

GUIDANCE NOTE 5: PERSONAL LICENCES

Personal Licences are required for individuals wishing to authorise the sale of alcohol to the public.

Anyone stated as the Designated Premise Supervisor on a Premises Licence must have a Personal Licence.

If you wish to obtain a personal licence, you must obtain an appropriate licensing qualification and prove that you have no relevant convictions.

In addition, there is an application fee of £37 and you must apply on an appropriate form. Cheques should be made payable to Milton Keynes City Council.

The following must accompany the application

- a) Two photographs of the applicant taken against a light background so that the applicants features are distinguishable and are: -
 - i) Of size 45mm x 35mm.
 - ii) With full face uncovered, without sunglasses, and ordinarily without headcovering
 - iii) On photographic paper
 - iv) One of which is endorsed with a statement verifying the likeness of the photograph to the applicant by any of the following: a solicitor, notary, a person of standing in the community, or an individual with a professional qualification. The person endorsing the photograph must sign and print their name and detail their qualification / standing. **Photographs inappropriately endorsed will be rejected and the entire application returned.**

- b) A Criminal Record check dated **no more than one calendar month before the application is made.** This can be in the form of either:
 - i) A criminal conviction certificate issued under section 112 of the Police Act 1997a (obtainable from <https://www.gov.uk/government/organisations/disclosure-and-barring-service> Cost £26) or
 - ii) A criminal record certificate issued under section 113A of the Police Act 1997 or
 - iii) The results of a subject access search under the Data Protection Act 1998b of the Police National Computer by the National Identification Service (obtainable via the Police)

- c) An applicant declaration concerning relevant convictions.

- d) Right to work/immigration status (i.e., Passport, Birth Certificate or 'Share Code') – see part 2 of application notes.

- e) The Licensing qualification of the applicant. The accredited licensing qualification is currently available from the providers detailed below, all of whom should be able to supply you with a list of local trainers.

BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: [British Institute of Innkeeping Awarding Body](#)
- telephone: 0115 854 1620
- email: customersupport@biiab.co.uk
- address: BIIAB, Robins Wood House, Robins Wood Road, Nottingham, NG8 3NH

HABC

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

Qualification approval/designation number: C00/1221/1

- website: [Highfield Awarding Body for Compliance](#)
- telephone: 0845 226 0350
- email: info@highfieldabc.com
- address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

LASER (QCF Recognition number RN5326)

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

- website: [Laser Learning Awards](#)
- telephone: 01932 569894
- email: enquiries@laser-awards.org.uk
- address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

Pearson Education Ltd (QCF Recognition number RN5133)

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

- website: [Pearson Education](#)
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5133)

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/2619/0

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

- website: [QNUK](#)
- telephone: 020 3795 0559
- email: centres@qnuke.org
- address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

Qualsafe Awards (RQF Recognition number RN5291)

QA Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/5343/0

- website: [Qualsafe Awards](#)
- telephone: 0845 644 3305
- email: info@qualsafeawards.org
- address: Qualsafe Awards, City View, 3 Wapping Road, Bradford, West Yorkshire, BD3 0ED

SFJ Awards

Level 2 Award for Personal Licence Holders

Qualification Number: 603/2659/1

- website: www.sfjawards.com
- telephone: 0114 284 1970
- email: info@sfjawards.com
- address: SFJ Awards, Consult House, 4 Hayland Street, Sheffield, S9 1BY

SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: [Training Qualifications UK](#)
- telephone: 03333 583344
- email: account.managers@tquk.org
- address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

2. FORMERLY ACCREDITED COURSES

THE FOLLOWING COURSES WERE FORMERLY ACCREDITED:

**BIIAB Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4866/2**

**CIEH Level 2 Award for Personal Licence Holders (QCF)
Accreditation number: 601/2104/X**

**EDI Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4865/0**

**EDI Level 2 Award for Personal Licence Holders. QCF
Accreditation number 500/9146/3**

**GQAL Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/5040/1**

**HABC Level 2 Award for Personal Licence Holders. QCA
Accreditation Number: 500/7383/7**

**HABC Level 2 Award for Personal Licence Holders. QCF
Accreditation number 500/9974/7**

**IQ (QCF Recognition number:RN5330) IQ Level 2 Award for Personal
Licence Holders
Qualification number: 603/2659/1**

**IQ Level 2 Award for Personal Licence Holders (QCF)
Qualification number: 601/4980/2**

**NCFE Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 500/4228/2, 600/1323/0**

**SQA Level 2 Award for Personal Licence Holders. QCA
Accreditation Number: 500/8025/8**