Guidance on Applying for a Personal Licence

# General

The Personal Licence is designed to ensure that anybody running or managing a business that sells or supplies alcohol will do so in a professional fashion. Once you obtain a personal licence you may act as the Designated Premises Supervisor (DPS) for any business that sells or supplies alcohol.

You can only apply for a personal licence to the local authority of where you reside.

A premises licensed to sell alcohol must have a DPS. Once you have obtained your personal licence you can act as DPS at any licensed premises, regardless of whether it is within your local authority area or not.

# Eligibility Criteria

* Be 18 years of age or over
* Hold an accredited qualification *(Award for Personal Licence Holders)*
* Obtain a Basic Disclosure Barring Service Certificate *(date on certificate must not be more than 1 month old at the time of applying)*
* Evidence they have the right to work in the UK

# The Application

Applications must be submitted to the authority in which the applicant resides, in this case you can only apply to us if you live within the Borough of Oldham.

A full application includes the following:

* Application form completed in full
* Disclosure of Convictions Declaration form completed in full
* Original (or certified copy) of Accredited Qualification
* Basic DBS Certificate (dated within 1 month)
* Evidence of entitlement to work in the UK
* 2 x Passport sized photographs (1 of which must be endorsed)

The fee for a personal licence in £37.

# Relevant Offences

There is a list of relevant offences under Schedule 4 of the Licensing Act 2003. If you have one or more of these offences that are unspent, Greater Manchester Police (GMP) may submit an objection to your application.

Any application with unspent immigration offences, foreign office equivalent or where the applicant has been required to pay an immigration penalty can be may be objected to by the Home Office.

# Representations (objections)

Representations may be made by GMP or the Home Office, but only where the applicant has a relevant offence, and it is not spent.

Representations may be made within 14 days from submission of the application.

# Determination of the Application

If representation is made, the application will proceed to a Licensing Panel hearing for consideration by the Licensing Sub-Committee. This must be held within 20 working days from the last date for representation, and we must provide you with 10 working days’ notice of the date and time of any proposed hearing.

The panel can make one of two decisions, to grant the application or to refuse it. If you are unhappy with the decision the panel makes, you have the right of appeal to the Magistrates Court within 21 days.

If no representations are received the application will be granted on the 15th day.

If there are no relevant offences to consider, the application will be granted as soon as practicable following submission.

# Other things to consider

Personal licences are granted with an indefinite expiry date; however, a personal licence will cease to have effect if the holder ceases to be entitled to work in the UK (for instance if their resident permit expires and they are unable to extend or renew it).

# Useful contact information/links:

The Licensing Service receive applications and respond to queries by email. You can contact a member of the team at [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk)

The Licensing Service provides all their application forms and guidance on the Council website. These can be found at [www.oldham.gov.uk/licensing](http://www.oldham.gov.uk/licensing).

The Licensing Act 2003 can be found online at <https://www.legislation.gov.uk/ukpga/2003/17/contents>

Statutory Guidance can be found online at <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>