 Maltravers Road
 Littlehampton
 West Sussex BN17 5LF

DATA PROTECTION

The information contained in this form will be used by Arun District Council for the purposes as indicated and will be further used or transferred to other organisations or individuals only as the law permits



**LICENSING ACT 2003
SECTION 117(D)**

Disclosure of Convictions and Declaration

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Reference number:

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

2. Your personal details						
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)						
Surname						
Forenames						
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.						
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)						
Surname						
Forenames						
2. Forfeiture of a personal licence in the last 5 years						
Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005						
		Please tick ✓				
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
Name of court						
Address of court						
Date of forfeiture						
Offence which resulted in the forfeiture						
Any additional details						

3. Relevant or foreign offences

Read Note 1

Please tick ✓

Have you been convicted of any relevant offence or foreign offence?

Yes

No

If you have been convicted of any relevant offences you must provide details for each conviction, date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

If you have been convicted of any foreign offences you must provide details for each conviction, the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

4. Declaration

I declare that I have not been convicted of any relevant offence or any foreign offence

SIGNATURE DATE

6. Declaration

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

SIGNATURE DATE

NOTES

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from www.arun.gov.uk/licensingact2003

1. Relevant or foreign offences

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.

Please address any communications to:

The Licensing Officer
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

DATA PROTECTION

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Photograph Declaration for a Personal Licence Application - Licensing Act 2003

The Licensing Act 2003 requires that you submit two photographs with your Personal Licence application, one of which must be endorsed on the reverse with a statement verifying the likeness of the photograph to you by a *'person of a specified description'*. Those who are identified as a *'person of a specified description'* are:

- (a) Solicitor;
- (b) Notary;
- (c) A person of standing in the community (Bank or Building Society official, a Police Officer, a Civil Servant or a Minister of Religion); or
- (d) An individual with a professional qualification.

To assist, we would suggest that the text which is written by the individual who endorses one of your photographs is as follows:

'I certify that this is a true likeness of Mr, Mrs, Miss, Ms or other (full name), followed by your signature, full name and details of your 'specified description' e.g. 'Solicitor', 'Police Officer', 'Building Society Official' etc.'

In order for the Licensing Authority to be satisfied that the person who has endorsed your photograph meets with these statutory requirements, and to deter fraudulent applications, it is necessary for the declaration statements overleaf to be completed.

Any details provided are held confidentially and are subject to the provisions of the Data Protection Act 1998.

If you have any questions in relation to the declaration, please do not hesitate to contact us to discuss.

Statement by Endorser

Title: Mr / Mrs / Miss / Ms or Other (please specify):

Surname:

Forename(s):

**Occupation and/or
Professional qualification:**

Business Address (if applicable):

Home Address:

Daytime Telephone:

Mobile:

Email:

Name (please print):

Signature:

Date:

Statement by Applicant

I confirm that the person named above certified a photograph in support of my application for a Personal Licence.

Name (please print):

Signature:

Date:

Please return this form with your completed application to:

Licensing Authority, Arun District Council, Civic Centre, Maltravers Road, Littlehampton, BN17 5LF