



APPLICANT NOTES
APPLICATION FOR PERSONAL LICENCE
LICENSING ACT 2003

HOUSING AND PUBLIC PROTECTION SERVICE

Council Offices	Council Offices	Council Offices
Neuadd Brycheiniog	Y Gwalia	Neuadd Maldwyn
Cambrian Way	Ithon Road	Severn Road
Brecon	Llandrindod Wells	Welshpool
Powys	Powys	Powys
LD3 7HR	LD1 6AA	SY21 7AS

WHO NEEDS A PERSONAL LICENCE?

- If you intend being a DPS – Designated Premises Supervisor at a licensed premises that sells alcohol
- If you authorise the sale of alcohol at licensed premises. Not all bar staff are required to hold a personal licence, but if you supervise or authorise persons who serve alcohol then you are required to hold a personal licence.

APPLICANTS

- Must be aged 18 or over
- Must possess an accredited licensing qualification i.e. National Certificate for Personal Licence Holders
- Must not have forfeited a personal licence in the last 5 years
- You must reside within the Authority's area where you apply for the licence
- You must have a right to work in the UK

DOCUMENTATION

The following documentation will be required:

- Completed and signed application form (Form 6) in full
- 2 passport photographs of yourself
- Verification of likeness of applicant's photos
Form 5A to be completed by a person of standing within the community, a solicitor or other professional person who knows you and will verify that the photographs are a true likeness of you
- Completed and signed disclosure of convictions and declaration form (form 8) ensuring that all convictions are declared
- National Certificate for Personal licence Holders. Enclose your certificate, which will be copied and returned to you. Your application cannot be processed in full until you have completed and passed the recognised qualification.
- Basic Disclosure Certificate obtainable from Disclosure and Barring Service
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
There is a charge for this service and expect your disclosure to take 2-3 weeks to process before being issued. The certificate should be no more than one month old when submitted. Please note the licensing authority does not retain the certificate, it shall be returned to you
- Document to demonstrate right to work in UK (see notes on application form for a full list of acceptable documents)
- Alternatively an application can be submitted and payment made on-line via the GOV.UK website or by e-mail direct to the licensing department with all the required documentation as attachments, in which case a card payment for the fee can be made over the telephone.

PAYMENT

The current fee for a Personal Licence is £37. Payment over the telephone by credit/debit card is preferred. For the time being the council will still process cheques (made payable to Powys CC). Please note that there are **no cash desks** located in the main council offices for cash payments

PROCESSING

On receipt of a full application and fee the licensing authority will check the details on the application form.

The Licensing authority will check that a document is presented for the applicant from the approved list to verify applicant's right to work in the UK

WHERE THERE ARE NO CONVICTIONS:

Where the Basic Disclosure reveals no convictions then the personal licence and badge will be issued and sent to you without delay.

WHERE CONVICTIONS ARE SHOWN:

- Where convictions are revealed the licensing authority will check against the list of relevant convictions contained in the legislation.
- If the convictions are deemed to be relevant and are unspent then the application will be referred to the Police Licensing Officer for consideration. For foreign or immigration offences the application will be referred to the Home Office for consideration. *The Police / Home Office have 14 days to object to the grant of a personal licence in such instances*
- If the Police Licensing Officer or Home Office objects to the grant of the personal licence then the application will be referred to the Licensing committee for a hearing: *The Authority must hold a hearing within 20 working days where there is an objection. You will be notified of the date of the hearing and be invited to attend in order to speak in support of your application. The Panel will determine whether or not the licence is granted.*
- If the convictions are spent or not relevant or the Police Licensing Officer and Home Office have no objections to the grant of a personal licence then the licence is issued and the badge and licence will be sent to you without delay

CHANGE OF NAME / ADDRESS

You must notify the Authority where you change your name or address. Change of address /name forms are available from the Licensing Authority, the current prescribed fee is £10.50, a new licence and badge will be issued to you.

It is an offence not to notify the authority when you have changed name or address

This guidance note has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements may have been omitted. Full details of what you must do are detailed in the legislation which can be found on the GOV.UK along with further guidance. Alternatively contact the authority's Licensing Officers

CONTACT INFORMATION

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