



Personal Licence and Personal Licence Register under the Licensing Act 2003



Last Modified December 15, 2020

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A **Personal Alcohol Licence** authorises an individual to supply alcohol or allow the supply of alcohol in accordance with a premises licence. You must apply to the local authority in which you live for a Personal Licence, not to the authority in which you intend to work. Holding a Personal Licence is a mandatory requirement if you wish to be named as the Designated Premises Supervisor (DPS) on a premises licence.



Apply for a new Personal Licence

When submitting your Personal licence application form you must provide:

- An [application form for a Personal Licence](#) as well as a [Disclosure of conviction and civil immigration penalties declaration](#);
- Two passport photographs: One endorsed on the back as your true likeness by a solicitor, person of standing in the community or an individual with a professional qualification, [Accepted occupations for countersignatures](#), (It is recommended that this declaration is submitted with the photographs:) [personal licence photograph endorsement declaration](#);
- Evidence in the form of an original licensing qualification certificate that you have passed an approved licensing qualification by an [accredited personal licence qualification providers](#);
- A criminal conviction certificate, criminal record certificate or the result of a subject access search of the Police National Computer by the national intelligence service, a certificate cannot be more than one calendar month old. If you have any [relevant offences](#), a copy of your application will be sent to Hertfordshire Constabulary who may object to the grant of the licence. You can apply for a basic check with the [Disclosure and Barring Service \(DBS\)](#) through a [Responsible Organisation](#) registered to submit them.

- The application fee of £37, payable to [Hertsmere Borough Council](#).

Removal of requirement to renew a Personal Licence

As a result of the Deregulation Act 2015 the Government has removed the requirement to renew Personal Licences with effect from 1 April 2015. Personal Licences are therefore now valid indefinitely.

If you have already been issued with a Personal Licence which shows an expiry date you now do not need to renew it, even when the date showing on your existing licence passes. We will not automatically be issuing new licences to remove the expiry date, however if you would like a new Personal Licence issuing without an expiry date showing you can return your existing licence (badge and paper counterpart) together with a fee of £10.50.

Changing your name and address

As a Personal Licence holder you must inform us in writing as soon as reasonably possible of any change to your name or address details. Failure to notify us of such changes is an offence. Both parts of your licence (or a statement as to why it cannot be produced) should accompany the notification together with the fee of £10.50.

Copies of licences

You can apply for a copy of your licence if it has been lost, stolen, damaged or destroyed. Your request should be made in writing with the fee of £10.50.

More information on the [Licensing Act 2003](#) is available from the [Home Office: Licensing Act 2003](#).

You can view our [Personal Licence Holders register](#).

Incomplete applications will be rejected and returned.

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