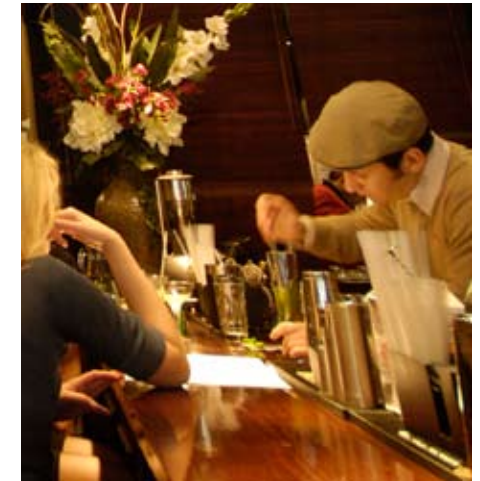


Obtaining a Personal Licence in England & Wales



pub enterprises



What do I need to do?

- If you are going to be running a pub you will need to have, or be able to provide, a Personal Licence holder to be the Designated Premises Supervisor (DPS).

How do I get a Personal Licence?

- You must have an approved qualification such as the BII National Certificate for Personal Licence Holders (NCPLH). A number of training providers are available; we recommend ABV Training (www.abvtraining.co.uk) or the BII website (www.bii.org) for providers in your area. This is normally a one day course with a multiple choice exam at the end.
- You also need to provide a criminal records check, often referred to as "CRB". Basic criminal record checks can be obtained from Disclosure Scotland. For further details call their helpline number 0870 609 6006, or their website www.disclosurescotland.co.uk

How long does it take to get a Personal Licence?

- Once you have done the course, and assuming you pass, you will need to wait for the certificate to be issued before you can apply for your Personal Licence. With the BII this usually takes about 10 days.
- The CRB check also takes a couple of weeks.

- Then you have to apply for the Personal Licence, to the local council where you live. Some councils do them while you wait – but with others it takes at least a week.

So how long does it take to get a Personal Licence?

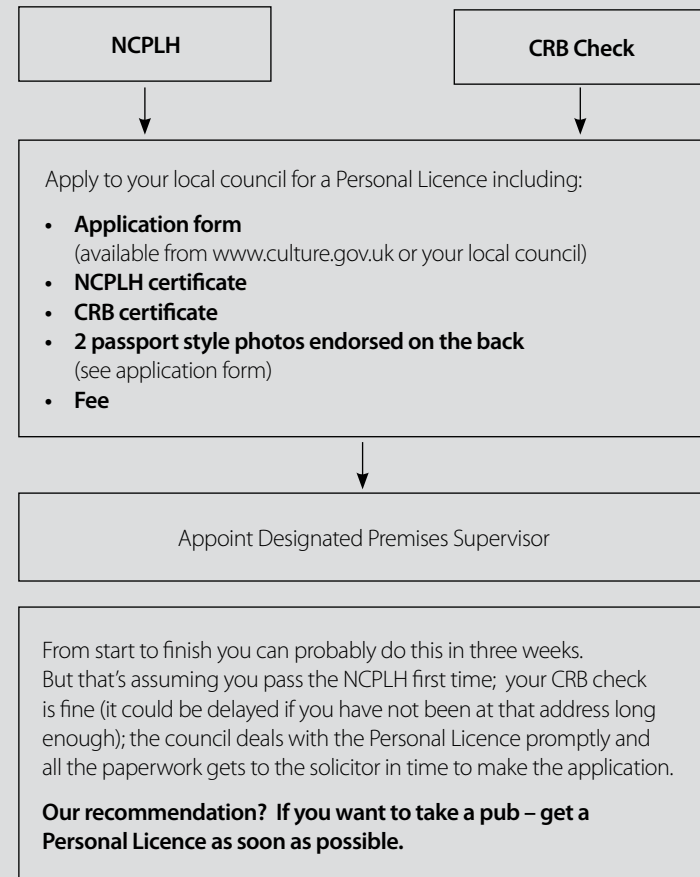
- At least three weeks, probably about a month.

What if I don't have a Personal Licence when I move into the pub?

- You can't be the DPS – and no DPS means no alcohol may be sold. So unless you have someone else, a Personal Licence holder, who is willing to be the DPS, you cannot sell alcohol.
- If you do sell alcohol without appointing a DPS you commit a criminal offence which carries a potential penalty of a fine of £20,000 and/or six months in prison. Plus the fact that you have now committed an offence against the Licensing Act – and that could prevent you from getting a Personal Licence.

Can someone be DPS in more than one pub?

- Yes, though the Police can object if they believe that this undermines local crime prevention objectives.



NCPLH booked: / /

CRB check requested: / /

Application submitted: / /

Notes:
