LICENSING ACT 2003:
APPLICATION FOR A PERSONAL LICENCE
GUIDANCE FOR APPLICANTS

1. Personal details

You must complete the sections on name, previous or maiden names, current address, previous address and date of birth. Your current address is the address at which you are ordinarily resident.

Completing the sections on telephone numbers and e-mail address is optional but could help the Licensing Authority in the licence application process.

2. Licensing qualifications

In order to qualify for a personal licence you must either:

i) hold an accredited licensing qualification awarded by an accredited body
ii) hold a certified or equivalent qualification
iii) Be a person of prescribed description

Please indicate on the form which statement applies to you.

You must enclose a certified copy of any licensing qualification you hold with this application. If you have indicated that you hold a certified or equivalent qualification, include any details regarding the name and address of the issuing body, the date of the issue, and any other details not included on the copy of your qualification.

The persons of prescribed description are currently the Master Vintners, persons licensed by the Board of Green Cloth and persons licensed by the University of Cambridge. If you are a person of prescribed description you must include evidence with your application.

3. Previous and outstanding applications for a personal licence

You may only hold one personal licence at a time. If you make an application for the grant of a personal licence, you may not make another application until the initial application has been determined by the licensing authority to which it was made, or has been withdrawn. A personal licence is void if, at the time it is granted, the applicant already holds a personal licence.

4. Forfeiture of a personal licence in the last 5 years
The licensing authority must reject any application made where the applicant has forfeited a personal licence in the period of five years ending with the day the application was made. Any details of forfeiture in the last five years must be disclosed on this form.

5. **Relevant or foreign offences**

Relevant offences are the offences under schedule 4 of the Licensing Act 2003, a list of which is attached below.

Offences under the Theft Act 1968 (c.60) including:-
1) Theft
2) Robbery
3) Burglary
4) Aggravated burglary
5) Aggravated vehicle taking
6) Abstracting of electricity
7) Obtaining a money transfer by deception
8) Obtaining property by deception
9) False accounting
10) False statement by company directors
11) Other offences under the Theft Act 1968
12) Offences under the Misuse of Drugs Act 1971
13) Section (7)2 of the Gaming Act 1968
15) A sexual offence within the meaning of s 161(2) of the Powers of Criminal Courts (Sentencing) Act 2000 (c.6)
16) An offence under the provisions of the Road Traffic Act 1988
   a) Section 3A (causing death by careless driving while under the influence of drink or drugs)
   b) Section 4 (driving etc. a vehicle when under the influence of drink or drugs)
17) An offence under section 1 of the Trade Descriptions Act 1968 (c.29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.
18) An offence under the Customs and Excise Management Act 1979 (c.7)
19) An offence under the Tobacco Products Duty Act 1979 (c.7)
20) An offence under the Forgers and Counterfeiting Act 1981 (c.45)
21) An offence under the provisions of the Copyright Designs and Patents Act 1988 (c.48)
22) An offence under the Food Safety Act 1990 (c.16) in circumstances where the food in question is or includes alcohol.
23) An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c.26)
24) A violent offence within the meaning of section 161(3) of the Powers of Criminal Courts (Sentencing) Act 2000.
25) An offence under section (3) of the Private Security Industry Act 2001 (c.12)

A foreign offence is an offence (other than a relevant offence) under the law of any place outside England and Wales, including other parts of the United Kingdom such as Scotland. You do not need to provide details of convictions for relevant or foreign offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974.
For foreign offences you must fill out the foreign offence section on the form. A basic (up to date/current CRB disclosure must be included with all applications for the grant of a personal licence. The Basic Disclosure can be applied for at the CRB website – www.disclosure.gov.uk.

Please include separate sheets with this application if you need further space to provide information regarding relevant or foreign offences.

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 of up to £2500.

6. Checklist

Applications for a Personal Licence must comprise of:

1. completed application form, including a disclosure of convictions and declarations form;
2. the fee of £37.00 (cheques made payable to the City and County of Swansea);
3. 2 colour ‘passport’ style photographs - one of which must be endorsed as a true likeness of you by a person of specified description – e.g. a solicitor or notary, a teacher or lecturer or other professional person such as a Doctor;
4. A 'basic level' Criminal Record Disclosure, OR the results of a Subject Access Search of the police national computer

These can be obtained in one of two ways -

The Criminal Record Disclosure can be obtained from the Disclosure and Barring Service website www.gov.uk/government/organisations/disclosure-and-barring-service or email customerservices@dbs.gsi.gov.uk or alternatively you can telephone on 0300 020 0190, or

The Subject Access Search from the National Identification Service, Room 350, New Scotland Yard, Broadway, London tel. 020 7161 3500

PLEASE BE AWARE THAT YOUR APPLICATION FOR A PERSONAL LICENCE MUST BE MADE WITHIN ONE CALENDAR MONTH OF THE DATE YOUR CRIMINAL DISCLOSURE / ACCESS SEARCH WAS ISSUED.
Accredited personal licence qualification providers
The Home Secretary has accredited the personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011:

For a complete list of accredited courses please visit www.gov.uk/government/publications/accredited-personal-licence-qualification-providers

Formerly accredited providers are also included as part of this list. Please contact these bodies directly for information on courses, costs and availability in your area.

These notes and the information contained therein are intended for guidance purposes only and are subject to change. Last updated 21.05.2018
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.

<table>
<thead>
<tr>
<th>1. Your personal details</th>
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<tbody>
<tr>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td>Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Forenames</td>
</tr>
<tr>
<td><strong>PREVIOUS NAMES</strong> (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td>Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Forenames</td>
</tr>
<tr>
<td>Date of Birth</td>
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<tr>
<td>Nationality</td>
</tr>
<tr>
<td><strong>I am 18 years old or over. Please tick</strong></td>
</tr>
<tr>
<td><strong>ADDRESS WHERE ORDINARILY RESIDENT</strong> (We will use this address to correspond with you unless you complete the separate correspondence box below).</td>
</tr>
<tr>
<td>Post town</td>
</tr>
</tbody>
</table>

**TELEPHONE NUMBERS**

Daytime

Evening

Mobile

**FAX NUMBER**

**E-MAIL ADDRESS** (if you would prefer us to correspond with you by e-mail)
### Address for correspondence associated with this application (if different to the address above)

<table>
<thead>
<tr>
<th>Post town</th>
<th>Post code</th>
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### TELEPHONE NUMBERS

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<tr>
<th>Daytime</th>
<th>Evening</th>
<th>Mobile</th>
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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 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.

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### 3. Previous or outstanding applications for a personal licence

**Note:** You may only hold one personal licence at a time.

<table>
<thead>
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<th>Please tick</th>
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<table>
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<tr>
<th>Do you currently hold a personal licence?</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Has any personal licence held by you been forfeited in the last 5 years?</td>
<td>Yes ☐ No ☐</td>
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</tbody>
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<tr>
<th>Licensing Authority</th>
<th></th>
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<tbody>
<tr>
<td>Licence number</td>
<td></td>
</tr>
<tr>
<td>Date of issue</td>
<td></td>
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<tr>
<td>Any further details</td>
<td></td>
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</table>
4. Checklist:

<table>
<thead>
<tr>
<th>I have</th>
<th>Please tick yes</th>
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<tr>
<td>• 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</td>
<td>☐</td>
</tr>
<tr>
<td>• enclosed any licensing qualification I hold or proof that I am a person of prescribed description</td>
<td>☐</td>
</tr>
<tr>
<td>• enclosed any licensing qualification I hold or proof that I am a person of prescribed description</td>
<td>☐</td>
</tr>
<tr>
<td>• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</td>
<td>☐</td>
</tr>
<tr>
<td>• included a proof of my right to work in the United Kingdom (see note 2)</td>
<td>☐</td>
</tr>
<tr>
<td>• made or enclosed payment of the fee for the application</td>
<td>☐</td>
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</tbody>
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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 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 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

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Licensing Act 2003. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website (www.swansea.gov.uk/privacynotice).

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 licensing activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
• A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

• A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

• A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

• A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

• A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

• Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

• Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant’s own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    (i) working e.g. employment contract, wage slips, letter from the employer,
(ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
(iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
(iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

(i). any page containing the holder’s personal details including nationality;
(ii) any page containing the holder’s photograph;
(iii) any page containing the holder’s signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.
If the document is not a passport, a copy of the whole document should be provided.

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.
Disclosure of convictions and civil immigration penalties 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

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Surname
Forenames

PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.

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Surname
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2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years

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<td>Yes ☐ No ☐</td>
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Has any personal licence held by you been forfeited or revoked in the last 5 years?
If yes, please provide details below:

Name of court / licensing authority
Address of court
Date of forfeiture / revocation
Offence which resulted in the forfeiture / revocation
Any additional details
### 3. Relevant or foreign offences and civil immigration penalties

Read Note 1

<table>
<thead>
<tr>
<th>Please tick</th>
<th>Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?</th>
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<tbody>
<tr>
<td>Yes ☐</td>
<td>No ☐</td>
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If you have been convicted of any relevant offence 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 offence 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 offence 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:

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### 4. Declaration

I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
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### 5. Declaration

The information contained in this form is correct to the best of my knowledge and belief.

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