

Guidelines for personal licence holders

If you have been granted a personal licence you should be aware of the following administrative responsibilities associated with the holding of a licence.

➤ Form of a personal licence

By law, a personal licence must be provided in two separate parts. The first part is provided in the form of a durable card containing personal identification details.

The second part is provided in the form of a paper certificate. This is used to record details of relevant and/or foreign offences (like a DVLA drivers licence counterpart).

Both parts of the licence should be kept in a safe and secure place.

➤ Validity of a personal licence

A personal licence remains valid for ten years unless otherwise suspended, revoked or declared forfeit.

If you no longer wish to hold the personal licence you must surrender it back to the original issuing authority with formal notification to this effect.

➤ Renewal of a personal licence

If you have been granted a personal licence by us, we will endeavour to notify you of the need to renew the licence in 10 years time. However, renewal of the licence remains your own personal responsibility.

Please note that application for renewal can only be made with the original issuing authority and must be made within a two month period beginning three months before the licence is due to expire.

➤ Theft loss etc of personal licence

If any part of your personal licence documentation becomes lost, stolen, damaged and/or is destroyed, you are entitled to apply for a copy of the licence with the original 'issuing authority'. A fee is payable for document replacement. Please note that you must report lost or stolen documentation to the police as soon as reasonably practicable.

➤ Duty to notify change of name or address

Should you change your name and/or address, you must notify the original issuing authority of the change(s) as soon as is reasonably practicable. Failure to do so is an offence.

➤ **Duty to notify court of personal licence**

Where you are charged with a relevant offence, you must produce the licence to the court at or before your first appearance (or if that is not possible, you must explain why).

Similarly, if you have been granted a personal licence after being charged, you must produce the licence to the court (or explain why you cannot). You must also notify the court if, after having first produced the licence, the licence is renewed, surrendered or revoked. Failure to comply with any of these requirements is an offence.

➤ **Duty to notify licensing authority of convictions**

If you are convicted of a relevant or a foreign offence, and the courts are not aware of the existence of the licence, you must notify the original issuing authority as soon as possible about the conviction(s) and the outcome of any appeal against the conviction(s). Failure to comply with this requirement is an offence.

➤ **Updating the licence document**

Where certain changes have been made to the terms or effect of a personal licence (for example, where it has been renewed, or a change of details has been notified), you may be required to present the licence to the original issuing authority for amendment. Failure to comply with this obligation, without reasonable excuse, is an offence.

➤ **Duty to produce licence**

A police constable or officer of a licensing authority may require you to produce your personal licence when you are on any premises to sell, or authorise the sale of alcohol by virtue of a premises licence or temporary event notice. Accordingly, you are advised to carry your licence (both parts) at all times when on duty.