



HAMBLETON DISTRICT COUNCIL

LICENSING ACT 2003

GUIDANCE FOR PERSONAL LICENCE APPLICATIONS

Updated March 2015

NOTE: Some of the information contained in your application may be made available on Public Registers held by the Council which may be displayed on the internet. Information will only be published by the Council in accordance with the requirements of the Data Protection Act.

Introduction

If you are involved in any of the following:

- Sale or Supply of Alcohol
- Public Entertainment
- Theatre
- Cinema
- Late Night Refreshment
- Registered Members Club

...you may need a licence under the Licensing Act 2003.

The purpose of this document is to provide you with the information you will need in order to apply for the necessary licences. If, after reading this document you require any further information please telephone 01609 767017.

The information contained in this document is not to be taken as definitive and applicants are advised to obtain independent advice should there be any questions as to interpretation of the legislation.

Regular updates to this advice will appear on the Council's website – www.hambleton.gov.uk

Timescales

The Licensing Act 2003 came into force on 24 November 2005. It is an offence to provide regulated entertainment, sell or supply alcohol or provide late night refreshment without the appropriate licence.

Fees

£37.00. All fees are set by the Government.

Licensing Objectives

The purpose of the Licensing Act is to promote the four licensing objectives:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm

Types of Licence

There are four types of licence:

1. Personal licence
2. Premises licence
3. Club premises certificates
4. Temporary Event Notice

To sell alcohol from premises after you will need to have first obtained both a Personal Licence and a Premises Licence or have a Temporary Event Notice. To supply alcohol on club premises you will only need a Club Premises Certificate.

In order to provide “Regulated Entertainment” you will need a Premises Licence, Club Premises Certificate or a Temporary Event Notice.

To provide late night refreshment you will require a Premises Licence or a Temporary Event Notice.

Personal Licence

These licences authorise the specified persons to supply alcohol or allow the supply of alcohol in accordance with a Premises Licence. Such Personal Licences are valid for ten years, and will be ‘portable’ throughout England and Wales.

Applications for new Personal Licences can be submitted at any time to the **Licensing Team, Hambleton District Council, Civic Centre, Stone Cross, Northallerton, North Yorkshire, DL6 2UU**. Forms for making such an application are available upon request from the Council and will also be available on the Council’s website www.hambleton.gov.uk.

If the applicant is ordinarily resident in the area of another Licensing Authority the application should be made to that Authority.

For new applications an applicant must:

- Be over eighteen years old
- Not have forfeited a Personal Licence in the previous five years
- Submit 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

obtained not more than one calendar month prior to submission of the application. The original certificate should be enclosed.

- Submit two photographs -
 - (a) taken against a light background so that the applicant’s features are distinguishable and contrast against the background;
 - (b) 45 millimetres by 35 millimetres;
 - (c) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his/her religious beliefs, without a head covering;
 - (d) on photographic paper, and
 - (e) endorsed on the reverse by –

- (i) the chief executive of the licensing justices for the relevant licensing authority;
 - (ii) a solicitor or notary;
 - (iii) a person of standing in the community; or
 - (iv) an individual with a professional qualification
- Possess an approved licensing qualification. The original certificate should be enclosed.
 - Enclose the appropriate fee of £37.00. Cheques should be made payable to Hambleton District Council.

The Police will be able to object to the granting of any Personal Licence on the ground of crime prevention if the person has a relevant criminal conviction (as defined in the Act). In such a case, a hearing will be held by the Council's Licensing Committee and a decision made. Personal Licences can subsequently be suspended for up to six months or forfeited by the Council.

Criminal Records Bureau Scotland (Disclosure and Barring Service) – contact information

For organisations intending to become registered bodies, Registration Application forms and further information or assistance can be obtained by any of the following methods:-

Telephone 0870 6096006 8 am to 6pm

Fax 0870 6096996

Email info@disclosurescotland.co.uk

Correspondence Disclosure Scotland
 PO Box 250
 GLASGOW
 G51 1YU

Website www.disclosurescotland.co.uk

Accredited personal licence qualification providers:

BIIAB (QCF recognition number RN5118) Level 2 Award for Personal Licence Holders.

QCA Accreditation Number: 501/1494/3.

Website: www.bii.org

Telephone: 01276 684 449

Email: qualifications@bii.org

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

CIEH (QFC recognition number RN5238) Level 2 Award for Personal Licence Holders.

QCA Accreditation Number: 601/2104/X. Website: <http://www.cieh.org/>

Telephone: 0207 827 5800

Email: customerservices@cieh.org

Address: Chartered Institute of Environmental Health, Chadwick Court, 15 Hatfields, London SE1 8DJ

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HABC (QFC recognition number RN5219) **Level 2 Award for Personal Licence Holders**

QCA Accreditation Number: 500/9974/7

Website: www.highfieldabc.com

Telephone: 0845 226 0350

Email: info@highfieldabc.com

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL.

IQ (QCF recognition number RN5330) **Level 2 Award for Personal Licence Holders**

Qualification accreditation number: 601/4980/2. Website: <http://www.industryqualifications.org.uk/>

Telephone: 01952 457 452

Email: info@industryqualifications.org.uk

Address: Industry Qualifications, Head Office, Coppice House, Halesfield, Telford TF7 4NA

NCFE (QCF recognition number RN5156) **Level 2 Award for Personal Licence Holders**

QCA Accreditation Number: 600/1323/0

Website: www.ncfe.org.uk

Telephone: 0191 239 8000

Email: info@ncfe.org.uk

Address: Q6 Quorum Business Park, Benton Lane, Newcastle upon Tyne NE12 8BT

Pearson Education Ltd (QCF recognition number RN5133)

Level 2 Award for Personal Licence Holders Qualification accreditation number: 601/3483/5

Website: <http://qualifications.pearson.com>. Telephone: 0844 576 0045

Email: wblcustomerservices@pearson.com.

Address: Pearson Education Ltd, 80 Strand, London WC2R 0RL

SQA (QCF recognition number RN5167) **Level 2 Award for Personal Licence Holders**

QCA Accreditation Number: 600/1269/9

Website: www.sqa.org.uk

Telephone: 0845 279 1000

Email: customer@sqa.org.uk

Address: The Optima Building, 58 Robertson Street, Glasgow G2 8DQ

LASER (QCF recognition number RN5326) **Level 2 Award for Personal Licence Holders**

QCA Accreditation Number: 600/6446/8

Website: www.laser-awards.org.uk/

Telephone: 01932 569894

Email: enquiries@laser-awards.org.uk

Address: The Runnymede Centre, Chertsey Road, Addlestone, Surrey KT15 2EP

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

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