

# Application for a Personal Licence

## Licensing Act 2003

### Public Protection, Environmental Services

Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX

Telephone 01789 260832 Fax 01789 260809 Minicom 01789 260747 Website [www.stratford.gov.uk](http://www.stratford.gov.uk)



**TO: STRATFORD-ON-AVON DISTRICT COUNCIL**

### 1. Applicant's Details (BLOCK CAPITALS)

SURNAME:

FORENAME(S):

HOME ADDRESS:   
POSTCODE:

TELEPHONE NUMBER:  E-mail:

### 2. Premises Details

BUSINESS NAME:

ADDRESS:   
POSTCODE:

TELEPHONE NUMBER:  E-mail:

RESPONSIBLE AUTHORITIES	DATE SENT
Licensing Authority (SDC)	
Police	

Stratford-on-Avon District Council will use the information you provide on this form for administration of a Licence The Council will show the information you provide to such of its employees and agents as need to see it to achieve the purpose stated above. Your information will not be disclosed other than within the District Council's notification under the Data Protection Act 1998, unless the law allows us to do so.

**FEE:**

**PAYING IN CODE:  
6304013310**

**FLARE REFERENCE:**

[Insert name and address of relevant licensing authority and its reference number (optional)]

## 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 <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		
EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)		

[Insert name and address of relevant licensing authority and its reference number (optional)]

<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>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		
2. I hold a certified qualification		
3. I hold an equivalent qualification		
4. I am a person of prescribed description		
<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>		
<b>3. Previous or 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

[Insert name and address of relevant licensing authority and its reference number (optional)]

Licensing Authority Licence number Date of issue Date of expiry Any further details	
---	--

#### 4. CHECKLIST:

I have	Please tick <input type="checkbox"/> 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 Intelligence Service</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</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

**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>	
------------------	--	-------------	--

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