Environmental Protection Service
South Kesteven District Council
Council Offices, St. Peter's Hill
Grantham, Lincolnshire, NG31 6PZ
Tel: 01476 40 61 90 Answerphone (24hr) 01476 40 60 93
Emergencies: 01476 40 63 75 Fax: 01476 40 60 06
Email: licensing@southkesteven.gov.uk
DX27024 - Grantham
www.southkesteven.gov.uk

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.

Your personal details

1. Your name	Title Mr ❑ Mrs ❑ Miss ❑ Ms ❑ Other (please state)
	Surname
	Forenames
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	Title Mr ❑ Mrs ❑ Miss ❑ Ms ❑ Other (please state)
	Surname
	Forenames
3. I am 18 years or older	Yes ❑ No ❑
4. Address where ordinarily resident (We will use this address to correspond with you unless you complete the separate correspondence box below).	Post town Postcode

5. Contact details	Telephone numbers	Daytime	Evening (optional)	Mobile (optional)
		Fax number (optional)	E-Mail Address (optional)	

6. Address for correspondence associated with this application (if different to the address above)		Post town	Postcode	
7. Contact details	Telephone numbers	Daytime	Evening (optional)	Mobile (optional)
		Fax number (optional)	E-Mail Address (optional)	

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	❑
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 ✔	Yes	No
Do you currently hold a personal licence?	❑	❑
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	❑	❑
Has any personal licence held by you been forfeited in the last 5 years?	❑	❑

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.	❑
enclosed any licensing qualification I hold or proof that I am a person of prescribed description	❑
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	❑
enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)	❑
made or enclosed payment of the fee for the application	❑

9. 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].

Signature _____ Date _____

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) 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.

Environmental Protection Service
South Kesteven District Council
Council Offices, St. Peter's Hill, Grantham, Lincolnshire, NG31 6PZ
Tel: 01476 40 61 90 Answerphone (24hr) 01476 40 60 93
Emergencies: 01476 40 63 75 Fax: 01476 40 60 06
Email: licensing@southkesteven.gov.uk
DX27024 - Grantham
www.southkesteven.gov.uk

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.

1. Your personal details

	Title 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 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 ✔ Yes	No
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:	❑	❑

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 ✔ Yes	No
Have you been convicted of any relevant offence or foreign offence?	❑	❑

If you have been convicted of any relevant offences you must provide details for each conviction, 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, 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 _____

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].

Signature _____ Date _____

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) 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].

Environmental Protection Service
South Kesteven District Council
Council Offices, St. Peter's Hill
Grantham, Lincolnshire, NG31 6PZ
Tel: 01476 40 61 90 Answerphone (24hr) 01476 40 60 93
Emergencies: 01476 40 63 75 Fax: 01476 40 60 06
Email: licensing@southkesteven.gov.uk
DX27024 - Grantham
www.southkesteven.gov.uk

Dear Applicant

LICENSING ACT 2003 – APPLICATION FOR A PERSONAL LICENCE – (NOTE – ONLY REQUIRED FOR SALE OF ALCOHOL)

This pack contains: -

Form to apply for a new style Licensing Act 2003 personal licence.

Disclosure of criminal convictions form.

Note – you may only apply for a personal licence in the local authority area where you normally reside. Please read the form carefully before completing it.

When completed please return to The Licensing Officer, Environmental Protection Service, Council Offices, St Peter's Hill, Grantham, NG31 6PZ

Together with

- The fee of £37.00
- Required photographs (see form)
- Criminal convictions certificate (see form)
- Approved licensing qualifications are currently either BIIAB Level 2 National Certificate for personal licence holders or GOAL Level 2 Certificate for personal licence holders.
- 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. Contact the Data Protection Officer, Lincolnshire Police HQ, PO Box 999, Nettleham, Lincoln LN5 7PH, Tel: 01522 558559.

Failure to complete the form or submit it correctly will lead to it being rejected.

This document is for guidance only. Applicants should seek professional advice in cases of doubt.

The Licensing section is only able to provide general advice. Guidance is also available on the council's web site www.southkesteven.gov.uk , A-Z Services and accessing the licensing heading Licensing Act 2003.