



APPLICATION FOR A PERSONAL LICENCE

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.

Please photocopy the full application form and criminal records check/disclosure and send to: Police Licensing Officer, Cranleigh Police Station, Horsham Road, Cranleigh, GU6 8DR - This will help to progress the application quickly.

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 state) | | | |
| Surname | | | |
| Forenames | | | |
| Date of Birth | | | |
| Place of Birth | | | |
| PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. | | | |
| TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state) | | | |
| Surname | | | |
| Forenames | | | |
| I am 18 years old or over. Please tick ✓ | | | Yes |
| I am 18 years old or over. Please tick ✓ | | | No |
| 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 | | | |
| EMAIL ADDRESS (if you would prefer us to correspond with you by email) | | | |
| | | | |

| | |
|--|------------------|
| Address for correspondence associated with this application (if different from the address above) | |
| Post town | Post code |
| TELEPHONE NUMBERS | |
| Daytime | |
| Evening | |
| Mobile | |
| EMAIL ADDRESS (if you would prefer us to correspond with you by email) | |

| | | |
|--|-----|-------------------|
| 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 | | |
| <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 <u>enclose your qualification</u> with your application.</p> <p>If you have ticked statement 4, please provide evidence that you are a person of prescribed description.</p> | | |
| | | |
| 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 | 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 | |
| License 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. | |
| <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 national 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. | |
| <ul style="list-style-type: none"> Sent a copy of this application and criminal record check to the Police Licensing Officer (address below) | |

| 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 [£5000].</p> <p><i>This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</i></p> <p><i>Further information is available on the data protection pages of the Council's website at www.waverley.gov.uk. However, if you do have any questions, you should contact Mark Hill, Monitoring Officer on 01483 523240 for further information.</i></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 licensing authority.

1. Licensing qualifications

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

This application and supporting documents, once fully completed, should be submitted to :

The Licensing Section, Chief Executive's Department, Waverley Borough Council, The Burys, Godalming GU7 1HR (tel 01483 523223)

All paperwork must also be copied to Surrey Police (within 48 hours maximum) at the following address:

Police Licensing Officer, Cranleigh Police Station, Horsham Road, Cranleigh, GU6 8DR

Bureau/licences/forms/personal



Schedule 3

regulation 7(1)(c)

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 (delete as appropriate): Mr Mrs Miss Ms Other (please state) | |
| Surname | |
| Forenames | |
| Current address | |
| Date of birth | |
| Place of birth | |
| Previous address(es) over the last five years (please continue on a separate sheet if necessary): | |
| PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue of a separate sheet if necessary. | |
| TITLE (delete as appropriate): Mr Mrs Miss Ms 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 licence) 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 | No |
|--|-----|----|

| | |
|--|--|
| 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 | No |
|---|-----|----|

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:

| | | |
|--|--|--|
| | | |
|--|--|--|

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:

| | | |
|--|--|--|
| | | |
|--|--|--|

| | | | |
|--|--|-------------|--|
| 4. Declaration | | | |
| I declare that I have not been convicted of any relevant offence or any foreign offence. | | | |
| SIGNATURE | | DATE | |
| 5. Declaration | | | |
| The information contained in this form is correct to the best of my knowledge and belief. | | | |
| It is an offence to 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 [£5,000]. | | | |
| SIGNATURE | | DATE | |

NOTES

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local licensing authority.

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 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 [£2,500].

LICENCE FEE - LICENSING ACT 2003
PERSONAL LICENCE

The fee payable for a personal licence is £37 (statutory fee)

OFFICIAL USE ONLY

FINANCE DEPT COPY RECEIPT
LICENSING ACT 2003 - PERSONAL LICENCE - £37