

How to obtain a Personal Licence

Obtaining a Personal Licence in the UK is likely to take at least a month from start to finish. This process is often longer if the applicant is from outside the UK due to the time it will take to get the relevant CRB check.

The process will vary whether you are based in England & Wales or Scotland. In Scotland the process is similar but there is no "CRB" check. However the police have 21 days to object and may require you to attend an interview.

Step One – find a training course

- Information available on our Star Support page <http://starpubssupport.co.uk/training/plt/>
- The course is normally one day with an examination at the end. Study can be completed on-line, but the exam must be completed at an approved centre.
- Assuming you pass you will require your certificate to make the licence application – this normally takes a week to 10 days to arrive.
- If you fail the exam you will need to resit at a later date.

Step Two – "CRB" check

- Once you know the date for your training course apply on-line for a "CRB" check www.disclosurescotland.co.uk, telephone 03000 2000 40. (Note – this is the correct address for applications for England & Wales)
- What is required is a "Basic Disclosure" (£25 inc. first class post within the UK)
- Your disclosure must not be more than 30 days old when presented with your licence application – so one completed previously for another job may well not be suitable.

Note: this service does not apply to non UK nationals who will probably need to apply via their embassy and this process could take 4/6 weeks

Step Three – Apply to your local licensing authority (normally your town or district council)

- Application form – available from your local council or from <https://www.gov.uk/government/collections/alcohol-licensing-personal-licences>
- Your licensing exam certificate (original)
- Your Basic Disclosure (original)
- Two passport style photographs, endorsed on the back (see application form)
- The fee, currently £37.00

Note: some local authorities will deal with licence application over the counter; others may take up to a week to process them. You cannot trade until you have nominated a Personal Licence holder as the Designated Premises Supervisor, so you should allow sufficient time to complete this process before taking the pub on.

Star Pubs and Bars Limited

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General Enquiries

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