



Personal Licence Application Requirements

1. **Age Requirement**

- You must be at least 18 years old.

2. **Right to Work in the UK**

- You must have the legal right to work in the UK. This may involve providing proof, such as:
 - A valid passport showing you are a British citizen or a citizen of a country in the European Economic Area (EEA) or Switzerland.
 - A valid visa or biometric residence permit showing you have permission to work in the UK.
 - Other relevant documentation that proves your right to work in the UK.

3. **Qualification**

- Obtain a licensing qualification, such as the Level 2 Award for Personal Licence Holders (APLH) in England and Wales, or the Scottish Certificate for Personal Licence Holders (SCPLH) in Scotland. This qualification demonstrates your understanding of the responsibilities involved in the sale of alcohol.

4. **Disclosure and Barring Service (DBS) Check**

- A criminal record check is required. You need a basic DBS check that is less than one month old at the time of application. This check ensures that you have no relevant criminal convictions.

5. **Application Form**

- Complete the personal licence application form, which is usually available from your local council's website or licensing authority.

6. **Proof of Identity**

- Provide two passport-sized photographs, one of which must be certified as a true likeness by a professional person (e.g., solicitor, doctor).

7. **Fee**

- Pay the application fee, which is usually around £37 in England and Wales, though it may vary slightly depending on the council.

8. **Submit Your Application** Durham is an online application

- Submit the completed application form, supporting documents (qualification certificate, DBS check, photos, right to work documentation), and the fee to your local licensing authority.