



Personal Licence Application Requirements

This document contains information on:

1. Accredited Providers
2. Disclosure and Barring Service
3. Right to Work in the UK
4. Application Requirements

Approved accredited training providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders

Qualification number: 603/2468/5

Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 501/1494/3

- website: [British Institute of Innkeeping Awarding Body](http://www.biiab.org)
- telephone: 01276 684 449
- email: qualifications@bii.org
- address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

CIEH (QFC Recognition number RN5238)

CIEH Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/2104/X

- website: [Chartered Institute of Environmental Health](#)
- telephone: 020 7827 5800
- email: customerservices@cieh.org
- address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)

Qualification number: 603/2597/5

HABC Level 2 Award for Personal Licence Holders (QCF)

Qualification accreditation number 500/9974/7

- website: [Highfield Awarding Body for Compliance](#)
- telephone: 0845 226 0350
- email: info@highfieldabc.com
- address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

IQ (QCF Recognition number:RN5330)

IQ Level 2 Award for Personal Licence Holders

Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/4980/2

- website: [Industry Qualifications](#)
- telephone: 01952 457 452
- email: info@industryqualifications.org.uk
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

LASER (QCF Recognition number RN5326)

LASER Level 2 Award for Personal Licence Holders

Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/6446/8

- website: [Laser Learning Awards](#)
- telephone: 01932 569894
- email: enquiries@laser-awards.org.uk
- address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

Pearson Education Ltd (QCF Recognition number RN5133)

Pearson BTEC Level 2 Award for Personal Licence Holders

Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/3483/5

- website: [Pearson Education](#)
- telephone: 0844 576 0045
- email: wblcustomerservices@pearson.com
- address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5133)

QNUK Level 2 Award for Personal Licence Holders

Qualification number: 603/1021/2

- website: [QNUK](#)
- telephone: 020 8366 5049
- email: CentreSupport@Qualifications-Network.co.uk
- address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.

SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders

Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 600/1269/9

- telephone: 0845 279 1000
- email: customer@sqa.org.uk
- address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/6508/X

- website: [Training Qualifications UK](http://TrainingQualificationsUK)
- telephone: 03333 583344
- email: account.managers@tquk.org
- address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

Disclosure and Barring Service

DBS Checks are now carried out by the Disclosure and Barring Service (as of the 3rd January 2017 Disclosure Scotland no longer carry out criminal record checks for anyone living in England and Wales). Please use the contact details below for further information.

Email at customerservices@dbsgsi.gov.uk
or telephone on 0300 020 0190.

Please note: We can only accept DBS checks that are no older than 28 days upon receipt of the application.

Right to Work in the UK

From 6 April 2017, applicants for personal licences must prove they have the right to work in the UK.

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- Does not have the right to work or live in the UK; or
- Is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity

Any personal licence issued in respect of an application made on or after the 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

Official guidance notes on acceptable documentation is included at the end of the application form.

Photographs

Two photographs are required for the applicant. These should be;

- taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- 45 millimetres by 35 millimetres in size;
- full face uncovered and without sunglasses and without a head covering, unless a head covering is worn due to religious beliefs;
- on photographic paper; and
- one photograph must be endorsed with a statement verifying the likeness of the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification.

Application form Process

- A completed application form and disclosure of convictions and civil immigration penalties and declaration (application form is available to download on the councils website)
- The original DBS certificate and qualification certificate (we can only accept originals not photocopies)
- 2 photographs as stated above
- A copy of your passport or supporting documentation on your right to work in the UK (see guidance notes at the end of the personal licence application form)
- Fee - £37.00 (cheques to be made payable to City of York Council) or you can contact the licensing team on: 01904 5524 22 to make a card payment. (Please be advised it will take approximately 14 days to deal with your application)