

GUIDANCE NOTES FOR APPLICATION OF A PERSONAL LICENCE

An individual is required to hold a Personal Licence to authorise the supply of alcohol on a premises.

The enclosed blue form needs to be completed along with the following:

- 2 photographs (in accordance with the attached guidelines)
- A police check (in accordance with the attached guidelines).
The Police check must be served with the application to the Licensing Authority within **1 month** of it being issued. Please ensure either the original or a certified copy is served.
- A completed disclosure of convictions and declaration form.
- Evidence that you have completed the Level 2 National Certificate for Personal Licence Holders. Please ensure either the original or a certified copy is served.
- Right to work documentation (e.g. birth certificate/passport)

The fee for the personal licence is **£37**.

PLEASE ENSURE THAT ALL REQUIRED DOCUMENTS ARE SERVED WITH THE APPLICATION

INCOMPLETE APPLICATIONS WILL BE RETURNED

Please send your completed application forms and supporting information to:

Licensing Service
Block C
Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Licensing Service
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Tel: 0114 2734264

Fax: 0114 2734073

Email: licensing@sheffield.gov.uk