

Appendix A: Personal licence Regulations

(2) In these Regulations, “the Act” means the Licensing Act 2003.

Persons to whom a personal licence may be granted

2. The following persons are prescribed for the purposes of section 120(2)(b) of the Act-

- (a) a member of the company of the Master, Warden and Commonality of Vintners of the City of London;
- (b) a person operating premises under a licence granted by the University of Cambridge;
- (c) a person operating premises under a licence granted by the Board of the Green Cloth.

Form of personal licence

3. A personal licence shall be in the form of a physical document and shall contain, in addition to the matters referred to in section 125(2) and (3) of the Act, a photograph of the holder, the licence number and the date of its expiry.

Application for grant or renewal of a personal licence

4.-(1) An application for the grant of a personal licence made under section 117 of the Act (application for grant or renewal of a personal licence) shall be in the form and shall contain the information set out in Schedule 1 to these Regulations. The application shall be accompanied by the following documents-

- (a) two photographs of the applicant, one of which is endorsed as a true likeness of the applicant by a solicitor, notary, teacher, lecturer or other professional person;
- (b) a copy of the applicant’s licensing qualification, and
- (c) [a Basic Disclosure criminal conviction certificate issued under Part V of the Police Act 1997][a declaration by the applicant that either he has not been convicted of a relevant offence or a foreign offence or that he has been convicted of a relevant offence or a foreign offence

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accompanied by details of the nature and date of the conviction and any sentence imposed on him in respect of it].

(2) An application for the renewal of a personal licence made under section 117 of the Act shall be in the form and shall contain the information set out in Schedule 2 to these Regulations. The application shall be accompanied by the following documents-

- (a) two photographs of the applicant, one of which is endorsed as a true likeness of the applicant by a solicitor, notary, teacher, lecturer or other professional person; and
- (b) [a Basic Disclosure criminal conviction certificate issued under Part V of the Police Act 1997] [a declaration by the applicant that either he has not been convicted of a relevant offence or a foreign offence or that he has been convicted of a relevant offence or a foreign offence accompanied by details of the nature and date of the conviction and any sentence imposed on him in respect of it].

(3) An application for the grant of a personal licence made under section 117 of the Act by a holder of a justices' licence during the period commencing on 7th February 2005 and ending on 6th August 2005 may be made in the form, and containing the information, set out in Schedule 3 to these Regulations, provided-

- (a) the application is accompanied by the documents mentioned in paragraph 23(3) of Schedule 8 to the Act, and
- (b) the applicant complies with paragraph 23(1)(c) of that Schedule (requirement to give copy of the application to the chief officer of police).