

**BRISTOL CITY COUNCIL**  
**LICENSING OFFICE, PO BOX 3399 (Temple Street) Bristol BS1 9NE**

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[www.bristol.gov.uk/licensing](http://www.bristol.gov.uk/licensing)

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**Licensing Act 2003**  
**Personal Licences**

**PLEASE READ THESE GUIDANCE NOTES BEFORE COMPLETING THE  
APPLICATION FORMS**

**Do I need a Personal Licence?**

A Personal Licence is required by persons who are responsible for authorising the sale or supply of alcohol where this is included in the licensable activities permitted by the premises licence under the Licensing Act 2003.

A Designated Premises Supervisor (DPS) must hold a Personal Licence. The DPS is the person named on a premises licence who has day to day responsibility for running the premises.

**A Personal Licence is not required for:**

- Persons who only ever sell or supply alcohol when authorised to do so by someone else who themselves holds a personal licence.
- Other licensable activities such as the provision of regulated entertainment or late night refreshment.
- For the supply of alcohol under a club premises certificate.
- For the supply of alcohol under a temporary event notice.

**Requirements for a Personal Licence application:**

- You must be 18 or over
- You must not have had a personal licence forfeited in the past 5 years.
- You must not have been convicted of a relevant offence under schedule 4 of the Licensing Act 2003 or foreign offence, which means under the law of any place outside England and Wales.
- You must possess an approved licensing qualification (see next page).
- Evidence of documents to prove your eligibility to work or remain in the UK. (please see guidance note 2 on the application form)

## Licensing Qualifications:

You must hold an accredited qualification **before** making your application for a personal licence. The aim of the personal licensing qualification is to ensure licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol. The government has published details of the course syllabus which is available on their website: [www.culture.gov.uk](http://www.culture.gov.uk)

**Accredited personal licence qualification providers:** The Secretary of State has accredited the following personal licence qualifications under the Licensing Act 2003:

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

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: British Institute of Innkeeping Awarding Body
- telephone: 01276 684 449
- email: [qualifications@bii.org](mailto:qualifications@bii.org)
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

### **HABC**

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

- website: Highfield Awarding Body for Compliance
- 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

### **IQ (QCF Recognition number:RN5330)**

IQ Level 2 Award for Personal Licence Holders

Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/4980/2

- website: Industry Qualifications
- telephone: 01952 457 452
- email: [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

### **LASER (QCF Recognition number RN5326)**

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

- website: Laser Learning Awards
- telephone: 01932 569894
- email: [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)
- address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

**Pearson Education Ltd (QCF Recognition number RN5133)**

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

- website: Pearson Education
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

**QNUK (RQF Recognition number RN5133)**

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/2619/0

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

- website: QNUK
- telephone: 020 3795 0559
- email: centres@qnuk.org
- address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

**Qualsafe Awards (RQF Recognition number RN5291)**

QA Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/5343/0

- website: Qualsafe Awards
- telephone: 0845 644 3305
- email: info@qualsafeawards.org
- address: Qualsafe Awards, City View, 3 Wapping Road, Bradford, West Yorkshire, BD3 0ED

**SQA (QCF Recognition number RN5167)**

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

**Training Qualifications UK (Recognition number: RN5355)**

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: Training Qualifications UK
- telephone: 03333 583344
- email: account.managers@tquk.org
- address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

**Please contact these bodies directly for information on courses, costs and availability in your area.**

The Secretary of State may amend this list at any time. The Council will endeavour to keep this list up to date at all times. However applicants may also wish to check the Home Office website [here](#).

## How do I make my application?

The application is made to the Licensing Authority for the area in which you normally reside. (For example: if you live in Bristol but work in London, you must apply for your personal licence to Bristol City Council).

If you move house you must let us know, even if you leave the Bristol area, because Bristol City Council will remain the Authority responsible for your Personal Licence for as long as you are licensed.

### The following items are required in order for you Local Authority to complete your Personal Licence application:

- **The completed application form.**
- **Two photographs of the applicant**, which shall be :
  - Taken against a light background so that your features are distinguishable and contrast against the background
  - 45 millimetres by 35 millimetres (passport photograph size)
  - Full face uncovered and without sunglasses and, unless you wear a head covering due to your religious beliefs, without a head covering,
  - On photographic paper
  - One photograph must be endorsed with a **statement “I agree that this is a true likeness of .....(your name).....”** and signed by one of the following: a solicitor, notary, a person holding a professional qualification or a person of standing in the community which includes a bank or building society official, a police officer, a civil servant or a minister of religion.
- Proof that you hold a Licensing Qualification that has been accredited by the Secretary of State, or proof that you are a person of prescribed description.
- Either-
  - (i) a criminal conviction certificate issued under section 112 of the Police Act 1997(a)
  - (ii) a criminal record certificate issued under section 113A of the Police Act 1997 or
  - (iii) the results of a subject access search under the Data Protection Act 1998(b) of the Police National Computer by the National Identification Service, and

in any case such certificate of search results shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority, and

- a declaration by the applicant, in for form set out in Schedule 3, that either he has not been convicted of a relevant offence or a foreign offence or that he has been convicted of a relevant offence or a foreign offence accompanied by details of the nature and date of the conviction and any sentence imposed on him in respect of it (see Appendix A). A relevant/foreign offence that is spent within the terms of the Rehabilitation of Offenders Act 1974 need not be declared. Further information on spent and unspent convictions, please see Appendix B.
- Fee.

- If there are relevant offences, the Police can make a representation against the application on crime prevention grounds. If the police make a representation then there will be a hearing of the application as described above.

(1) An application shall be given in writing.

(2) Notwithstanding the requirement in paragraph (1) and subject to paragraph (3), that requirement shall be satisfied in a case where-

(a) The text of the application-

- (i) Is transmitted by electronic means
- (ii) Is capable of being accessed by the recipient
- (iii) Is legible in all material respects; and
- (iv) Is capable of being read and reproduced in legible written form and used for subsequent reference;

(b) the person to whom the application is to be given has agreed in advance that an application may be given to them by those means;

and

(c) forthwith on sending the text of the application by electronic means, the application is given to the recipient in writing.