



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES,
STATION ROAD
ADDLESTONE,
SURREY KT15 2AH

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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.

1. Your personal details				
TITLE (delete as appropriate): 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 (delete as appropriate): 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				
FAX NUMBER				

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 qualifications

Read Note 1

Please tick yes

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.

3. Previous and outstanding applications for a personal licence

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

Please tick yes

Do you currently hold a personal licence?

Yes

No

Do you currently have any outstanding applications for a personal licence, granted by this or any other licensing authority?

Yes

No

Has any personal licence held by you been forfeited in the last 5 years?

Yes

No

[Insert name and address of relevant licensing authority and its reference number (optional)]

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

4. CHECKLIST:

I have	Please tick <input type="checkbox"/> yes
• enclosed two photographs of myself, one of which is endorsed as a true likeness of me by the chief executive of the licensing justices for the licensing district, a solicitor or notary, a person of standing in the community or an individual with a professional qualification	<input type="checkbox"/>
• enclosed any licensing qualification I hold or proof that I am a person of prescribed description	<input type="checkbox"/>
• 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	<input type="checkbox"/>
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)	<input type="checkbox"/>
• made or enclosed payment of the fee for the application	<input type="checkbox"/>

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

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)
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