

## LICENSING ACT 2003

### PERSONAL LICENCE HOLDER RESPONSIBILITIES

The Licensing Act 2003 licences the sale of alcohol, the supply of alcohol by registered clubs, the provision of entertainment and the provision of hot food between 11pm and 5am. The Licensing Authority is responsible for the issuing of Personal Licences, Premises Certificates and Club Premises Certificates and for the enforcement of licence conditions.

This leaflet is designed to give guidance to Personal Licence holders. It provides a brief summary only of the law under the Licensing Act 2003. It is the responsibility of a Licence holder to know what the law requires and to comply with it. Failure to comply with any of the duties of a Licence holder is an offence and holders may be prosecuted.

#### **What will a Personal Licence allow me to do?**

- A Personal Licence allows the holder to make and authorise the sale of alcohol. It is required by individuals who may be engaged in making and authorising such sales and supplies. The holder of a Personal Licence does not need to be connected to a particular premises, and once granted the holder may sell or supply alcohol from any licensed premises within England and Wales.
- A Personal Licence holder may also apply for 50 temporary event notices per year (12 per individual premises per calendar year).
- A Personal Licence may be surrendered at any time upon the holder giving the Licensing Authority which issued the Licence a notice to that effect, together with the Personal Licence.
- A Personal Licence is void if, at the time it is granted, the individual to whom it is granted already holds a Personal Licence.

#### **Convictions**

If a Personal Licence holder is convicted of a relevant or foreign offence during the period between submission and determination of the application for a Licence, the holder must, as soon as reasonably practicable, notify their Licensing Authority of the conviction. Failure to do so without reasonable excuse is an offence, subject on conviction to a level 4 fine (£2,500).

If a Personal Licence holder is convicted of a relevant or foreign offence after the Licence is granted the holder must, as soon as reasonably practicable, notify their Licensing Authority of the conviction.

A person who holds a Personal Licence who is charged with a relevant offence must produce the Licence to the Court, no later than his first appearance in a Magistrates' Court in connection with that offence.

**NB:** The Licensing Act 2003 provides full details of the responsibilities of a Personal Licence holder when the holder is charged with, or convicted of, a relevant offence.

## **Loss or damage of Personal Licence**

Where a Personal Licence holder requests a certified copy, together with a fee of £10.50. If the Licence has been lost or stolen the holder must report the loss or theft to the Police.

## **Change of name or address**

The holder of a Personal Licence must notify their Licensing Authority which issued the Licence, as soon as reasonably practicable, of any change to his name or address, together with a fee of £10.50. The notice must be accompanied by the Personal Licence, or if this is not possible, the reason why the Licence cannot be produced.

## **Production of Personal Licence**

Where a Personal Licence holder is on a premises to make or authorise the supply of alcohol and such supplies are authorised either by a Premises Licence or a Temporary Event Notice in respect of which he is the premises user, he must produce his Personal Licence for examination by a constable or an authorised officer when asked to do so.

## **Further Advice**

If you need further assistance please do not hesitate to contact us:

Worcestershire Regulatory Services  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY11 7WF

Email: [wrsenquiries@worcsregservices.gov.uk](mailto:wrsenquiries@worcsregservices.gov.uk)  
Tel: (01905) 822799

Please note this leaflet is for information purposes only and independent legal advice should be sought if necessary.

## **Fraud**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you provide on application forms for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.