ARRANGEMENTS FOR PERSONAL LICENCES DUE FOR RENEWAL IN 2015

Background

The Government is aiming to remove the requirement for Personal Licence Holders to renew their Licence every ten years through the Deregulation Bill, which is currently before Parliament. The first Personal Licences were granted in February 2005. However, the Bill is unlikely to receive Royal Assent before the tenth anniversary of the date on which the first Personal Licences were granted.

To ensure that Personal Licence Holders are not disadvantaged by this position, the Government has introduced new arrangements through secondary legislation for those whose licences are due for renewal before the proposal in the Bill comes into force.

For anyone affected during this interim period, you will need to complete an application to renew your Personal Licence but you will need to provide only essential information to the Authority.

The application form can downloaded from the Authority’s website. Applicants must complete the form and submit it no later than one month before your Licence expires. You will also have to enclose your Licence or a copy. Section 119 of the Licensing Act 2003 provides that where an application for renewal is pending and the application has not been determined before the Licence expires, the Licence continues to have effect.

Upon receipt of an application (no earlier than 5th January 2015) the Authority will send you an acknowledgement either electronically or in writing to advise that your application has been received.

How do I know if I am affected?

Your Personal Licence will have an expiry date. If the expiry date is in early 2015, you will need to apply for a renewal. You may apply three months before the expiry date, but no later than one month before the expiry date.

When can we receive applications to renew a personal licence?

The changes will come into force from 5th January 2015, which means the Authority will be able to start processing applications after this date.

When will the repeal of the requirement to renew take effect?

The Deregulation Bill is being considered by Parliament and the timescales depend on, and are subject to, the Parliamentary process. We cannot, therefore, give an exact date as to when the repeal of the requirement to renew a Personal Licence will take effect, assuming that the relevant provisions in the Deregulation Bill continue to form part of the Bill.

What information will I need to provide?

Personal Licence Holders will each need to submit a completed form to the Authority. Applicants will not have to enclose a processing fee, a criminal convictions certificate, criminal record certificate or the results of a subject access search of the Police National Computer.

You will need to send your existing Licence, including card or a copy of the Licence, to the Authority.