

GUIDANCE NOTES FOR PERSONAL LICENCE

Application for a personal licence

1.—(1) A personal licence application or a personal licence renewal application is to be—

(a) accompanied by—

(i) evidence that the applicant possesses a licensing qualification; and

(ii) two photographs of the applicant which comply with paragraph (2) and one of which has a statement on it in accordance with paragraph (3).

(2) The two photographs of the applicant must—

(a) measure 45 millimetres by 35 millimetres;

(b) be on photographic paper;

(c) be taken against a light background; and

(d) show the full face of the applicant, without the applicant wearing sunglasses or any head covering (unless the applicant wears such a covering on account of a religious belief).

(3) One photograph of the applicant must have on the back of it a statement by a person appearing to the Licensing Board to be a person of standing in the community, with the words “I certify that this is a true likeness of (*name of applicant*)”, followed by the full name of the person endorsing the photograph.

2. A personal licence application or a personal licence renewal application must be made in writing or, if the Licensing Board to which the application is made so agrees, by electronic transmission.