**Personal Licence - Frequently Asked Questions**

**What does a Personal Licence Do?**

It is the licence you will need if you wish to sell or authorise the sale of alcohol under the terms of a premises licence.

**Who needs a Personal Licence?**

For every premises licensed for the retail sale of alcohol there must be at least one personal licence holder to make those sales, or to authorise others to do so

**Who issues a Personal Licence?**

The local licensing authority in England and Wales or licensing board in Scotland. Usually the authority where the applicant resides.

**How long does the Personal Licence last?**

A personal licence in England & Wales is now granted for an indefinite period.

**Do I need DBS? (Criminal Check)**

Yes you do. Even if you currently have one, be it enhanced or a basic one, you are still required to provide one that is less than 4 weeks old when you submit your Personal Licence Application to your local council.

**I’m moving house/changing my name. Do I need to let the council know?**

Whenever your details change, you must let the local council to which your original licence was from know, so that they can update your licence. Please also note that even if you move out of your local area, your Personal Licence stays with the council - you do not need to re-apply to the local council in your new area.

**Where do I need to display my Personal Licence?**

You don't. You must display a summary of your Premises Licence in a prominent place but keep a copy of your personal licence for examination by police or licensing authority officials.

**What is the difference between a Personal and a Premises Licence?**

A personal licence is granted to an individual, enabling that person to authorise alcohol sales from licensed premises. A premises licence allows licensable activities, including the sale of alcohol, to take place from a particular premises.

**Is this the licence I need for a Mobile Bar?**

Yes it is. Often if you attend a festival or event, the organisers will hold the TEN's or Premises licence but they will normally expect you to hold a Personal Licence to sell alcohol on the site. The licence is also useful if you intend to apply for more TEN's licenses for events you may put on yourself.