



Licensing Act 2003

Application for a personal licence

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:				
I am 18 years or over		Please tick	Yes	No
Full postal address where ordinarily resident (we will use this address to correspond with you unless you complete the separate correspondence box)				
Post Town			Post Code	
Telephone Numbers:				
Daytime				
Evening				
Mobile				
Fax Number				

E-Mail Address		
Address for correspondence associated with this application (if different to residential address)		
Post Town	Post Code	
Telephone Numbers:		
Daytime		
Evening		
Mobile		
Fax Number		
E-Mail Address		

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"/>
If you have ticked either of the 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. If you have ticked statement 4, please provide evidence that you are a person of prescribed description	

3. Previous or outstanding applications for a personal licence (NOTE you may only hold one personal licence at a time)

	Please tick	Yes	No
Do you currently hold a personal licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence with this or any other licensing authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of current licence	
Licensing authority	
Licence number	
Date of issue	
Date of expiry	
Any further details	

4. Checklist

I have		please tick yes
<ul style="list-style-type: none"> enclosed 2 photographs of myself, one of which is endorsed as a true likeness of me by the chief executive of the licensing justices for the licensing district, a solicitor or notary, a person of standing in the community or an individual with a professional qualification 		
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description 		
<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 computer by the National Intelligence Service 		
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) 		
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 		

5. Declaration

The information contained in this form is correct to the best of my knowledge and belief	
<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 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].</p>	
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. Licensing qualifications – are dealt with in section 120(8) and (9) of the Licensing Act 2003.