Licensing Act 2003

Personal Licence – Disclosure of Convictions and Declaration

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 specify)	
Surname: Forenames:	
Previous Names (if relevant) please enter details of any previous names or maiden names. Continue on separate sheet if necessary	
Title (delete as appropriate): Mr/Mrs/Miss/Ms/Other (please specify)	
Surname: Forenames:	
Full postal address where ordinarily resident (we will use this address to correspond with you unless you complete the separate correspondence box	

2. Forfeiture of a personal licence in the last 5 years

Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal Licences) Regulations 2005		
	Please tick	
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below.	**Yes**	**No**

Name of Court. Address of Court Date of forfeiture Offence which resulted in the forfeiture Additional details	

3. Relevant or foreign offences

Read Note 1	**Please tick**	
	Yes	**No**
Have you been convicted of any relevant offence or foreign offence?		
If you have been convicted of any relevant offences, you must provide details below for each conviction, the date of conviction, the name and location of the convicting court, the offence of which you were convicted and the sentence imposed		
If you have been convicted of any foreign offences, you must provide details below for each conviction, the date of conviction, the name and location of the convicting court, the offence of which you were convicted and the sentence imposed		

4. Declaration

I declare that I have not been convicted of any relevant or any foreign offence	
Signature	Date

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 or 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 for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local 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 Licence) 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 [£2500].