

PERSONAL LICENCES: FACT SHEET



Important facts to know about your personal licence:

Period of Validity:	Your personal licence is valid for 10 years beginning the date on which it is granted, unless surrendered, suspended, revoked or forfeited by the courts.
Issuing Authority:	The Licensing Authority that issues your personal licence remains the relevant authority throughout the currency of the licence even though you may move away.
Portability:	Your personal licence may be used throughout England and Wales but you do have a duty to advise the issuing authority of any change of name or address. An individual is permitted to hold only one personal licence.
Change of Name or Address:	You have a duty to notify the issuing authority of any change of name or address. You should return both the photocard and paper counterpart for amendment, with the new details. There is a statutory fee for the re-issue of the licence which is currently £10.50. Failure to do so is an offence under Section 127 of the Licensing Act 2003 and can be liable to a fine not exceeding Level 2 (up to £500).
Duty to produce personal licence when requested to do so by an authorised person:	It is an offence not to produce your personal licence when requested to do so by a constable or other authorised person (i.e. authorised officer of the Licensing Authority) and a person guilty of such an offence is liable to a fine not exceeding Level 2 (up to £500).
Surrender:	Should you wish to surrender your personal licence at any time notice to that effect needs to be given to the issuing authority accompanied by your licence documents. The personal licence will lapse on receipt of that notice [Section 116]
Lost or stolen licences:	If a personal licence is lost or stolen it should be reported to the police and an application made to the Licensing Authority for a copy of the licence [section 126]
Convictions during the currency of the licence:	If a personal licence holder is charged with a relevant or foreign offence their personal licence should be produced no later than their first appearance in court [section 128]. Relevant offences include those involving serious dishonesty, serious crime, controlled drugs, certain sexual offences and offences created by the Licensing Act 2003. If a holder fails to inform the court that they do hold such a licence they commit an offence and are liable to a fine not exceeding Level 2 (up to £500) [section 128]
Disclosure of convictions:	A personal licence holder must as soon as reasonably practicable give details of any relevant or foreign convictions to the relevant authority. These details should include the nature and date of conviction and any sentence imposed in respect of it. Also, if applicable, the determination of any appeal. It is an offence liable to a fine not exceeding level 2 (up to £500) not to disclose this information to the Licensing Authority. [Section 132]
Renewal:	Application to renew must be made during a period of 2 months beginning 3 months before expiry and with your accompanying personal licence. [Sections 117 & 119] A personal licence will continue in force providing it has not been revoked, forfeited or suspended or the holder convicted of any relevant or foreign offence
Further information:	Further information is available from Department for Culture Media & Sport (DCMS), 2 - 4 Cockspur Street, LONDON SW1Y 5DH or via their website www.culture.gov.uk
Useful contacts:	Pubwatch schemes: www.nationalpubwatch.org.uk Responsible Retailing of Alcohol (Guidance for the Off-licensed trade) www.thelocalshop.com/responsibleetailing

Please note: This document has been drafted for general guidance/information only. The Authority accepts no liability for any error or omission. If you have any queries on licensing requirements you should contact the Licensing Authority or your own legal adviser for advice.