



Home Office

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Crime and Policing
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28 November 2014

Dear licensing authority officers

Renewal arrangements for personal licences due to expire in early 2015

One of the alcohol licensing provisions progressing through Parliament as part of the Deregulation Bill is the removal of the need to renew a personal licence, which under current arrangements is required every ten years.

The first personal licences were granted in February 2005. However, the progress of the Bill has meant that - assuming the provision remains part of the Bill - the legislation will not commence before the tenth anniversary of the date on which the first personal licences were granted. This means that licences due for renewal in early 2015 will need to be renewed.

Unfortunately, this situation is beyond our control but we have developed an approach which will minimise the burden on licensing authorities and licence holders.

The Government will introduce new arrangements through secondary legislation for those whose licences are due for renewal before the proposal in the Bill comes into force. We will alter the application form to renew a licence so that licence holders are required to provide only essential information to the licensing authority.

Applicants will not have to enclose an application fee, photographs, a criminal convictions certificate, criminal record certificate or the results of a subject access search of the Police National Computer.

The standard requirement to notify licensing authorities of relevant or foreign offences committed by the licence holder will remain.

The application form will be available in due course, as soon as the legislation is approved by Parliament. The form will be published on www.legislation.gov.uk and we will send a further email to licensing authorities when it is available. Applicants must complete the

form and submit it to their licensing authority no later than one month before their licence expires. They will also have to enclose their licence or a copy.

Section 119 of the Licensing Act 2003 provides that where an application for renewal is pending and the application has not been determined before the licence expires, the licence continues to have effect. To ensure that applicants have certainty that their forms have been received, licensing authorities should acknowledge receipt of the application.

We have prepared two factsheets explaining what needs to be done: one for licensing authorities and one for personal licence holders whose licences are due for renewal in early 2015. You may wish to publish the factsheet for licence holders on your website.

Subject to the Deregulation Bill being approved by Parliament, the requirement to renew personal licences would be abolished in spring 2015.

Thank you for your help in this matter. If you have any queries regarding the renewal of personal licences please contact the Home Office Alcohol Team at AlcoholStrategy@Homeoffice.gsi.gov.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Greaves', with a large, stylized flourish above the name.

Daniel Greaves
Head of the Drugs and Alcohol Unit