

## Guidance to applicants for the Grant of a Personal Licence

Any person who intends to authorise the sale of alcohol from premises authorised under a Premises Licence must apply to the Licencing Authority for the Grant of a Personal Licence.

The application process is as follows:

1. Complete and sign the application form (Application for a Personal Licence) and the disclosure (Disclosure of convictions and civil immigration penalties and declaration). You must be 18 years of age to make this application, resident within the Lewis District Council area and be entitled to work in the UK and not subject to a condition preventing you from doing work relating to the carrying on of a licensable activity.
2. Provide two photographs of the applicant, one of which must be endorsed by a solicitor, notary, person of standing in the community or any professionally qualified person - with a statement verifying that the photograph is a true likeness of the applicant.
3. Enclosed the fee of £37 (cheques made payable to 'Lewis District Council')
4. Enclose your Level 2 Award for Personal Licence Holders Licencing Qualification.
5. Enclose a DBS basic check. When the licencing team receive a completed and valid application, the valid DBS certificate shall be dated no earlier than one calendar month before the giving of the application to the Licencing Authority. This application can be undertaken online at the [Disclosure and Barring Service](#) or by contacting the DBS at

E-mail: [customerservices@bdbbs.gsi.gov.uk](mailto:customerservices@bdbbs.gsi.gov.uk)

Phone: 03000 200 190

Address: PO Box 165, Liverpool L69 3JD

6. Enclose proof of your right to work in the United Kingdom (see note 2 in the Guidance notes at the end of the application form)

7. Completed applications should be forwarded to:

Licencing  
Lewes District Council  
6 High Street,  
Friars Walk,  
Lewes,  
BN7 2AD