

## Guidance for new applications for a Personal Licence

Section 117(2) of the Licensing Act 2003 states that.

An application for the grant of a Personal Licence –

- a) must, if the applicant is ordinarily resident in the area of a licensing authority, be made to that authority, and
- b) may, in any other case be made to any licensing authority

Personal Licence applications must be accompanied by the following documents:

- **Two recent photographs.** These must be passport size (45 millimetres by 35 millimetres), taken against a light background and with the subject's features clearly distinguishable (no sunglasses or head coverings unless the applicants wears a head covering due to religious beliefs). One of the photographs must be endorsed, with a statement verifying the likeness of the photograph to the applicant, by a solicitor, a notary, a person of standing in the community (i.e.: a bank or building society official, police officer, civil servant or a minister of religion) or any individual with a professional qualification. The person endorsing the photograph should also sign the back of the photograph, print their name and state in what capacity they have signed the photograph.
- **An official criminal record disclosure form.** This may be downloaded from the [DBS website](#) or the [Metropolitan Police website](#)

The search results shall be issued no earlier than **one calendar month** before the giving of the application to the relevant licensing authority.

- **A completed Disclosure of Convictions and Declaration Form**
- **An accredited licensing qualification (or equivalent).** This requirement is waived if the applicant is a person of prescribed description (i.e.: a member of the company of the Master, Wardens, Freemen and Commonalty of the Mistery of the Vintners of the City of London, a person operating under a licence granted by the University of Cambridge or a person operating premises under a licence granted by the Board of the Green cloth) and relevant documents are submitted to demonstrate this.
- **The relevant fee of £37.** Cheques etc. should be made payable to the London Borough of Hammersmith and Fulham. Payment may also be made by credit card, either in person by appointment or by debit/credit card- please state this on the form. We do not accept payment by cash.

The relevant documents should be submitted to the Licensing Team at the following address: Licensing Team, Hammersmith & Fulham Council, Town Hall, King Street, London W6 9JU.

Please note that your name and personal licence application number/ personal licence will be published on our licensing register.