



Licensing & Land Charges
 High Peak Borough Council
 Town Hall
 Market Place
 Buxton
 SK17 6EL
 0345 129 77 77
 www.highpeak.gov.uk
 e-mail: LA2003@highpeak.gov.uk

Regulation 6(1)

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 checked="" 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	
E-MAIL ADDRESS (if you would prefer us to correspond with your by e-mail)	

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would 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 and outstanding applications for a personal licence		
	please tick <input type="checkbox"/>	
	Yes	No
Do you currently hold a personal licence?		
Do you currently have any outstanding applications for a personal licence, granted by 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 <input type="checkbox"/> yes
<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 an individual with a professional qualification 	
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) 	
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 	

5. Declaration			
The information contained in this form is correct to the best of my knowledge and belief.			
<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/she 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 [£5,000].</p>			
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 this Council.

1. Licensing qualifications

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

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.



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 (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		
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 ✓
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below		Yes No
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 offences or foreign offence?		Yes No
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 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	
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 of 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 offences** 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 you 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).

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.