



### 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.

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

<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>EMAIL 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 byes	
Please indicate below which one of these statements applies to you:		
1. I hold an accredited licensing qualification		
2. I hold a certified qualification		
3. I hold an equivalent qualification		
4. I am a person of prescribed description		
<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
Do you currently hold a personal licence?	Yes	No
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes	No
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No

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"> <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> <li>• enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> <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 Intelligence Service</li> <li>• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> <li>• made or enclosed payment of the fee for the application</li> </ul>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<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 [£5000].</p>	
<b>SIGNATURE</b>	<b>DATE</b>

## 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.

At present, the only accredited qualifications that are acceptable are the BIIAB Level 2 National Certificate for Personal Licence Holders, Accreditation Number 100/4866/2; GOAL Level 2 National Certificate for Personal Licence Holders, Accreditation Number 100/4865/0; and the GQAL Level 2 National Certificate for Personal Licence Holders, Accreditation Number 100/5040/1.

Courses to obtain these qualifications are available locally; one is run at Loughborough College, who can be contacted on 01509 215831, and a second offered by InnDispensable Business Services Ltd on Tel: 023 9234 5679, or <http://www.inn-dispensable.com>

## **2. Criminal Records Disclosure**

At present, these can be obtained from Disclosure Scotland by phoning 0870 6096006. Please note, that disclosure certificates must NOT be more than 28 days old at the time of making application.