



## Application for a personal licence

Reference number:
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(1)

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.

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

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

<b>Address for correspondence associated with this application (if different to the address above)</b>	
Post town	Postcode
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

<b>2. Your licensing qualifications</b>					
Read Note 1	Please tick <input type="checkbox"/> 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>					
<b>3. Previous or outstanding applications for a personal licence</b>					
Note: You may only hold one personal licence at a time	Please tick <input type="checkbox"/> <input type="checkbox"/>				
Do you currently hold a personal licence?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				
Has any personal licence held by you been forfeited in the last 5 years?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				

Licensing Authority	
Licence Number	
Date of issue	
Date of expiry	
Any further details	

4. CHECKLIST:	
I have	Please tick <input type="checkbox"/> yes
• 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"/>
• enclosed any licensing qualification I hold or proof that I am a person of prescribed description	<input type="checkbox"/>
• 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 Identification Service	<input type="checkbox"/>
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)	<input type="checkbox"/>
• made or enclosed payment of the fee for the application	<input type="checkbox"/>

5. Declaration
<p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p> <p>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.</p>
<p><b>SIGNATURE</b> _____ <b>DATE</b> _____</p>

**NOTES**

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](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.



## Disclosure of convictions and declaration

Reference number:
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(1)

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1. Your personal details					
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)					
Surname					
Forenames					
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>					
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)					
Surname					
Forenames					
2. Forfeiture of a personal licence in the last 5 years					
<b>Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005</b>					
Please tick <input type="checkbox"/>					
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>				
Name of court					
Address of court					
Date of forfeiture					
Offence which resulted in the forfeiture					
Any additional details					

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



## 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.

**SIGNATURE** .....

**DATE** .....

### NOTES

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

#### 1. Relevant or foreign offences

**Relevant offences** are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.