

Personal Licence Guidance Notes Licensing Act 2003

Application for a grant of a personal licence	£37
Duty to notify change of name or address	£10.50

Cheques to be made payable to 'Gedling Borough Council'. Debit card payment can be made by telephoning Customer Services on Tel: 0115 901 3971.

Photographs

Two photographs of the applicant need to be submitted with the application for a personal licence.

The two photographs shall be:

- Taken against a light background so that the applicant's features are distinguishable and contrast against the background
- 45 millimetres by 35 millimetres
- Full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his/her religious beliefs, without a head covering
- On photographic paper, and
- One of the photographs shall be endorsed by
 - (a) The chief executive of the licensing justices for the relevant licensing authority,
 - (b) A solicitor or notary
 - (c) A person if standing in the community (eg: a bank or building society official, a police officer, a civil servant or a minister of religion); or
 - (d) An individual with a professional qualification

Appropriate qualification

You will need to obtain the current accredited qualification and provide a certificate with your application

Disclosure and Barring check – basic disclosure

Please be aware that we can only accept disclosures that are dated less than 28 days before the date of the application.

For the latest advice on obtaining a basic disclosure please go to:

<https://www.gov.uk/government/news/new-dbs-basic-check-service-goes-live>

Immigration Status

Provide the appropriate documents to satisfy the criteria for the right to stay/work in the UK.