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| http://ws1.roehampton.ac.uk/images/33129/inline_wandsworth-council-logo.jpg | WANDSWORTH COUNCIL Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road  Surrey, SM4 5DX |

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.

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| --- | --- | --- | --- | --- |
| **1. Your personal details** | | | | |
| **TITLE** (Please X)  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 (**Please X)  Mr  Mrs  Miss  Ms  Other (please state) | | | | |
| Surname |  | | | |
| Forenames |  | | | |
| Date of Birth | | Nationality | | |
| **I am 18 years old or over**. Please X **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** | | | | |
| **Telephone number** | | | | **Mobile number** |
| **E-mail address** (if you would prefer us to correspond with you by e-mail) | | | | **Fax number** |
| **ADDRESS FOR CORRESPONDENCE ASSOCIATED WITH THIS APPLICATION** (if different to the address above). | | | | |
|  | | | | |
| **Post Town** | | | **Post Code** | |
| **TELEPHONE NUMBERS** | | | | |
| **Telephone number** | | | **Mobile number** | |
| **E-mail address** (if you would prefer us to correspond with you by e-mail) | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9 Digit ‘**share code’** provided by the applicant by that service (please see note 2 for information) | | | | |

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| **2. Your licensing qualifications** | |
| Read Note 1 | Please X |
| 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. | | Please X |
| Do you currently hold a personal licence? Yes  No | | |
| Do you currently have any outstanding applications for a personal Yes  No  licence, with this or any other licensing authority? | | |
| Has any personal licence held by you been forfeited in the last 5 years? Yes  No | | |
| Licensing Authority |  | |
| Licence number |  | |
| Date of issue |  | |
| Any further details |  | |

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| **4. Checklist** | |
| **I have** | Please X |
| * 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 result of a subject access search of the police national computer  by the National Identification Service | |
| * enclosed a completed disclosure of criminal convictions and declaration   form (Schedule 2) | |
| * 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 (see note 2) | |
| * made or enclosed payment of the fee for the application | |

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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** |

#### Notes

1. **Licensing qualifications**

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

1. **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 in one of two ways:

1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or

* 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)

**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 birth or adoption certificate issued 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 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

**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 <https://www.gov.uk/prove-right-to-work>) 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 the access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**3** The application must be signed.

**4** The applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have the actual authority to do so.

**5** Where there is more than one applicant, either applicants or their respective agents must sign the application form.

**6** This is the address which we shall use to correspond with you about this application.



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** (Please X)  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 (**Please X)  Mr  Mrs  Miss  Ms  Other (please state) | |
| Surname |  |
| Forenames |  |

|  |  |
| --- | --- |
| **2. Forfeiture of a personal licence in the last 5 years** | |
| Please X | |
| Has any personal licence held by you been forfeited in the last 5 years? Yes  No  If yes, please provide details below: | |
| Name of court |  |
| Address of court |  |
| Date of forfeiture |  |
| Offence which resulted in the forfeiture |  |
| Any additional details |  |

|  |  |
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| **3. Relevant or foreign offences** | |
| Read Note 1 | Please X |
| 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 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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| 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: |
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|  |  |
| --- | --- |
| **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**

**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 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].



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|  | **WANDSWORTH COUNCIL**  Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road  Surrey, SM4 5DX |

**GUIDANCE FOR COMPLETION OF PERSONAL LICENCE APPLICATION FORM**

The application should be fully completed and be accompanied by the specified fee and appropriate documents. The Licensing Authority will accept forms taken from the Home Office web site or other licensing authorities. The following payment options are available:

🕿 **Telephone**: Debit and credit card payments can be made over the telephone on 0208 545 3969

**Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us.**

🖃 **Post**: Cheques should be made payable to ‘Wandsworth Council’

**The fee for a Personal Licence is £37.00**

Information on the Licensing Act 2003 is available on our website at: <http://www.wandsworth.gov.uk/info/200063/licences_and_street_trading>

Applications should be sent to the above address

Data sharing

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.

**Qualification**

To apply for a personal licence you will need an accredited licensing qualification. Details of awarding bodies are listed below. Please contact them directly for information on courses, costs and availability in your area:

**BIIAB (QCF Recognition number RN5118)**BIIAB Level 2 Award for Personal Licence Holders  
Qualification number: 603/2468/5  
Qualification approval/designation number: C00/1212/8

BIIAB Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 501/1494/3

* website: [British Institute of Innkeeping Awarding Body](http://www.biiab.org/)
* telephone: 01276 684 449
* email: [qualifications@bii.org](mailto:qualifications@bii.org)
* address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire, GU14 6XP

**CIEH (QFC Recognition number RN5238)**CIEH Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/2104/X

* website: [Chartered Institute of Environmental Health](http://www.cieh.org/)
* telephone: 020 7827 5800
* email: [customerservices@cieh.org](mailto:customerservices@cieh.org)
* address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

**HABC (QCF Recognition number RN5219)**Highfield Level 2 Award for Personal Licence Holders (RQF)  
Qualification number: 603/2597/5

HABC Level 2 Award for Personal Licence Holders (QCF)  
Qualification accreditation number 500/9974/7

* website: [Highfield Awarding Body for Compliance](http://www.highfieldabc.com/)
* telephone: 0845 226 0350
* email: [info@highfieldabc.com](mailto:info@highfieldabc.com)
* address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

**IQ (QCF Recognition number:RN5330)**IQ Level 2 Award for Personal Licence Holders  
Qualification number: 603/2659/1

IQ Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/4980/2

* website: [Industry Qualifications](http://www.industryqualifications.org.uk/)
* telephone: 01952 457 452
* email: [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)
* address: Industry Qualifications, Head Office, Coppice House, Halesfield 7,Telford, TF7 4NA

**LASER (QCF Recognition number RN5326)**LASER Level 2 Award for Personal Licence Holders  
Qualification number: 603/2603/7

Laser Level 2 Award for Personal Licence Holders  
Qualification accreditation number 600/6446/8

* website: [Laser Learning Awards](http://www.laser-awards.org.uk/)
* telephone: 01932 569894
* email: [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)
* address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

**Pearson Education Ltd (QCF Recognition number RN5133)**Pearson BTEC Level 2 Award for Personal Licence Holders  
Qualification number: 603/2538/0

Pearson BTEC Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/3483/5

* website: [Pearson Education](http://qualifications.pearson.com/)
* telephone: 0844 576 0045
* email: [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)
* address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

**QNUK (RQF Recognition number RN5133)**QNUK Level 2 Award for Personal Licence Holders  
Qualification number: 603/1021/2

* website: [QNUK](https://www.qualificatons-network.co.uk/)
* telephone: 020 8366 5049
* email: [CentreSupport@Qualifications-Network.co.uk](mailto:CentreSupport@Qualifications-Network.co.uk)
* address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.

**SQA (QCF Recognition number RN5167)**SQA Level 2 Award for Personal Licence Holders  
Qualification number: 603/2596/3

SQA Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 600/1269/9

* telephone: 0845 279 1000
* email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)
* address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

**Training Qualifications UK (Recognition number: RN5355)**TQUK Level 2 Award for Personal Licence Holders (RQF)  
Qualification number: 603/2835/6

TQUK Level 2 Award for Personal Licence Holders (QCF)  
Qualification number: 601/6508/X

* website: [Training Qualifications UK](http://www.tquk.org/)
* telephone: 03333 583344
* email: [account.managers@tquk.org](mailto:account.managers@tquk.org)
* address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

**Criminal Record checks**

You will also need to produce one of the following:

1. A criminal conviction certificate issued under section 112 of the Police Act 1997 9(a); or
2. A criminal record certificate issued under section 113a of the Police Act 1997; or
3. The result of a subject access search under the Data Protection Act 1998 (b) of the Police National Computer by the National Identification Service

**The above will need to have been issued within the last month**

You can obtain a Basic Disclosure via the Disclosure and Barring Service:

Telephone: 0300 020 0190

Email: [customerservice@dbs.gsi.gov.uk](mailto:customerservice@dbs.gsi.gov.uk)

Website: https://www.gov.uk/government/organisations/disclosure-and-barring-service

**Proof of entitlement to work**

You must provide copies of the relevant documents as shown in the notes at the end of the application form with your application. Your right to work will be checked as part of your licence application and this could involve us checking your immigration status with the Home Office (Home Office Immigration Enforcement). We may otherwise share information with the Home Office.

**Photographs**

You must provide two photographs of yourself one of which must be endorsed as a true likeness.

This photograph must be **certified by a professional individual who should sign and print their name and profession stating, ‘This is a true likeness of……’**. This certification may be done on a separate sheet of paper to the photograph.

Please note as an approved certifier a General Manager/Manager should hold a degree and is required to provide the name of their degree as well (in capital letters).

**APPROVED SIGNATORIES**

|  |  |
| --- | --- |
| * Accountant * Articled Clerk of a Limited Company * Assurance Agent of Recognised Company * Auctioneer * Bank/Building Society Official * Barrister * Broker * Chairman/Director of Limited Company * Chemist * Chiropodist * Commissioner of Oaths * Councillor: Local or County * Civil Servant (permanent) * Dentist * Engineer (with professional Qualifications) * Fire Service Official * Funeral Director * Insurance agent (full time) of a recognised Company * Journalist * Justice of the Peace * Legal Secretary (members and fellows of the Institute of legal secretaries) * Local Government Officer * Manager/Personnel Officer of Limited Company). **A DPS, Personal Licence Holder and any Manager MUST have a degree. Accepted Personnel Manager’s qualifications are: 1) Postgraduate in H.R.M. (Human Resources Management;**   **2) (Chartered) fellow of the Institute of Personnel Development (C.I.P.D.)** | * Member of Parliament * Merchant Navy Officer * Minister of a recognised religion * Nurse (SRN and SEN) * Officer of the armed services (Active of Retired) * Optician * Person with Honours (OBE MBE etc) * Photographer (Professional) * Police Officer * Post Office Official * President/Secretary of a recognised organisation * Salvation Army Officer * Social Worker * Solicitor * Surveyor * Teacher, Lecturer * Trade Union Officer * Travel Agent (Qualified) * Valuers and auctioneers * Warrant officers and Chief Petty Officers   *Or other persons of similar standing to the above mentioned, working or retired, are acceptable as signatories.*  **RELATIVES OR PARTNERS ARE NOT ACCEPTABLE** |

**Certified copies**

Your application will need to be submitted with your original certificates or certified copies. A certified copy is that certificate certified to be a true copy by a solicitor or notary.