

Notes for Applications for Personal Licences

Application for a personal licence

1. A personal licence application or a personal licence renewal application must be in the statutory form and accompanied by—
 - (i) evidence that the applicant possesses a licensing qualification; and
 - (ii) two photographs of the applicant which comply with paragraph (2) and one of which has a statement on it in accordance with paragraph (3).

2. The two photographs of the applicant must—
 - (a) measure 45 millimetres by 35 millimetres;
 - (b) be on photographic paper;
 - (c) be taken against a light background; and
 - (d) show the full face of the applicant, without the applicant wearing sunglasses or any head covering (unless the applicant wears such a covering on account of a religious belief).

3. One photograph of the applicant must have on the back of it a statement by a person appearing to the Licensing Board to be a person of standing in the community, with the words “I certify that this is a true likeness of (name of applicant)”, followed by the full name of the person endorsing the photograph.