

APPLICATION FOR THE GRANT OF A PERSONAL LICENCE

These notes are intended as a general guide only. If you have any questions about your application, the Licensing staff will be pleased to assist you. Alternatively you may wish to seek independent legal advice. The telephone number for the Contact Centre is (01509) 634562 and the email address is Licensing@charnwood.gov.uk. Further information on the application process can be found at www.charnwood.gov.uk or <https://www.gov.uk/guidance/alcohol-licensing>.

Before completing your application form, please read through the form and all of the guidance notes. The form must be completed in black ink and in block capitals ensuring that you complete all relevant sections signing and dating each section. The application can be made, in person or via the post to the Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX.

YOU MUST APPLY TO THE LICENSING AUTHORITY IN WHOSE AREA YOU NORMALLY RESIDE.

IN ADDITION TO THE COMPLETION OF THE APPLICATION DOCUMENT:

1. You must enclose with the application 2 photographs of yourself (the applicant) taken against a light background so that the features are clear. The photographs must be 44mm by 35mm (passport-sized photographs) and the image must be of the full face, uncovered, and without any sunglasses or head coverings.

One photograph must be endorsed as a true likeness of the applicant by a professional person, someone such as a Solicitor or notary, a person of standing in the community or a professionally qualified person (i.e. doctor, lawyer, teacher, engineer, bank manager, civil servant, police officer or a person of similar standing) who has known you personally for at least two years. A relative cannot endorse the photograph.

Endorsing the Photograph

The photograph is to be endorsed on the reverse with the following text:-

“I, .............................................(insert your name) verify that this photograph is a true likeness of ..................................................(insert full name of applicant) Signed:………………………………………….Date……………………………….

Profession……………………………………………………………………………..”

A list of occupations that can suitably endorse a photograph can be found at www.charnwood.gov.uk.

2. A disclosure of convictions form (Schedule 3 Regulation 7 (1) (c)), completed in full. This is enclosed with your application pack starting at page 14.

3. Any of the following 3 documents must accompany your application and must be no more than 28 days old from the date of issue: a criminal conviction certificate; a criminal record certificate or the results of a subject access search of the Police National Computer by the National Identification Service.

4. Please include the correct fee of £37.00 and make cheques payable to Charnwood Borough Council. NOTE - CASH PAYMENTS ARE NOT ACCEPTED.

Licensing Qualifications

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

#### BIIAB (QCF Recognition number RN5118)

BIIAB Level 2 Award for Personal Licence Holders  
Qualification number: 603/2468/5  
Qualification approval/designation number: C00/1212/8  
BIIAB Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 501/1494/3

* website: [British Institute of Innkeeping Awarding Body](http://www.biiab.org/)
* telephone: 01276 684 449
* email: [qualifications@bii.org](mailto:qualifications@bii.org)
* address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

#### CIEH (QFC Recognition number RN5238)

CIEH Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/2104/X

* website: [Chartered Institute of Environmental Health](http://www.cieh.org/)
* telephone: 020 7827 5800
* email: [customerservices@cieh.org](mailto:customerservices@cieh.org)
* address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

#### HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)  
Qualification number: 603/2597/5  
Qualification approval/designation number: C00/1221/1  
HABC Level 2 Award for Personal Licence Holders (QCF)  
Qualification accreditation number 500/9974/7

* website: [Highfield Awarding Body for Compliance](http://www.highfieldabc.com/)
* telephone: 0845 226 0350
* email: [info@highfieldabc.com](mailto:info@highfieldabc.com)
* address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

#### HABC (QCF Recognition number RN5219)

Highfield Level 2 Award for Personal Licence Holders (RQF)  
Qualification number: 603/2597/5  
Qualification approval/designation number: C00/1221/1  
HABC Level 2 Award for Personal Licence Holders (QCF)  
Qualification accreditation number 500/9974/7

* website: [Highfield Awarding Body for Compliance](http://www.highfieldabc.com/)
* telephone: 0845 226 0350
* email: [info@highfieldabc.com](mailto:info@highfieldabc.com)
* address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

#### LASER (QCF Recognition number RN5326)

LASER Level 2 Award for Personal Licence Holders  
Qualification number: 603/2603/7  
Laser Level 2 Award for Personal Licence Holders  
Qualification accreditation number 600/6446/8

* website: [Laser Learning Awards](http://www.laser-awards.org.uk/)
* telephone: 01932 569894
* email: [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)
* address: 6 Park Court, Pyrford Road, West Byfleet, Surrey KT14 6SD

#### Pearson Education Ltd (QCF Recognition number RN5133)

Pearson BTEC Level 2 Award for Personal Licence Holders  
Qualification number: 603/2538/0  
Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/3483/5

* website: [Pearson Education](http://qualifications.pearson.com/)
* telephone: 0844 576 0045
* email: [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)
* address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

#### QNUK (RQF Recognition number RN5133)

QNUK Level 2 Award for Personal Licence Holders  
Qualification number: 603/2619/0  
QNUK Level 2 Award for Personal Licence Holders  
Qualification number: 603/1021/2

* website: [QNUK](http://www.qualifications-network.co.uk/)
* telephone: 020 3795 0559
* email: [centres@qnuk.org](mailto:centres@qnuk.org%20)
* address: Qualifications Network, First Floor Offices, 86A Lancaster Rd, Enfield, Middlesex, EN2 0BX

#### SQA (QCF Recognition number RN5167)

SQA Level 2 Award for Personal Licence Holders  
Qualification number: 603/2596/3  
SQA Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 600/1269/9

* telephone: 0845 279 1000
* email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)
* address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

#### Training Qualifications UK (Recognition number: RN5355)

TQUK Level 2 Award for Personal Licence Holders (RQF)  
Qualification number: 603/2835/6  
TQUK Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/6508/X

* website: [Training Qualifications UK](http://www.tquk.org/)
* telephone: 03333 583344
* email: [account.managers@tquk.org](mailto:account.managers@tquk.org)
* address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

Disclosure Barring Service

You can apply online for a Basic Disclosure Certificate (DBS) from Disclosure and Barring Service - please visit <http://www.gov.uk/basic-dbs-check>.

If you need telephone or face to face support to apply on line, call the DBS helpline on 03000 200190 or email [customerservices@dbs.gov.uk](mailto:customerservices@dbs.gov.uk)

Please note, that disclosure certificates must not be more than 28 days old from the date of issue at the time of making application. Only an original certificate or a certified copy can be accepted.

Immigration Act 2016

Individuals applying for a personal licence must be entitled to work in the UK. The Immigration Act 2016 amended the Licensing Act 2003 with effect from 6 April 2017 so that an application made on or after that date by someone who is not entitled to work in the UK must be rejected. Licences must not be issued to people who are illegally present in the UK, who are not permitted to work, or who are permitted to work but are subject to a condition that prohibits them from doing work relating to the carrying on of a licensable activity. In order to discharge this duty, from 6 April 2017, licensing authorities must be satisfied that an applicant has the right to work in the UK.

Identification Documents

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to carrying on of a licensable activity. Please see point 2 of the guidance notes on the attached application form for further details

Licensing Section contact details:-

Personal visit to: Writing to us at:

Charnwood Borough Council The Licensing Section

Licensing Section Charnwood Borough Council

Council Offices Council Offices

Southfield Road Southfield Road

Loughborough Loughborough

Leicestershire Leicestershire

LE11 2TX LE11 2TX

Email: [licensing@charnwood.gov.uk](mailto:licensing@charnwood.gov.uk) Phone: Contact Centre 01509 634562

Internet: [www.charnwood.gov.uk](http://www.charnwood.gov.uk) Fax: 01509 632529



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 tickMr  Mrs  Miss  Ms  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 tickMr  Mrs  Miss  Ms  Other (please state) | | | | | | |
| Surname  Forenames |  | | | | | |
| Date of Birth  Nationality |  | | | | | |
| I am 18 years old or over. Please tick | | | | | Yes | 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** | |  | | | | |
| E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail) | | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit ‘share code’ provided to the applicant by that service (please see note 2 for information) | | | | | | |

|  |  |  |
| --- | --- | --- |
| 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 | 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 |  | | |
| Any further details |  | | |

|  |  |
| --- | --- |
| **4. CHECKLIST:** | |
| **I have** **Please tick yes** | |
| * 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 * enclosed any licensing qualification I hold or proof that I am a person of prescribed description * 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 * enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2) * included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2) * made or enclosed payment of the fee for the application |  |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 to knowingly or recklessly 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** |  | DATE |  |

**NOTES**

Information on the Licensing Act 2003 is available on legislation.gov.uk 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.

**2. Right to work/immigration status**

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

* does not have the right to live and work in the UK; or
* is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

### Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways:

### 1) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.

### 2) by providing their ‘share code’ to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Home Office online right to work checking service**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant’s date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant’s right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



**Disclosure of convictions and civil immigration penalties 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  Mrs  Miss  Ms  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  Mrs  Miss  Ms  Other (please state) | | | | | |
| Surname  Forenames |  | | | | |
|  | | | | | |
| **2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years** | | | | |
| **Please tick**  | | | | |
| Has any personal licence held by you been forfeited or revoked in the last 5 years?  If yes, please provide details below: | | | Yes | No |
| 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: | | |
|  | | |
| 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: | | |
|  | | |

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

## 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.

1. **Civil immigration penalty**

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

|  |
| --- |
| **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, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.** |
| **Charnwood Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. The Council is obligated to provide public registers in relation to the licensing act and a weekly website list detailing applications. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.**  **For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice** [**www.charnwood.gov.uk/pages/privacynotice**](http://www.charnwood.gov.uk/pages/privacynotice) |