



**CARDIFF COUNCIL**

**LICENSING ACT 2003**

**PERSONAL LICENCES**

**GUIDANCE for APPLICANTS**

**21 December 2017**

## **Personal Licences**

A personal licence is a licence held by an individual (who must be aged 18 or over) 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.

**You should apply on the prescribed application form to the Licensing Authority for the area in which you are ordinarily resident. A copy of the form for Application for a Personal Licence can be obtained from the Licensing Section of Cardiff Council (tel 029 20871651) / email: [licensing@cardiff.gov.uk](mailto:licensing@cardiff.gov.uk)**

You can apply for a personal licence by:

- completing the correct form
- supplying the correct fee (£37)
- enclosing your 'personal licence qualification' (see below)  
You must show that you have sufficient knowledge of licensing law and the social consequences to the selling of alcohol. This is proved by successfully completing an appropriate training course. A list of accredited personal licence qualification providers is attached.
- enclosing a 'Basic Disclosure' or the results of a subject access search of the police national computer by the National Identification Service.  
Please note that the date of issue of any of the above Certificates or Searches must be within one calendar month of the date of giving the application to the Licensing Authority.
- completing a declaration on the correct form relating to any convictions for relevant or foreign offences.
- providing two passport type photographs of yourself, one of which must be correctly endorsed with a sentence along the lines of 'This photograph is a true likeness of ...' followed by your name. This endorsement can be made by:
  - a solicitor
  - a notary
  - a person of standing within the community (for example, a religious leader, a doctor, a police officer, a teacher)
  - an individual with a professional qualification (for example, an accountant, an architect, an engineer, a registered financial advisor, a company/charity director)

Please ensure that the endorser signs the photo, prints their name and gives details of their job title or qualification.

## **Personal Application Fee**

The fee for the grant or renewal of a personal licence is **£37**.

## **Contact Details**

Applications for Personal Licences for those persons who are ordinarily resident within the City of Cardiff should be made to:

Licensing Section (Room 206), Cardiff Council, City Hall, Cardiff, CF10 3ND 029 2087 1651

## **1. Accredited personal licence qualification providers**

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

### **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: 01276 684 449
- email: [qualifications@bii.org](mailto:qualifications@bii.org)
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

### **CIEH (QFC Recognition number RN5238)**

CIEH Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/2104/X

- website: [Chartered Institute of Environmental Health](#)
- telephone: 020 7827 5800
- email: [customerservices@cieh.org](mailto:customerservices@cieh.org)
- address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

### **HABC (QCF Recognition number RN5219)**

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

HABC Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number 500/9974/7

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

## **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

- website: [Industry Qualifications](#)
- telephone: 01952 457 452
- email: [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

## **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](mailto:enquiries@laser-awards.org.uk)
- address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

## **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](mailto: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: 603/1021/2

- website: [QNUK](#)
- telephone: 020 8366 5049

- email: [CentreSupport@Qualifications-Network.co.uk](mailto:CentreSupport@Qualifications-Network.co.uk)
- address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.

### **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](mailto: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 (QCF)

Qualification number: 601/6508/X

- website: [Training Qualifications UK](http://TrainingQualificationsUK.com)
- telephone: 03333 583344
- email: [account.managers@tquk.org](mailto: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.