

Applying for a Personal Licence

Applications for a Personal Licence should be made to the Licensing Authority where you live (normally the local authority you pay Council Tax to).

The conditions for application are:

- you must be over 18 years of age,
- you must not have forfeited a personal licence during the past 5 years, and
- you must hold a recognised licensing qualification, which should be submitted when you make your application

The form required is *Application for a Personal Licence* and with it you must provide:

- evidence of your licensing qualification
- two passport size photographs (one endorsed)
- a signed Disclosure of Convictions and Declaration
- evidence of your right to work in the UK (please see the Notes at the bottom of the *Application for a Personal Licence* form)
- the fee (£37.00)
- a basic level DBS

DBS - Disclosure and Barring Service (formerly CRB)

You must provide a basic level DBS check with your application, which should not have been issued more than one calendar month before the application is submitted.

This is available from Disclosure Scotland, help line number 0870 609 6006 or 0300 020 0040

It can also be obtained on-line at; <https://www.mygov.scot/basic-disclosure/>

Photographs

You need to provide two photographs which should be printed on photographic paper, taken against a light background, full face and passport size.

One photograph should be endorsed with a statement verifying the likeness, (This is to certify that this is a true likeness of....), and should be signed by a professional person such as a solicitor, teacher, doctor or similar standing.