



Follaton House, Plymouth Road, Totnes, Devon TQ9 5NE

Direct Telephone: 01803 861336
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Application for a personal licence

PLEASE NOTE – You MUST enclose all the documents as per the checklist below otherwise your application will not be processed and your paperwork returned

Checklist	
enclosed two passport sized 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 the ORIGINAL licensing qualification certificate I hold or proof that I am a person of prescribed description	
enclosed an ORIGINAL criminal conviction certificate or an ORIGINAL criminal record certificate or the results of a subject access search of the police national computer by the National Intelligence Service issued within the last calendar month.	
enclosed a completed disclosure of criminal convictions and declaration form (see Schedule 3)	
made or enclosed payment of the fee £37 (cheques made payable to South Hams District Council) for the application	

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 (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 <input type="checkbox"/> Yes <input type="checkbox"/> No	
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	
EMAIL ADDRESS (if you prefer us to correspond with you by e mail)	

Address for correspondence associated with this application (if different from the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you prefer us to correspond with you by e mail)	

2. Your licensing qualifications		
Read Note 1	Please tick <input type="checkbox"/> yes	
Please indicate 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 <input type="checkbox"/>
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 ✓					
<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* • enclosed the ORIGINAL licensing qualification I hold or proof that I am a person of prescribed description • enclosed an ORIGINAL 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 issued in the last calendar month. • enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) • made or enclosed payment of the fee (£37.00) for the application <p>* provide details in box 6 at the end of the form</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> </table>					
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> <p>Data Protection and Antifraud Statement</p> <p>The information that you have provided will be held by South Hams District Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation.</p> <p>We must protect the public funds that we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council.</p> <p>If you wish to see the personal data that the Council holds about you please contact the Data Protection Officer.</p>						
SIGNATURE		DATE				

6. Details of Signatory to enclosed documents

Photograph endorsed as a true likeness

Name.....

Of.....

In my capacity a (See Note 2).....

Signature.....

Date.....

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) 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. Endorsements of photographs

The back of one of the photographs must be endorsed such as ***“I certify this is a true likeness of And certified by***

- i) The Chief Executive of the licensing Justices of the relevant licensing authority
- ii) Bank or Building society official, Police Officer, Civil Servant or minister of religion.
- iii) Solicitor or notary
- iv) An individual with a professional qualification for example: an architect; accountant, doctor etc.