



Regulatory Services  
 High Peak Borough Council  
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**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.

<b>1. Your personal details</b>	
<b>TITLE (delete as appropriate): Mr, Mrs, Miss, Ms, Other (please state)</b>	
Surname	
Forenames	
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>	
<b>TITLE (delete as appropriate): Mr, Mrs, Miss, Ms, Other (please state)</b>	
Surname	
Forenames	
I am 18 years old or over. Please tick <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	
<b>ADDRESS WHERE ORDINARILY RESIDENT (we will use this address to correspond with you unless you complete the separate correspondence box below).</b>	
Post town	Post code
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
FAX NUMBER	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with your by e-mail)</b>	

<b>Address for correspondence associated with this application (if different to the address above)</b>	
Post town	Post code
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

<b>2. Your licensing qualifications</b>	
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	<input type="checkbox"/>
2. I hold a certified qualification	<input type="checkbox"/>
3. I hold an equivalent qualification	<input type="checkbox"/>
4. I am a person of prescribed description	<input type="checkbox"/>
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.	

<b>3. Previous and outstanding applications for a personal licence</b>		
	please tick <input type="checkbox"/>	
	Yes	No
Do you currently hold a personal licence?	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, granted by this or any other licensing authority?	<input type="checkbox"/>	<input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>

Licensing Authority	
Licence number	
Date of issue	
Date of expiry	
Any further details	

<b>4. CHECKLIST:</b>	
<b>I have</b>	<b>please tick <input type="checkbox"/> yes</b>
<ul style="list-style-type: none"> <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 an individual with a professional qualification</li> </ul>	
<ul style="list-style-type: none"> <li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> </ul>	
<ul style="list-style-type: none"> <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 Intelligence Service</li> </ul>	
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> </ul>	
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	

<b>5. Declaration</b>			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
<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>			
<b>SIGNATURE</b>		<b>DATE</b>	

**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](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) or from this Council.
- High Peak Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you provide to us for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For information see [www.highpeak.gov.uk/council/datamatching.asp](http://www.highpeak.gov.uk/council/datamatching.asp)
- Licensing qualifications  
Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.