Licensing Act 2003 - Personal Licence

**A Personal Licence is held by an individual to allow the sale of alcohol from a licensed premise. Applications are made to the Licensing Authority where you live and can be carried by the holder from one premises to another.**

**Application Guidance Note**

**Requirements:**

* Applicant must be over 18
* Application form (available from Licensing Team or website www.coventry.gov.uk)
* Two photographs, one of which must be endorsed (Note 1)
* A licensing qualification (Note 2)
* 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 (Note 3)
* A completed disclosure of criminal convictions & civil immigarztion penalties and declaration form (Note 4)
* Fee - £37 –cheque payable to 'Coventry City Council'
* Include evidence of entitlement to work in the UK (see Note 5)

**What happens next?**

Only the Police can make a representation within 14 days against your application on grounds crime and disorder. **Have the Police objected to your application?**

### Yes

**No**

**Licence will be granted**

**Hearing of Licensing Sub Committee to determine application**

Notes:

**(1) Photographs** (similar to a passport photograph) of the applicant, which shall be –

1. taken against a light background so that the applicant’s features are distinguishable
2. 45 millimetres by 35 millimetres,
3. full face uncovered and without sunglasses and, unless the applicant wears a head covering due to religious beliefs, without a head covering,
4. on photographic paper, and
5. one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or an individual with a professional qualification

**(2) Qualification** – Must be obtained from an accredited organisation including:

BIIAB Level 2 National Certificate for Personal Licence Holders

* GOAL Level 2 National Certificate for Personal Licence Holders
* GQAL Level 2 National Certificate for Personal Licence Holders

Photocopies are only accepted if they certified by a solicitor or a notary.

**(3) Criminal Convictions certificate, criminal record certificate, etc. –**

Must be an original or certified copy of:

1. a criminal conviction certificate issued under section 112 of the Police Act 1997(**a**),
2. a criminal record certificate issued under section 113A of the Police Act 1997 or
3. the results of a subject access search under the Data Protection Act 1998(**b**) of the Police National Computer by the National Identification Service issued **no earlier than one calendar month before giving the application** to the relevant licensing authority. Further information can be found from [www.gov.uk/request-copy-criminal-record](https://protect-eu.mimecast.com/s/JdIsCmwK2sjJpELi9wdPk?domain=gov.uk)

**(4) A declaration** (form available from website [www.coventry.gov.uk](http://www.coventry.gov.uk)) that you have not been convicted of a relevant offence and civil immigration penalties. If you have been convicted of a relevant or foreign offence, or have a civil immigration penalty you must supply details including date of the conviction and any sentence imposed in respect of it.

**(5) List of acceptable documents to show entitlement to work**

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with their application, copies or scanned copies of the following documents (which do not need to be certified):-

* Providing the Licensing Authority with a ‘share code’ allowing us to conduct an online right to work check.  
  The online Right to Work checking service is available at:   
  [https://www.gov.uk/view-right-to-work](https://protect-eu.mimecast.com/s/M8MkCElJZtWr3jGtZEh-r?domain=gov.uk).

• An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. See note below about which sections of the passport must be provided.

• An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of an European Economic Area country or Switzerland.

• A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

• A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

• A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

• A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

• A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

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• A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity .

• A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relating to the carrying on of a licensable activity.

• A current Residence Card issued by the Home Office to a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

• A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

• Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office, such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

• Reasonable evidence that a person who is not a national of an European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-

evidence of the applicant’s own identity – such as a passport,

evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and

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evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

(i) working e.g. employment contract, wage slips, letter from the employer,

(ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

(iii) studying e.g. letter from the school, college or university and evidence of sufficient funds, or

(iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder’s personal details including nationality;

(ii) any page containing the holder’s photograph;

(iii) any page containing the holder’s signature;

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

For further advice, please contact:

Licensing Team



Telephone: 024 76975496

E Mail: [licensing@coventry.gov.uk](mailto:licensing@coventry.gov.uk)

Web site: [www.coventry.gov.uk](http://www.coventry.gov.uk/)

**If you would like this information in another format**

**or language please contact us.**Telephone: (024) 7683 1888  
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