



# Application for a Personal Licence

SDC/0503/MAR13

## Licensing Team, Stratford-on-Avon District Council

Environment and Planning, Elizabeth House, Church Street, Stratford-upon-Avon. CV37 6HX  
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## TO: STRATFORD-ON-AVON DISTRICT COUNCIL

### 1. APPLICANT'S DETAILS (BLOCK CAPITALS)

SURNAME:	<input type="text"/>
FORENAME(S):	<input type="text"/>
HOME ADDRESS:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
POSTCODE:	<input type="text"/>
TELEPHONE:	<input type="text"/>
E-MAIL:	<input type="text"/>

### 2. PREMISES DETAILS

BUSINESS NAME:	<input type="text"/>
ADDRESS:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
POSTCODE:	<input type="text"/>
TELEPHONE:	<input type="text"/>
E-MAIL:	<input type="text"/>

RESPONSIBLE AUTHORITY	DATE SENT
Licensing Authority (Stratford-on-Avon District Council)	

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 6 3040 1331 0	SDC REFERENCE
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[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		
<b>TITLE Please tick ✓</b>		
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>		
<b>TITLE Please tick ✓</b>		
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
<b>I am 18 years old or over. Please tick ✓</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>		
<b>Post town</b>	<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>		
Daytime		
Evening		
Mobile		
<b>FAX NUMBER</b>		
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>		

**Address for correspondence associated with this application (if different to the address above)**

<b>Post town</b>	<b>Post code</b>
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**TELEPHONE NUMBERS**

Daytime	
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Evening	
---------	--

Mobile	
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**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"/>
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2. I hold a certified qualification	<input type="checkbox"/>
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3. I hold an equivalent qualification	<input type="checkbox"/>
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4. I am a person of prescribed description	<input type="checkbox"/>
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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
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<input type="checkbox"/>
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<input type="checkbox"/>
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Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes	No
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<input type="checkbox"/>
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<input type="checkbox"/>
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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			
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	<input type="checkbox"/>
• enclosed any licensing qualification I hold or proof that I am a person 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 Identification 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"/>

#### 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.

SIGNATURE		DATE	
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#### NOTES

##### 1. Licensing qualifications

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



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

### **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.

<b>1. Your personal details</b>	
<b>TITLE</b> Please tick ✓	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>	
<b>TITLE</b> Please tick ✓	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

<b>2. Forfeiture of a personal licence in the last 5 years</b>		
<b>Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005</b>		
<b>Please tick ✓</b>		
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of court		
Address of court		
Date of forfeiture		
Offence which resulted in the 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
	<input type="checkbox"/>	<input type="checkbox"/>

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	
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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.

SIGNATURE		DATE	
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## **NOTES**

### **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 licences) 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.