

## PERSONAL LICENCES

The Personal Licence is separate from the licence which authorises the premises to be used for the supply of alcohol. The licensing of individuals separately from the licensing of premises permits the movement of personal licence holders from one premise to another, allowing greater flexibility.

An individual will not require a Personal Licence for the other licensable activities: the provision of [regulated entertainment](#) or [late night refreshment](#), or for the supply of alcohol under a [club premises certificate](#) or [temporary event notice](#) (although personal licence holders will be able to give 50 temporary event notices each year instead of the limit of 5 for non-personal licence holders).

### **How to Apply**

Applications for Personal Licences must be accompanied by the following:

- Application form for a Personal Licence (Schedule 1)
- Disclosure of Convictions and Declaration (Schedule 3)
- Two passport style photographs of the applicant, one of which is endorsed on the back as a true likeness by a person of standing in the community
- An accredited Personal Licence qualification
- A criminal convictions disclosure certificate (obtainable from, for example, [www.disclosurescotland.com](http://www.disclosurescotland.com))
- The fee, currently £37

Any relevant convictions will be considered by the Police and they are able to object to the grant of a Personal Licence on these grounds.

The address to send applications is:

**The Licensing Officer  
Melton Borough Council  
Council Offices  
Nottingham Road  
Melton Mowbray  
LE13 0UL**

**Telephone:** 01664 502502  
**Email:** [licensing@melton.gov.uk](mailto:licensing@melton.gov.uk)