







Licensing Department, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

## 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</b> (Delete as appropriate:) Mr Mrs Miss Ms Other (please state)		
Surname		
Forenames		
<b>PREVIOUS NAMES</b> (if relevant) Please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.		
<b>TITLE</b> (Delete as appropriate:) Mr Mrs Miss Ms Other (please state)		
Surname		
Forenames		
I am 18 years old or over. Please tick <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>ADDRESS WHERE ORDINARILY RESIDENT</b> (We will use this address to correspond with you unless you complete the separate correspondence box below)		
<b>Post town</b>		<b>Post code</b>
<b>Telephone Numbers</b>		
Daytime		
Evening		
Mobile		
<b>FAX NUMBER</b>		
<b>EMAIL ADDRESS</b> (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)	
<b>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>EMAIL ADDRESS (If you would prefer us to correspond with you by e mail)</b>	

<b>2. Your licensing qualifications</b>		
<b>Read Note 1</b>	<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"/>	
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 of prescribed description.		
<b>3. Previous and outstanding applications for a personal licence</b>		
<b>Note: You may only hold one personal licence at a time.</b>	<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	
Date of Expiry	
Any further details	

<b>4. CHECKLIST:</b>	
<b>I have</b>	<b>Please tick ✓ yes</b>
• 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"/>
• Enclosed any licensing qualification I hold or proof that I am of prescribed description.	<input type="checkbox"/>
• 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.	<input type="checkbox"/>
• Enclosed a completed disclosure of criminal convictions and declaration form (schedule 3)	<input type="checkbox"/>
• Made or enclosed payment of the fee for the application.	<input type="checkbox"/>

<b>5. Declaration</b>	
<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 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>	
<b>SIGNATURE</b>	<b>DATE</b>

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 within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

## NOTES

Information on the Licensing Act 2003 is available on the website of the department of Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) Or from your local licensing authority.

### 1. Licensing qualifications

Licensing qualification are dealt with in section 120(8) and (9) of the Licensing Act 2003.



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## Disclosure of convictions and declaration

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1. Your personal details			
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Surname			
Forenames			
<b>PREVIOUS NAMES</b> (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.			
<b>TITLE</b> (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 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	No
Name of court			
Address of court			
Date of forfeiture			
Offence which resulted in the forfeiture			
Any additional details			
3. Relevant or foreign offences			
<b>Read note 1</b>		Please tick ✓	
Have you been convicted of any relevant offence of 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:

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**4. Declaration**

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

<b>SIGNATURE</b>		<b>DATE</b>	
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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).

<b>SIGNATURE</b>		<b>DATE</b>	
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**NOTES**

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) 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:

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 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 (£2,500).