

Checklist for Personal Licence Applications

	Application for a personal licence form
	Disclosure of convictions and declaration form
	Disclosure Barring Service – <u>Basic check</u> required When SDC Licensing receive a complete and valid application the basic DBS certificate must have been issued within one calendar month Must be original or certified copy. See attached information
	Qualification Certificate – Must be original or certified copy. See attached information
	2 Photographs of applicant (endorsed with a statement verifying the likeness of the photograph to the applicant) (45mm x 35mm) taken against a light background, full face (without sunglasses), on photographic paper
	Fee of £37 made payable to Sevenoaks District Council

Disclosure Barring Service Check

Basic Disclosure:

Information available from:

Web site: www.disclosurescotland.co.uk

Email: info@disclosurescotland.co.uk

Phone: 0870 609 6006

Fax: 0870 609 6996

Address: Customer Liaison, PO Box 250 Glasgow, G5111YU

Accredited Personal Licence Qualification Providers

Personal Licensee's Course (APLH)

Website: www.l-c-services.co.uk

Provider of courses in Kent, the closest being at Edenbridge Leisure Centre

BIIAB Level 2 National Certificate for Personal Licence Holders (NCPLH)

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey GU15 3PT

Telephone: 01276 684 449 Fax:01276 23045

Email: qualifications@bii.org

Website: www.bii.org

EDI Level 2 Certificate for Personal Licence Holders

Address: Qualifications and processing centre, International House,
Siskin Parkway East, Middlemarch Business Park, Coventry CV3 4PE

Telephone: 02476 516500

Email: enquires@ediplc.com

Website: www.ediplc.com

HABC Level 2 Award for Personal Licence Holders

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court,
Lakeside, Doncaster, DN4 5NL

Telephone: 0845 2260350

Email: info@highfieldabc.com

Website: www.highfieldabc.com

NCFE Level 2 National Certificate for Personal Licence Holders

Address: UK Open College Ltd, 4 Copthall House, The Meridian, Station Square, Coventry,
West Midlands. CV1 2FL

Telephone: 0191 239 8000

Email: info@ncfe.org.uk

Website: www.ncfe.org.uk