



Application for a personal licence

Fee: £37

reference number

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details	
Title (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	Date of birth: / /
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
Title (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
I am 18 years old or over. Please tick ✓	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

(1) [Insert name and address of relevant licensing authority and its reference number (optional)]

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualifications		
Read Note 1	Please tick ✓ yes	
Please indicate below which one of these statements applies to you:		
1. I hold an accredited licensing qualification	<input type="checkbox"/>	
2. I hold a certified qualification	<input type="checkbox"/>	
3. I hold an equivalent qualification	<input type="checkbox"/>	
4. I am a person of prescribed description	<input type="checkbox"/>	
<p>If you have ticked either of statements 1, 2 or 3 please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application.</p> <p>If you have ticked statement 4, please provide evidence that you are a person of prescribed description.</p>		
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time	Please tick ✓	
Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Licensing Authority Licence Number Date of issue Date of expiry Any further details	
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4. CHECKLIST

I have	Please tick <input type="checkbox"/> yes
<ul style="list-style-type: none"> • enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification 	<input type="checkbox"/>
<ul style="list-style-type: none"> • enclosed any licensing qualification I hold or proof that I am a person of prescribed description 	<input type="checkbox"/>
<ul style="list-style-type: none"> • enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of the police national computer by the National Intelligence Service 	<input type="checkbox"/>
<ul style="list-style-type: none"> • enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • made or enclosed payment of the fee for the application 	<input type="checkbox"/>

5. Declaration

The information contained in this form is correct to the best of my knowledge and belief.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale [£5000].

Signature _____ **Date** _____

NOTES

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local licensing authority.

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

2. The information you have provided will be held by the Council on computerised and manual files. The data may also be disclosed to other departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or to detect and prevent fraud or a crime.