



## PERSONAL LICENCE COVER SHEET

**Enclosed.**

- **Personal License Application Form**
- **Disclosure of Convictions and Declaration Form**
- **Address for Disclosure Scotland/Police Headquarters (for Criminal Conviction certificate/record certificate)**
- **Guidance Notes for Personal License**

**Checklist to be submitted**

- Two photographs of applicant, one of which is endorsed as a true likeness of applicant by a Solicitor or Notary, a person of standing in the Community or any individual with a professional qualification
- Licensing Qualification
- Criminal conviction certificate or a criminal certificate or the results of a subject access search of the police national computer by the National Identification Service. **Please note this should be no more than one month old from date of issue when you submit your application.**
- Completed Disclosure of Criminal convictions and declaration form (schedule 3)
- Fee £37.00
- Evidence of the right to work in the UK

**Please note:** Personal Licence application should be made to the Borough in which you normally reside

**Please submit the application to:**

**Licensing Service  
PO Box 1  
Conwy  
LL30 9GN  
(Tel: 01492 576626)  
Email: [licensing@conwy.gov.uk](mailto:licensing@conwy.gov.uk)**

### **Appointments Only**

**Please submit a copy to**

**Conwy and Denbighshire Licensing Manager  
North Wales Police HQ  
Glan y Don  
Colwyn Bay  
Conwy  
LL29 8AW**

Disclosure Scotland  
PO Box No 250  
Glasgow  
G51 1YU  
Tel: 0870 6096006

Police Headquarters  
(Data Protection)  
Glan-y-Don  
Colwyn Bay  
LL29 8AW  
Tel: 01492 517171

## 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				
<b>TITLE Please tick</b>				
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)				
Surname				
Forenames				
Date of Birth				
Nationality				
<b>I am 18 years old or over. Please tick</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<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>FAX NUMBER</b>				
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>				

<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:	
<b>1.</b> I hold an accredited licensing qualification	<input type="checkbox"/>
<b>2.</b> I hold a certified qualification	<input type="checkbox"/>
<b>3.</b> I hold an equivalent qualification	<input type="checkbox"/>
<b>4.</b> 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>	

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			
Any further details			

4. CHECKLIST:	
I have	Please tick yes
<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>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)</li> </ul>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	<input type="checkbox"/>

5. Declaration	
<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.</b></p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p> <p>It is an offence knowingly or recklessly to 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.</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 licensing activity. They do this in one or two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using home office online right to work checking service (see below).

#### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the UK **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20 (2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i). any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

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 license application will not be determined until you have complied with this guidance.

### **Home office online right to work checking service**

As an alternative to providing a copy of the document listed above, 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 services, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <http://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 applications will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applications 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.

Theft, loss etc. of personal licence	<b>£10.50</b>
Duty to notify change of name or address	<b>£10.50</b>

## 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	
<b>TITLE      Please tick ✓</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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 <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"/>
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			
<b>I declare that I have not been convicted of any relevant offence or any foreign offence</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

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

## 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.

# LICENSING ACT 2005

## FORM FOR ATTACHMENT AND ENDORSMENT OF PHOTOGRAPHS FOR APPLICATION FOR GRANT OR RENEWAL OF PERSONAL LICENCE

### What do I do with Photos?

Please **staple** both photographs in the spaces below **after** one of them has been endorsed with a statement verifying the likeness of the photograph to the applicant. Please then ask the person endorsing the photograph to complete the details below.

### Who Can Sign My Photo?

Please see the list overleaf for examples of suitable countersignatories.

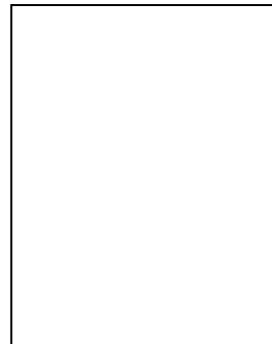
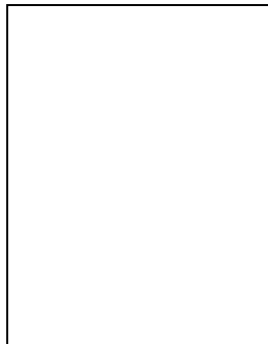
### What Size Should the Photos Be?

Regulations specify 45mm by 35mm which should fit into the spaces below. Standard passport photos are suitable.

### What Will Happen to My Photos?

For Data Protection purposes you are advised that: We may also scan in your photo for storage on computer systems and printing/use on a photocard ID; Your photo may also be uploaded to the National Personal Licence Database.

NB. You should notify us if your appearance significantly changes.



Name of the applicant in the above photograph	
Address of applicant in the above photograph	
Name of the person who has endorsed the back of the photograph	
Address of the person who has endorsed the back of the photograph	
Status/Qualifications of the person who has endorsed the back of the photograph	



## **Accredited personal licence qualification providers**

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](#)
- 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](#)
- 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](#)
- 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

### **IQ (QCF Recognition number:RN5330)**

IQ Level 2 Award for Personal Licence Holders

Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)

Qualification number: 601/4980/2

- website: [Industry Qualifications](#)
- telephone: 01952 457 452
- email: [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)
- address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

### **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](#)
- 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](#)
- 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](#)
- telephone: 020 3795 0559
- email: [centres@gnuk.org](mailto:centres@gnuk.org)
- 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](#)
- 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.