BRACKNELL FOREST COUNCIL Licensing Team, Time Square, Market Street, Bracknell, RG12 1JD 01344 352000 licensing@bracknell-forest.gov.uk	Bracknell Forest Council

Application for a Personal Licence (Licensing Act 2003)

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	**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	**Mr** ☐ **Mrs** ☐ **Miss** ☐ **Ms** ☐ **Other** ☐ **(please state) ……**		
Surname			
Forenames			
I am 18 years old or over: Please tick ✓		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			
Daytime ☎			
Evening ☎			
Mobile ☎			
EMAIL 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)	
Post town	**Post code**
TELEPHONE NUMBERS	
Daytime ☎	
Evening ☎	
Mobile ☎	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your licensing qualification	
Read Note 1	**Please tick ✓**
Please indicate below which one of these statements apply to you:	
1. I hold an accredited licensing qualification	
2. I hold a certified qualification	
3. I hold an equivalent qualification	
4. I am a person of prescribed description	
If you have ticked either of statements 1, 2 or 3, please provide details of your qualification in the box below (name of qualification, date of issue, issuing body) and please enclose your qualification with your application. If you have ticked statement 4, please provide evidence that you are a person of prescribed description.	

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time **Please tick ✓**	Yes	No
Do you currently hold a personal licence?		
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?		
Has any personal licence held by you been forfeited in the last 5 years?		
Licensing Authority		
Licence number		
Date of issue		
Date of expiry		
Any further details		

4. CHECKLIST

I have	Please tick ✓
• 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 results of a subject access search of the police national computer by the National Identification Service (dated within the last month)	
• enclosed a completed disclosure of criminal convictions and declaration form (schedule 3)	
• made or enclosed payment of the fee for the application (£37)	

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.			
Signature		**Date**	

NOTES

1. Licensing qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003. Details of accredited personal licence qualification providers can be found at https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers
Please contact these bodies directly for information on courses, costs and availability in your area.

Guidance for Applicants

Information on the Licensing Act 2003 is available on the gov.uk website or from the Bracknell Forest Council website at http://www.bracknell-forest.gov.uk/alcoholandentertainmentlicences

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 and administering public funds for these purposes. For further information, see www.bracknell-forest.gov.uk/nationalfraudinitiative or contact Internal Audit on 01344 352322.

Criminal Record Checks

Basic criminal record checks can be obtained from Disclosure Scotland. For further details call their helpline number 0870 609 6006, or see their website www.disclosurescotland.co.uk
Any such document must be dated no earlier than one calendar month before the giving of the application to the licensing authority.

Photographs

The endorsement should be worded as follows 'I confirm that this is a true likeness of (name of applicant)'. It should be followed by signature, printed name and date of signing.