

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 Please tick ✓			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.			
TITLE Please tick ✓			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
I am 18 years old or over. Please tick ✓			
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).			
Post town		Post code	
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
Fax Number			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

Address for correspondence associated with this application (if different to the address above)

Post town

Post code

TELEPHONE NUMBERS

Daytime

Evening

Mobile

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

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

2. I hold a certified qualification

3. I hold an equivalent qualification

4. I am a person of prescribed description

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.

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time.		Please tick ✓
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		
Date of expiry		
Any further details		

4. CHECKLIST:	
I have	Please tick ✓ yes
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description 	<input type="checkbox"/>
<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 national computer by the National Identification Service 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) 	<input type="checkbox"/>
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 	<input type="checkbox"/>

5. Declaration	
<p>The information contained in this form is correct to the best of my knowledge and belief.</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.</p>	
SIGNATURE	DATE

NOTES

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

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 Please tick ✓		
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.		
TITLE Please tick ✓		
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		

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 <input type="checkbox"/>	No <input type="checkbox"/>
Name of court		
Address of court		
Date of forfeiture		
Offence which resulted in the forfeiture		
Any additional details		

3. Relevant or foreign offences

Read Note 1 Please tick ✓

Have you been convicted of any relevant offence or foreign offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have been convicted of any relevant offences 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 offences 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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4. Declaration

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

SIGNATURE		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 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.

SIGNATURE		DATE	
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NOTES

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 licences) 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.

Guidance to Applicants for the Grant of a Personal Licence to be issued by the Licensing Partnership

Any person who intends to authorise the sale of alcohol from premises authorised under a Premises Licence must apply to the Licensing Authority for the Grant of a Personal Licence. The standard application form is enclosed.

The application process is as follows:

1. Complete and sign the application form (Application for a Personal Licence). The application may be typed or written legibly in black ink. You must be 18 years of age to make this application and ordinarily resident within Maidstone Borough Council, Sevenoaks District Council or Tunbridge Wells Borough Council areas.
2. Provide two photographs of the applicant. They must be
 - on photographic paper, both measuring 45 X 35 millimetres.
 - The photographs must be taken against a light background so that the applicant's features are distinguishable and contrast against the background.
 - The photographs must be full face, uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering.
 - One photograph must be endorsed as a true likeness by the Chief Executive to the Licensing Justices for the licensing district, a solicitor or notary, a person of standing within the community such as a bank or building society official, a police officer, a civil servant or a minister of religion, or any individual with a professional qualification. A full list of acceptable persons may be obtained from the Licensing Authority or you may telephone the Authority to check the intended signatory is acceptable.
3. Enclose a completed disclosure of criminal convictions and declaration form.
4. Enclose the fee of £37.00 by cheque payable to Sevenoaks District Council.
5. Enclose your Licensing Qualification (an accredited licensing qualification – Details of accredited qualifications can be found at the end of these guidance notes).
6. Enclose a Criminal Record Bureau – Basic check required. When the Licensing team receive a complete and valid application the basic CRB certificate **shall be dated no earlier than one calendar month before the giving of the application to the Licensing Authority, your application will not be accepted if the document is dated more than one month prior to your date of application.** This must be the original or a certified copy. Contact details can be found at the end of these guidance notes.

7. If it appears to the Licensing Authority that the applicant has been convicted of any relevant offence or foreign offence the authority must give the chief officer of police for its area a notice to that effect.

If the chief officer of police is satisfied that granting the licence would undermine the crime prevention objective, he must, within the period of 14 days beginning with the day he received the notice issue an "objection notice". If the Chief Officer of police does not withdraw the objection notice then the Licensing Authority must hold a hearing to consider the objection notice. The Licensing Authority may reject the application if it considers it necessary for the promotion of the crime prevention objective to do so, or grant the application in any other case.

8. The licence will generally last for 10 years. It will be in two parts, similar to the new type of DVLA Driving Licence. One part of the Personal Licence will measure not more than 100mm X 70mm, be of a durable material and include a photograph of the holder, name and address of the holder, a unique number, details of the Licensing Authority issuing the licence along with an identifier of that authority, and an expiry date.

The second part will be in paper form and will contain similar information as mentioned above, but will not contain a photograph of the holder. This part must also contain details of any relevant or foreign offence (if any), the date of conviction and sentence imposed.

9. Completed application should be forwarded to:

**Licensing Partnership
P.O. Box 182
Sevenoaks
Kent. TN13 1GP**

Please note that if you sell alcohol without having been granted a Personal Licence you will commit a criminal offence.

The Licensing Authority regrets that it will be unable to assist with the detailed completion of application forms. If you require help, then we strongly advise you to seek your own independent legal advice. However, Licensing Officers will attempt to assist with any general enquiry on procedure.

Accredited personal licence qualification providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011: Please contact these bodies directly for information on courses, costs and availability in your area.

BIIAB (QCF Recognition number RN5118)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 501/1494/3

Website: www.bii.org

Telephone: 01276 684 449

Email: qualifications@bii.org

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

EDI (QCF Recognition number RN5134)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 500/9146/3
Website: www.ediplc.com

Telephone: 0247 651 6500

Email: enquires@ediplc.com

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

HABC (QCF Recognition number RN5219)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 500/9974/7
Website: www.highfieldabc.com

Telephone: 0845 226 0350

Email: info@highfieldabc.com

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

NCFE (QCF Recognition number RN5156)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1323/0
Website: www.ncfe.org.uk

Telephone: 0191 239 8000

Email: info@ncfe.org.uk

Address: Citygate, St James' Boulevard, Newcastle upon Tyne NE1 4JE

SQA (QCF Recognition number RN5167)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1269/9
Website: www.sqa.org.uk

Telephone 0845 279 1000

E-mail: customer@sqa.org.uk

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Accredited courses

The following courses were formerly accredited:

BIIAB Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4866/2. From 1 Feb 2005 to 31 March 2011.

EDI Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4865/0. From 1 Feb 2005 to 30 April 2011.

GQAL Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/5040/1. From 1 May 2005 to 30 April 2010.

HABC Level 2 Award for Personal Licence Holders. QCA Accreditation Number: 500/7383/7. From 1 Sept 2009 to 30 April 2011.

NCFE Level 2 National Certificate for Personal Licence Holders QCA Accreditation Number: 500/4228/2. From 1 Sept 2008 to 30 April 2011.

SQA Level 2 Award for Personal Licence Holders QCA Accreditation Number: 500/8025/8. From 1 Dec 2009 to 30 April 2011.

Checklist for Personal Licence Applications

	Application for a personal licence form
	Disclosure of convictions and declaration form
	Criminal Record Bureau – Basic check required When SDC Licensing receive a complete and valid application the basic CRB certificate must have been issued within one calendar month Must be original or certified copy. See above information
	Qualification Certificate – Must be original or certified copy. See above 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

Criminal Records Bureau Check

Basic Criminal Record Bureau Check:

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, G51 1YU