



**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>1. Your personal details</b>			
<b>TITLE Please tick</b>			
Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>			
<b>TITLE Please tick</b>			
Mr Mrs Miss Ms Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
<b>I am 18 years old or over. Please tick</b>			
			Yes
			No
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>			
<b>Post town</b>		<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>			
Daytime			
Evening			
Mobile			

<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 2 for information)

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

<b>2. Your licensing qualifications</b>	
Read Note 1	<b>Please tick yes</b>
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	<input type="checkbox"/>
2. I hold a certified qualification	<input type="checkbox"/>
3. I hold an equivalent qualification	<input type="checkbox"/>
4. I am a person of prescribed description	<input type="checkbox"/>
<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.		<b>Please tick</b>	
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			

<b>4. CHECKLIST:</b>	
<b>I have</b>	<b>Please tick yes</b>
<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> </ul>	
<ul style="list-style-type: none"> <li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> </ul>	
<ul style="list-style-type: none"> <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 Identification Service</li> </ul>	
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)</li> </ul>	
<ul style="list-style-type: none"> <li>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)</li> </ul>	
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	

<b>5. Declaration</b>			
<p><b>IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.</b></p> <p><b>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. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</b></p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p>			
<b>SIGNATURE</b>		<b>DATE</b>	

**NOTES**

Information on the Licensing Act 2003 is available on [legislation.gov.uk](http://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 has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on [gov.uk](http://gov.uk) and in guidance.
- 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 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, 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 copies of 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.