

New arrangements for personal licences due for renewal in 2015

Factsheet for personal licence holders

The Government is aiming to remove the requirement for personal licence holders to renew their licence every 10 years through the Deregulation Bill, which is currently before Parliament. The first personal licences were granted in February 2005. However, the Bill is unlikely to receive Royal Assent before the tenth anniversary of the date on which the first personal licences were granted. To ensure that personal licence holders are not disadvantaged by this position, the Government has introduced new arrangements through secondary legislation for those personal licence holders whose licences are due for renewal before the proposal in the Bill comes into force.

When will the repeal of the requirement to renew take effect?

The Deregulation Bill is being considered by Parliament and the timescales depend on, and are subject to, the Parliamentary process. We cannot therefore give an exact date as to when the repeal of the requirement to renew a personal licence will take effect, assuming that the relevant provisions in the Deregulation Bill continue to form part of the Bill.

How do I know if I am affected?

Your personal licence will have an expiry date. If the expiry date is in early 2015, you will need to apply for a renewal. You may apply three months before the expiry date, but no later than one month before the expiry date.

What information will I need to provide?

Applicants must complete the renewal form and submit it to their licensing authority no earlier than 3 months and no later than 1 month before the expiry date of the personal licence. They will also have to enclose both the paper and card parts of their licence, or a photocopy, or state a reason why it is not practicable to provide the licence. The application must be submitted by post or email, or you can deliver it by hand to our Customer Service Centre at Time Square.

Applicants will **not** have to submit a criminal convictions certificate, criminal record certificate or the results of a subject access search of the Police National Computer, passport photographs or a qualification certificate. You do not need to send a copy of the application to the Police.

Can I apply online?

No, but you can submit the form and a scanned copy of your personal licence by email.

How much will it cost?

There will be no charge for renewal. There is a charge of £10.50 to cover administrative costs if you need to change your name or address, or if you ask for a new licence to be issued with an updated photo, or if you have lost your original licence.

What will the licensing authority send me?

We will acknowledge your application and return your licence to you, if you sent the original. You will only receive a new licence if you have asked for a new licence to be issued, which is subject to a fee as detailed above.

Section 119 of the Licensing Act 2003 provides that where an application for renewal is pending and the application has not been determined before the licence expires, the licence continues to have effect.

How will I prove that my licence is still valid if it contains an expiry date?

Licences with an expiry date will remain valid after they have been renewed. You should use the acknowledgement letter that we will send you as proof that the licence has been renewed.

My photo no longer looks like me.

If you would like to have a new personal licence issued with a current photo then you can send in a passport photo and pay a fee of £10.50. You will then receive a new personal licence card.

I have been convicted of a relevant offence since my personal licence was granted, what should I do?

You should have notified the court of the fact that you are a personal licence holder at the time. Following conviction you should have provided the licensing authority that issued the licence with details of the conviction and sentence. Failure to notify the court and licensing authority are offences under section 128 and 132 of the Licensing Act 2003. You should contact the court and also notify us of the details in writing.

What if I apply for a renewal less than one month before my licence is due to expire?

Your application will not be valid. Your licence will lapse and you will have to apply for a new licence.

What happens if I do nothing?

Failure to renew a personal licence which expires before the requirement to renew is abolished by the Deregulation Bill will mean that the licence will expire.

I don't want to renew my personal licence.

If you don't wish to renew your personal licence then you do not need to apply for a renewal. Your licence will automatically lapse and you will be unable to be a designated premises supervisor or authorise the sale of alcohol after the expiry date on the licence. Please contact us either by phone or email (contact details below) to confirm that you no longer wish to be a personal licence holder.

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