

Guidance for new applications for a Personal Licence

Section 117(2) of the Licensing Act 2003 states that..

An application for the grant of a Personal Licence –

- a) must, if the applicant is ordinarily resident in the area of a licensing authority, be made to that authority, and
- b) may, in any other case be made to any licensing authority

Personal Licence applications must be accompanied by the following documents:

- **Two recent photographs.** These must be passport size (45 millimetres by 35 millimetres), taken against a light background and with the subject's features clearly distinguishable (no sunglasses or head coverings unless the applicants wears a head covering due to religious beliefs). One of the photographs must be endorsed, with a statement verifying the likeness of the photograph to the applicant, by a solicitor, a notary, a person of standing in the community (i.e.: a bank or building society official, police officer, civil servant or a minister of religion) or any individual with a professional qualification.
- **An official criminal record disclosure form.** This may be downloaded from <http://www.disclosurescotland.co.uk/>
The search results shall be issued no earlier than **one calendar month** before the giving of the application to the relevant licensing authority.
- **A completed Disclosure of Convictions and Declaration Form** (enclosed herein).
- **An accredited licensing qualification (or equivalent).** This requirement is waived if the applicant is a person of prescribed description (i.e.: a member of the company of the Master, Wardens, Freemen and Commonalty of the Mistery of the Vintners of the City of London, a person operating under a licence granted by the University of Cambridge or a person operating premises under a licence granted by the Board of the Green cloth) and relevant documents are submitted to demonstrate this.
- **The relevant fee of £37.** Cheques etc. should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card, either in person at the Council Offices at the above address or by telephone on 020 7341 5152.

The relevant documents should be submitted to the Licensing Team at the following address: Council Offices, Licensing Team, 37 Pembroke Road, London W8 6PW.