

## Personal licence

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Anyone who plans to sell or supply alcohol or authorise the sale or supply of alcohol must apply for a personal licence.

A personal licence must be held by a Designated Premises Supervisor (DPS) but can also be held by anyone involved in the sale of alcohol by retail. It is not necessary for all staff selling alcohol to have a personal licence.

Please note: You must be 18 years old or over in order to apply for a personal licence.

The following must be submitted to the Licensing Authority:

- Completed application form.
- 2 passport size photographs, one of which must be endorsed on the reverse with a statement verifying the likeness of the photograph to you by a solicitor, notary, a person of standing within the community or any individual with a professional qualification. This person must not be a relative.
- A criminal conviction certificate. **The certificate must be less than 1 month old at the time of application.**
- Completed 'Disclosure of Convictions and Declaration' form.
- Level 2 National Certificate for Personal Licence Holder (NCPLH).
- The current fee of £37.00.

Attachment

Size

 [april\\_17\\_personal\\_licence.pdf](#) [4]

475.89 KB



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Published: 7 August 2012 - 10:20am

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