

## Application for a Personal Licence

**Before completing this form please read the guidance notes.**

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>			
<b>TITLE Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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>			
<b>TITLE Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
I am 18 years old or over. Please tick			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>			
<b>Post town</b>		<b>Post code</b>	
<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>			

<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post town</b>	<b>Post code</b>
<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	<b>Please tick yes</b>
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 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.	

<b>3. Previous or outstanding applications for a personal licence</b>		
Note: You may only hold one personal licence at a time.	<b>Please tick</b>	
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		
Any further details		

**4. CHECKLIST:**

I have	Please tick yes
<ul style="list-style-type: none"><li>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.</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>Enclosed the signed Photo validation page</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>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</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>included a proof of my right to work in the United Kingdom (see note 2)</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>I have provided a daytime telephone number in order to make payment over the phone by debit or credit card.</li></ul>	<input type="checkbox"/>

**5. Declaration**

**I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.**

**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 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	

### **Validating your photographs for a Personal Licence**

The person who completes the validation statement below (this person can be a solicitor, notary, a person of standing in the community or any individual with a professional qualification) should also endorse one (not both) of the photographs by writing on the back as follows:

'I certify that this is a true likeness of (Mr, Mrs, Miss, Ms or other title followed by your full name).'

They must then sign and date the reverse of the photograph.

Licensing Services are willing to certify photographs for you on condition that you bring the photographs in to us in person. You must also bring with you a valid passport or photo driving licence along with the relevant paperwork.

#### **Validation Statement for Personal Licences**

I certify that this is a true likeness of:

.....  
.....

(Mr, Mrs, Miss, Ms or other title followed by the full name of the applicant - please print)

Signed:.....

(Please print name).....

Capacity (i.e. solicitor, licensing officer etc):.....

.....

Date:.....

### **Disclosure of convictions and civil immigration penalties and declaration**

#### **Before completing this form please read the guidance notes**

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<b>1. Your personal details</b>	
<b>TITLE      Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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>	
<b>TITLE      Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

<b>2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years</b>		
	<b>Please tick ✓</b>	
Has any personal licence held by you been forfeited or revoked in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details below:		
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		
Any additional details		

### 3. Relevant or foreign offences and civil immigration penalties

Read Note 1

Please tick ✓

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?

Yes  
☐

No  
☐

If you have been convicted of any relevant offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

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If you have been convicted of any foreign offence you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:

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If you have received an immigration penalty you must provide details, including the reference, date and company name.

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### 4. Declaration

**I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty**

**SIGNATURE**

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**DATE**

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### 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 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

**SIGNATURE**

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**DATE**

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