

Licensing Act 2003

How to apply for a Personal Licence

1. Go on a training course. Contact details for qualifications and training providers can be found at:

<https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers/accredited-personal-licence-qualification-providers>

2. Apply for a basic disclosure of criminal convictions:

From 3rd January, applicants living in England and Wales should apply for their criminal record check via the Disclosure and Barring Services Website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Applicants living in Scotland should apply online at www.disclosurescotland.co.uk or call 0870 609 6006 to request an application form

(Please note that the Licensing Act 2003 states that the Disclosure must be issued no earlier than one calendar month before giving the application to the Licensing Authority.)

3. Include 2 passport-size photos, and have one of them certified by a professional such as your doctor or lawyer.
4. Include a copy of your proof of entitlement to work in the UK (if submitting at St Aldates Chambers Reception, please bring your original documents)
5. Complete the application form AND declaration form.
6. Send everything to the address below (original certificates are required, they will be returned to you but we would recommend keeping a copy for yourself)
6. Don't forget to include payment of £37. If you wish to pay by card, please include contact information for us to take payment. Any cheques should be made payable to Oxford City Council.

IF YOU NEED HELP OR ADVICE, PLEASE CALL THE LICENSING AUTHORITY:

Oxford City Council
St Aldates Chambers, 109 St Aldates
Oxford OX1 1DS
Tel 01865 252565