

The Licensing Act 2003 – Personal Licence Applications.

The process of applying to become a Personal Licence Holder involves a number of stages as follows;

1. You must first complete one of the accredited courses. To find out who the local providers of the courses are you should contact one of the organisations listed below.

Accredited Personal Licence Qualifications

BIIAB Level 2 National Certificate for Personal Licence Holders.

Website; www.bii.org

Tel; 01276 684449

Email; qualifications@bii.org

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

GOAL Level 2 Certificate for Personal Licence Holders.

Website; www.ediplc.com

Tel; 08707 202909

Email; customerservice@ediplc.com

Address; Qualifications and Processing Centre, Athena House, 112 Station Road, Sidcup, Kent, DA15 7BJ

GQAL Level 2 National Certificate for Personal Licence Holders.

Website; www.nationaltrainingco.com

Tel; 01305 786639

Email; enquiries@pubshop.co.uk

Address; The Pubshop Ltd, Orchard Leigh, 96 Rodwell Avenue, Weymouth, DT4 8SQ

2. When you have successfully completed a Personal Licence Holder course you will then need to have an up to date Criminal Records Bureau check. This can be obtained by contacting the CRB on 0870-9090-844 (www.crb.gov.uk) or the Scottish CRB on 0870-609-6006.
3. Within one calendar month of the date of the CRB certificate you need to make application to the Licensing Authority for a Personal Licence. The application must be accompanied by the documentation as set out on the application form checklist and the relevant fee of £37.00.