

**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 Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
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 Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
<b>I am 18 years old or over. Please tick</b>			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>			
<b>Post town</b>		<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>			
Daytime			
Evening			
Mobile			
<b>FAX NUMBER</b>			
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>			

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

<b>2. Your licensing qualifications</b>	
Read Note 1	<b>Please tick yes</b>
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 or outstanding applications for a personal licence</b>		
Note: You may only hold one personal licence at a time.	<b>Please tick</b>	
Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Licensing Authority	
Licence number	
Date of issue	
Any further details	

4. CHECKLIST:	
I have	Please tick yes
<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 any individual with a professional qualification</li> </ul>	<input type="checkbox"/>
<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>	<input type="checkbox"/>
<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 Identification Service</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>included a proof of my right to work in the United Kingdom (see note 2)</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	<input type="checkbox"/>

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

**NOTES**

Information on the Licensing Act 2003 is available on [legislation.gov.uk](http://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.

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- 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.

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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	
<b>TITLE Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
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 Please tick ✓</b>	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years		
Please tick ✓		
Has any personal licence held by you been forfeited or revoked in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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		

<b>3. Relevant or foreign offences and civil immigration penalties</b>		
<b>Read Note 1</b>	<b>Please tick ✓</b>	
Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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:		



4. Declaration			
<b>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</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

5. Declaration			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.			
<b>SIGNATURE</b>		<b>DATE</b>	

**Data Protection**

**AVDC is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner and may use this information for any of them. We may receive information about you from other organisations, or we may give information to them. If we do it will only be as the law permits, to check the accuracy of information, to prevent fraud or detect crime, or to protect public funds.**

**Please send the application together with the fee of £37 (please note we do not accept cash) to**

The Licensing Services Manager  
 Environmental Health & Licensing  
 Aylesbury Vale District Council  
 The Gateway  
 Gatehouse Road  
 Aylesbury  
 Buckinghamshire  
 HP19 8FF

## 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 the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) 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. Civil immigration penalty

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

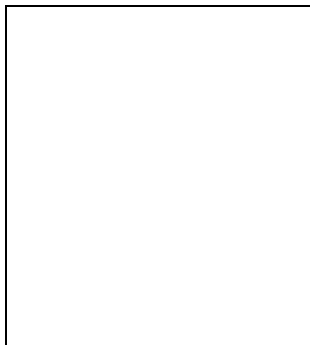
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## Photographs for a personal licence application

You will need to obtain two passport style photographs of yourself. See Appendix 3 for dimensions etc.

These photographs will need to be signed by an appropriate person to verify that it is a true likeness of yourself. This needs to be on the back of the photographs and then stapled onto the spaces below. Also you will need to fill in the details below.



Name of the person in the photograph	
Name of the person that has signed the reverse of the photograph	
Telephone number of the person who has signed the reverse of the photograph	
Please state the occupation of the person that has signed the reverse of the photograph (this person must be an approved signatory as listed overleaf).	

## **APPENDIX 1 – GUIDANCE NOTES FOR APPLICATION FORM**

### **1. Licensing qualifications**

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

### **Extract from the Licensing Act 2003: Relevant Offences**

#### **SCHEDULE 4**

#### **PERSONAL LICENCE: RELEVANT OFFENCES**

- 1 An offence under this Act.
- 2 An offence under any of the following enactments:
  - (a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);
  - (b) the Licensing Act 1964 (c. 26);
  - (c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19);
  - (d) section 13 of the Theatres Act 1968 (c. 54);
  - (e) the Late Night Refreshment Houses Act 1969 (c. 53);
  - (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);
  - (g) the Licensing (Occasional Permissions) Act 1983 (c. 24);
  - (h) the Cinemas Act 1985 (c. 13);
  - (i) the London Local Authorities Act 1990 (c. vii).
- 3 An offence under the Firearms Act 1968 (c. 27).
- 4 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.
- 5 An offence under any of the following provisions of the Theft Act 1968 (c. 60):
  - (a) section 1 (theft);
  - (b) section 8 (robbery);
  - (c) section 9 (burglary);
  - (d) section 10 (aggravated burglary);
  - (e) section 11 (removal of articles from places open to the public);
  - (f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
  - (g) section 13 (abstracting of electricity);
  - (h) section 15 (obtaining property by deception);
  - (i) section 15A (obtaining a money transfer by deception);
  - (j) section 16 (obtaining pecuniary advantage by deception);

- (k) section 17 (false accounting);
  - (l) section 19 (false statements by company directors etc.);
  - (m) section 20 (suppression, etc. of documents);
  - (n) section 21 (blackmail);
  - (o) section 22 (handling stolen goods);
  - (p) section 24A (dishonestly retaining a wrongful credit);
  - (q) section 25 (going equipped for stealing etc.).
- 6 An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).
- 7 An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38):
- (a) section 4(2) (production of a controlled drug);
  - (b) section 4(3) (supply of a controlled drug);
  - (c) section 5(3) (possession of a controlled drug with intent to supply);
  - (d) section 8 (permitting activities to take place on premises).
- 8 An offence under either of the following provisions of the Theft Act 1978 (c. 31):
- (a) section 1 (obtaining services by deception);
  - (b) section 2 (evasion of liability by deception).
- 9 An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2):
- (a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);
  - (b) section 170B (taking preparatory steps for evasion of duty).
- 10 An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c.7):
- (a) section 8G (possession and sale of unmarked tobacco);
  - (b) section 8H (use of premises for sale of unmarked tobacco).
- 11 An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
- 12 An offence under the Firearms (Amendment) Act 1988 (c. 45).
- 13 An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48):
- (a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);
  - (b) section 107(3) (infringement of copyright by public performance of work etc.);
  - (c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);

- (d) section 297(1) (fraudulent reception of transmission);
  - (e) section 297A(1) (supply etc. of unauthorised decoder).
- 14 An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52):
- (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);
  - (c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
- 15 An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol:
- (a) section 14 (selling food or drink not of the nature, substance or quality demanded);
  - (b) section 15 (falsely describing or presenting food or drink).
- 16 An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
- 17 An offence under the Firearms (Amendment) Act 1997 (c. 5).
- 18 A sexual offence, being an offence:
- (a) listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003 F2, other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts));
  - (b) an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective);
  - (c) an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).
- 19 A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition).
- 20 An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).
- 21 An offence under section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.
- 22 An offence under the Fraud Act 2006.
- 23 An offence under regulation 6 of the Business Protection from Misleading Marketing Regulations 2008 (offence of misleading advertising) in circumstances where the advertising in question relates to alcohol or to goods that include alcohol.

- 24 An offence under regulation 8, 9, 10, 11 or 12 of the Consumer Protection from Unfair Trading Regulations 2008 (offences relating to unfair commercial practices) in circumstances where the commercial practice in question is directly connected with the promotion, sale or supply of alcohol or of a product that includes alcohol.

## APPENDIX 2 - GUIDANCE NOTES FOR DISCLOSURE OF CONVICTIONS AND DECLARATION

### 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 Licences) 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.

## APPENDIX 3 - GUIDANCE NOTES FOR PHOTOGRAPHS

**The Licensing Act 2003, (Personal Licences) Regulations 2005, Para 7 – (1)**

(a) Two photographs of the applicant, which shall be –

- (i) taken against a light background so that the applicant's features are distinguishable and contrast against the background.
- (ii) 45 millimetres by 35 millimetres.
- (iii) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his/her religious beliefs, without a head covering.
- (iv) On photographic paper.
- (v) One of the photographs is endorsed with a statement verifying the likeness of the photograph to the applicant by one of the approved signatories listed :

Personal Licence - Accepted occupations for counter signatories

Your counter signatory must either:

- work in (or be retired from) a recognised profession
- be 'a person of good standing in their community'

Recognised professions

Examples of recognised professions include:

Accountant, airline pilot, articled clerk of a limited company, assurance agent of recognised company, bank/building society official, barrister, chairman/director of limited company, chiroprapist, commissioner for oaths, councillor, eg local or

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county, civil servant (permanent), dentist, director/manager/personnel officer of a VAT-registered company, engineer - with professional qualifications, financial services intermediary, eg a stockbroker or insurance broker, fire service official, funeral director, insurance agent (full time) of a recognised company, journalist, Justice of the Peace, legal secretary - fellow or associate member of the Institute of Legal Secretaries and Pas, licensee of public house, local government officer, manager/personnel officer of a limited company, member, associate or fellow of a professional body, Member of Parliament, Merchant Navy officer, minister of a recognised religion - including Christian Science, nurse - RGN or RMN, officer of the armed services, optician, paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals, person with honours, eg an OBE or MBE, pharmacist, 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, valuer or auctioneer - fellows and associate members of the incorporated society, Warrant Officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired are acceptable as signatories.

**Relatives or Partners are not acceptable**

## **APPENDIX 4 – ACCREDITED PERSONAL LICENCE QUALIFICATION PROVIDERS**

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 April 2011:

**BIIAB** (QCF Recognition number RN5118)

**Level 2 Award for Personal Licence Holders**

Qualification accreditation number 501/1494/3

**Website:** [www.bii.org](http://www.bii.org)

Telephone: 01276 684 449

**Email:** [qualifications@bii.org](mailto:qualifications@bii.org)

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

**CIEH** (QFC recognition number RN5238)

**Level 2 Award for Personal Licence Holders**

Qualification accreditation number 601/2104/X

**Website:** <http://www.cieh.org/>

Telephone 0207 827 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)

**Level 2 Award for Personal Licence Holders**

Qualification accreditation number 500/9974/7

**Website:** [www.highfieldabc.com](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)  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number: **601/4980/2**  
**Website:** <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)  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number 600/6446/8  
**Website:** [www.laser-awards.org.uk/](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

**NCFE** (QCF Recognition number RN5156)  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number 600/1323/0  
**Website:** [www.ncfe.org.uk](http://www.ncfe.org.uk)  
Telephone: 0191 239 8000  
**Email:** [info@ncfe.org.uk](mailto:info@ncfe.org.uk)  
Address: Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

**Pearson Education Ltd** (QCF Recognition number RN5133)  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number: 601/3483/5  
**Website:** <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 RN5159)**  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number 603/1021/2  
QNUK website  
Telephone: 020 8366 5049  
**E Mail:** [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)  
**Level 2 Award for Personal Licence Holders**  
Qualification accreditation number 600/1269/9  
**Website:** [www.sqa.org.uk](http://www.sqa.org.uk)  
Telephone 0845 279 1000  
**E-mail:** [customer@sqa.org.uk](mailto:customer@sqa.org.uk)  
Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

**Training Qualifications UK**  
**Level 2 Award for Personal Licence Holders**

(QCF Recognition number RN5355)  
Qualification accreditation number 601/6508/X  
**Website:** [www.tquk.org](http://www.tquk.org)  
Telephone: 033333 583344  
**Email:** [account.managers@tquk.org](mailto:account.managers@tquk.org)  
Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

**Please contact these bodies directly for information on courses, costs and availability in your area.**

## Criminal Records

You are required to provide us with a criminal records certificate such as a Basic Disclosure which was issued in the last month

The check will only show convictions that aren't 'spent', for example some types of caution will disappear after 3 months.

It costs £25. You must be 16 or over to make the request.

It usually takes up to 14 days for you to receive your certificate.

The service is available from 8am to 11:30pm.

### **To apply, you'll need:**

All your addresses for the last 5 years and the dates you lived there

Your National Insurance number

A debit or credit card

Proof of your identity, for example a passport, valid driving licence or birth certificate (if you haven't used GOV.UK Verify before)

[www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

**If you need phone or face-to-face support to apply online, call the DBS helpline on 03000 200 190. A basic Criminal Records Bureau check can be done through "Disclosure Scotland".**

Disclosure Scotland can be contacted as below:

Telephone Helpline\* — 0870 609 6006 (calls charged at national rates)  
The Helpline is available during the following hours:-  
— Monday to Friday — 8:00am to 6:00pm  
(\* Calls may be recorded or monitored for training and quality purposes)

Fax No. — 0870 609 6996 (calls charged at national rates)

Email — [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk)

Writing to — Disclosure Scotland  
— P.O. Box 250

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