

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		
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	No
Address where ordinarily resident (we will use this address to correspond with 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 email)	



Address for correspondence associated with this application (if different to the address above)	
Post Town	Post Code
Telephone Numbers	
Daytime	
Evening	
Mobile	
Fax Number	
E-mail address (if you would prefer us to correspond with you by email)	

2. Your Licensing Qualifications

Read Note 1	Please tick yes
Please indicated 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	
Date of Expiry	
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 Intelligence Service.	
• Enclosed a completed disclosure of a criminal convictions and declaration form (Schedule 3)	
• Made or enclosed payment of the fee for the application in the sum of £37.00.	

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>			
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/what_we_do/beer_and_entertainment/default.aspx) or from your local licensing authority.

1. Licensing Qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.
2. Please make cheques made payable to “London Borough of Newham”. Do not send cash with your application form.
- 3.

Please continue on next page for Disclosure of Convictions and Declaration.

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	
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	

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 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 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).			
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/what_we_do/alcohol_and_entertainment/default.aspx) 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 see attached:

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 Licence) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 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 (£2,500).

Licensing Act 2003 - Schedule 4 – Personal Licence: Relevant Offences

1. An offence under this Act.
2. An offence under any of the following enactments –
 - (a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);

- (b) the Licensing Act 1964 (c. 26);
 - (c) the Private Places of Entertainment (Licensing) Act 1967 (c.19);
 - (d) section 13 of the Theatres Act 1968 (c. 54);
 - (e) the Late Night Refreshment Houses Act 1969 (c. 53);
 - (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);
 - (g) the Licensing (Occasional Permissions) Act 1983 (c. 24);
 - (h) the Cinemas Act 1985 (c. 13);
 - (i) the London Local Authorities Act 1990 (c. vii).
3. An offence under the Firearms Act 1968 (c. 27).
4. An offence under section 1 of the Trade Descriptions Act 1968 (c. 29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.
5. An offence under any of the following provisions of the Theft Act 1968 (c. 60) –
- (a) section 1 (theft);
 - (b) section 8 (robbery);
 - (c) section 9 (burglary);
 - (d) section 10 (aggravated burglary);
 - (e) section 11 (removal of articles from places open to the public);
 - (f) section 12A (aggravated vehicle-taking) in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
 - (g) section 13 (abstracting of electricity);
 - (h) section 15 (obtaining property by deception);
 - (i) section 15A (obtaining a money transfer by deception);
 - (j) section 16 (obtaining pecuniary advantage by deception);
 - (k) section 17 (false accounting);
 - (l) section 19 (false statements by company directors etc.);
 - (m) section 20 (suppression, etc. of documents);
 - (n) section 21 (blackmail);
 - (o) section 22 (handling stolen goods);
 - (p) section 24A (dishonestly retaining a wrongful credit);
 - (q) section 25 (going equipped for stealing etc.).
6. An offence under section 7(2) of the Gaming Act 1968 (c.65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).
7. An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c.38) –
- (a) section 4(2) (production of a controlled drug);
 - (b) section 4(3) (supply of a controlled drug);
 - (c) section 5(3) (possession of a controlled drug with intent to supply);
 - (d) section 8 (permitting activities to take place on premises).
8. An offence under either of the following provisions of the Theft Act 1978 (c. 31) –
- (a) section 1 (obtaining services by deception);
 - (b) section 2 (evasion of liability by deception).
9. An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2) –
- (a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);
 - (b) section 170B (taking preparatory steps for evasion of duty).
10. An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c. 7) –
- (a) section 8G (possession and sale of unmarked tobacco);

- (b) section 8H (use of premises for sale of unmarked tobacco).
- 11. An offence under the Forgery and counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
- 12. An offence under the Firearms (Amendment) Act 1988 (c. 45).
- 13. An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48) -
 - (a) section 107(1)(iii) (public exhibition in the course of a business of article infringing copyright);
 - (b) section 107(3) (infringement of copyright by public performance of work etc.);
 - (c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);
 - (d) section 297(1) (fraudulent reception of transmission);
 - (e) section 297A(1) (supply etc. of unauthorised decoder).
- 14. An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52) –
 - (a) section 3A (causing death by careless driving while under the influence of drink or drugs);
 - (b) section 4 (driving etc. a vehicle when under the influence of drink or drugs);
 - (c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
- 15. An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol –
 - (a) section 14 (selling food or drink not of the nature, substance or quality demanded);
 - (b) section 15 (falsely describing or presenting food or drink).
- 16. An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
- 17. An offence under the Firearms (Amendment) Act 1997 (c. 5).
- 18. A sexual offence, within the meaning of section 161(2) of the Powers of Criminal Courts (Sentencing) Act 2000 (c. 6).
- 19. A violent offence, within the meaning of section 161(3) of that Act.
- 20. An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).

2005 No. 2366

LICENCES AND LICENSING

The Licensing Act 2003 (Personal licence: relevant offences) (Amendment) Order 2005

Made	25 th August 2005
Laid before Parliament	26 th August 2005
Coming into force	16 th September 2005

The Secretary of State, in exercise of the powers conferred upon her by section 113(2) of the Licensing Act 2003 [\[1\]](#), hereby makes the following Order:

Citation and Commencement

Personal Lic – April 2009

1. This Order may be cited as the Licensing Act 2003 (Personal licence: relevant offences) (Amendment) Order 2005 and shall come into force on 16th September 2005.

Amendment to the Licensing Act 2003

2. Schedule 4 to the Licensing Act 2003 (personal licence: relevant offences) shall be modified by substituting for the entries in paragraphs 18 and 19 the following—

18. A sexual offence, being an offence —

(a) listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003^[2], other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts));

(b) an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective);

(c) an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).

19. A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition)."

Richard Caborn

Minister of State Department for Culture, Media and Sport

25th August 2005

LICENSING ACT 2003 – Guidance for Personal Licence Applications

A Personal Licence will enable you to sell and/or authorise the sale of alcohol at premises which are licensed for the supply of alcohol. This law will come into effect on 24th November 2005!

You must make an application to the Licensing Authority for the area in which you are currently residing. If you currently have no fixed address or live outside England or Wales, you can apply to any Licensing Authority.

1. You must complete both the application form and the 'Disclosure of Convictions' and 'Declaration' form (even if you do not have any relevant convictions to declare). Enclosed with the application forms is a list of 'relevant offences'.

If you reside in Newham, the completed original application form and the completed disclosure form must be submitted to Newham Council, Licensing Team, 1st Floor, Town Hall Annexe, 330-354 Barking Road, London, E6 2RT with :

- Your licensing qualification (also see overleaf), and
- Either:
 - (a) a criminal conviction certificate issued under section 112 of the Police Act 1997, or
 - (b) a criminal record certificate issued under section 113A of the Police Act 1997, or
 - (c) the results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service.The certificate or search result must not be more than one month old, by the time it is received by the Council.
Also see 'Criminal Record Check' overleaf
- the application fee of £37 cheques made payable to London Borough of Newham (we do not accept cash payments), and
- two (2) photographs of the applicant, which must be:
 - (a) taken against a light background so that your features are distinguishable and contrast against the background,
 - (b) 45 millimetres by 35 millimetres in size,
 - (c) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering,
 - (d) on photographic paper, and
 - (e) one of the photos must be endorsed as being a true likeness of you by either –
 - (i) a solicitor or notary,
 - (ii) a person of standing in the community such as a bank or building society official, a police officer, a civil servant or a minister of religion.; or
 - (iii) an individual with a professional qualification.

(Note: the person endorsing the photo must put down his status e.g. solicitor, policeman etc)

Licensing Qualification

Applicants for Personal Licences will need to obtain an accredited qualification. The aim of the qualification is to ensure that licence holders are aware of licensing law and the wider social responsibilities attached to the sale of alcohol. Listed below are details of the accredited qualification.

Department for Culture, Media and Sport 1 March 2010

Accredited personal licence qualification providers

The Secretary of State has accredited the following personal licence qualifications under the Licensing Act 2003:

- BIIAB Level 2 Award for Personal Licence Holders (APLH) QCA 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 Level 2 Award for Personal Licence Holders (APLH) QCA Accreditation Number: 500/9146/3. Website: www.ediplc.com Telephone: 02476516500 Email: enquires@ediplc.com Address: Qualifications and processing centre, International House, Siskin Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

- HABC Level 2 for Personal Licence Holders (APLH)

QCA Accreditation Number: 500/9974/7

Website: www.highfieldabc.com

Telephone: 08452 260 350

Email: info@highfieldabc.com

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL. Tourism, Licensing and Economic Impact

- NCFE Level 2 Award for Personal Licence Holders (APLH)

QCA 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 Level 2 Award for Personal Licence Holders (APLH)

QCA 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.

Contact these bodies direct for information on courses, costs and availability in your area.

Information for course providers on how to obtain personal licence qualification accreditation is available on the DCMS website.

Please note: The following qualifications will be accepted, providing they are dated prior to 1st April 2011

- BIIAB Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4866/2. Website: www.bii.org Telephone: 01276 684 449 Email: qualifications@bii.org Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

- EDI Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4865/0. Website: www.ediplc.com Telephone: 02476516500 Email: enquires@ediplc.com Address: Qualifications and processing centre, International House, Siskin Parkway East, Middlemarch Business Park, Coventry, CV3 4PE

- GQAL Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/5040/1. Website: www.developinghospitality.co.uk Telephone: 0845 170 0001 Email: examinations@developinghospitality.co.uk Address: Graded Qualifications Alliance, Garden Street, Leicester, LE1 3UA

- HABC Level 2 Award for Personal Licence Holders

QCA Accreditation Number: 500/7383/7

Website: www.highfieldabc.com

Telephone: 0845 2260350

Email: info@highfieldabc.com

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL. Tourism, Licensing and Economic Impact

- NCFE Level 2 National Certificate for Personal Licence Holders

QCA Accreditation Number: 500/4228/2

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 Level 2 Award for Personal Licence Holders

QCA Accreditation Number: 500/8025/8

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.

Contact these bodies direct for information on courses, costs and availability in your area.

Information for course providers on how to obtain personal licence qualification accreditation is available on the DCMS website.

Criminal Record Check

We understand that It may be easier and faster for applicants to obtain a basic Criminal Record Check from the relevant body in Scotland, than from the relevant bodies in England/Wales. For further details visit their website www.disclosurescotland.co.uk or telephone 0870 609 6006.