

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 tick			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> 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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
I am 18 years old or over. Please tick			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
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)			

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	<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"/>
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 <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"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description Only THE ORIGINAL COPY ONLY WILL BE ACCEPTED 	<input type="checkbox"/>
<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 Identification Service MUST BE DATED WITHIN 30 DAYS OF WHEN THE APPLICATION IS RECEIVED BY THE LICENSING AUTHORITY 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) 	<input type="checkbox"/>
<ul style="list-style-type: none"> included a proof of my right to work in the United Kingdom and passport copy (see note 2) 	<input type="checkbox"/>
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 	<input type="checkbox"/>

IMPORTANT INFORMATION:

SHOULD ANY OF THE ABOVE NOT BE TO THE PRESCRIBED STANDARD YOUR APPLICATION WILL BE RETURNED.

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 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.

SIGNATURE		DATE	
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Disclosure of convictions and declaration

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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.

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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.

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4. Declaration

I declare that I have not been convicted of any relevant offence or any foreign offence.

Signature		Date	
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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	
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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 licensing activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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 licence application will not be determined until you have complied with this guidance.

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.

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, Grassroots Community Resource Centre, Memorial Avenue, London, E15 3DB with:

- Your original 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 DBS certificate or search result must not be more than 30 days old, by the time it is received by the Council. (Note, it would be advisable to apply for the DBS after completing all other requirements stated above, so the date of issue is within 30 days)

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 the applicants 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, Doctor, policeman or other professional person)

Licensing Qualification (ORIGINAL CERTIFICATE MUST BE SENT)

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**
- **EDI Level 2 Award for Personal Licence Holders (APLH) QCA Accreditation Number: 500/9146/3**
- **HABC Level 2 for Personal Licence Holders (APLH)**

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 online via the Disclosure and Barring Service. For further details visit their website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or telephone 0300 020 0190.

Please send the completed forms etc to:

Newham - Licensing Team
Grassroots Centre
Memorial Avenue
E15 3DB

(Please note that the Licensing Team office is only open to the public between 9.30am and 4.30pm on Monday to Friday)