

# 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  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 Plea	se tick							
Mr  Mrs  Miss  Ms  Other (please state)								
Surname								
Forenames								
Date of Birth								
Nationality								
I am 18 years old or over. Please tick			Yes	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	₹							

E-MAIL ADDRES	SS (if you would prefer us to correspond	d with you by e-mail)
work checking se	(if demonstrating a right to work via the Hervice), the 9-digit 'share code' provided to see note 2 for information)	
Address for corr the address abo	respondence associated with this applicate)	cation (if different to
Post town	Post code	
TELEPHONE NU	IMBERS	
Daytime		
Evening		
Mobile		
E-MAIL ADDRES	SS (if you would prefer us to correspond	d with you by e-mail)
2. Your licensing	g qualifications	
Read Note 1		Please tick yes
	elow which one of these statements applie	es to you:
	dited licensing qualification	
2. I hold a certified 3. I hold an equivalent	•	
	of prescribed description	
	l either of statements 1, 2 or 3 please prov	ide details of your
qualification in the please enclose yo	e box below (name of qualification, date of our qualification with your application. I statement 4, please provide evidence tha	issue, issuing body) and

3. Previous or	outsta	inding applic	ations for a	pers	sonai iic	ence			
Note: You may	only ho	old one perso	nal licence at	a tir	ne.		Ple	ase	tick
Do you currently hold a personal licence?						No			
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?						S	No [		
	Has any personal licence held by you been forfeited in the last 5 Yes					No			
Licensing Author	ority								
Licence numbe	r								
Date of issue									
Any further deta	ails								
4. CHECKLIST	:								
I have							Please	tick	k yes
<ul> <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>									
	<ul> <li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> </ul>								
<ul> <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 Identification Service</li> </ul>									
<ul> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)</li> </ul>									
<ul> <li>included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service</li> </ul>									
<ul><li>(see note 2)</li><li>made or enclosed payment of the fee for the application</li></ul>									
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 and belief.	on con	tained in this	form is corr	ect	to the b	est of ı	my kno	wle	dge
It is an offence to knowingly or recklessly 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				

#### **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 licensable activity. They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued un section 182 of the Licensing Act 2003.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

## Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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.