

## **Guidance to applicants - Personal Licences**

A personal licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for the purposes of selling alcohol by retail.

To apply for a Personal Licence you must show that you have sufficient knowledge of licensing law and the social consequences of selling alcohol. This is proved by successfully completing an appropriate training course. A list of accredited training courses is available from GOV.uk <https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers>

You should also submit evidence to prove that you have not been convicted of any relevant offences. This can be either the results of a subject access search of the police national computers by the National Intelligence Service or a criminal record certificate. Information on how to obtain a criminal record certificate can be obtained from Disclosure Scotland at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) or by telephone on 0141 585 8400. In any case the certificate or search results should be issued no earlier than one calendar month before giving the application to the Licensing Authority.

If you have no convictions, are suitably trained and are over 18 there is no reason why you should not qualify for a personal licence.

The application must be submitted with the following items:

- Two photographs, one of which must be endorsed as a true likeness
- Original or certified copy of the licensing qualification
- Original or certified copy of criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Intelligence Service
- Completed disclosure of criminal convictions and declaration form
- Fee of £37

Should you change your name and/or address you must notify the original licensing authority, by returning your Personal Licence and Badge to them with the fee of £10.50. Once this has been amended the new licence will be sent out to you.

A personal licence holder may give consent to become a designated premises supervisor (DPS) for a licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility for authorising the sale of alcohol and control of the day to day management of that premises under the terms of the licence. Make sure that if the designated premises supervisor is not physically on the premises, there is a clear management structure with which staff is familiar. Personal licences are not required in qualifying clubs, permitted temporary events and for premises licences that do not retail alcohol.

**PLEASE NOTE:**

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

The Audit Commission appoints the auditor to audit the accounts of this authority. It is also responsible for carrying out data matching exercises.

Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

The Audit Commission currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Audit Commission for matching for each exercise, and these are set out in the Audit Commission's guidance, which can be found at [www.audit-commission.gov.uk/nfi](http://www.audit-commission.gov.uk/nfi).

The use of data by the Audit Commission in a data matching exercise is carried out with statutory authority under its powers in Part 2A of the Audit Commission Act 1998. It does not require the consent of the individuals concerned under the Data Protection Act 1998.

Data matching by the Audit Commission is subject to a Code of Practice. This may be found at <http://www.audit-commission.gov.uk/national-fraud-initiative/code-of-data-matching-practice/>

For further information on the Audit Commission's legal powers and the reasons why it matches particular information, see <http://www.audit-commission.gov.uk/fairprocessing>.