

Calderdale Metropolitan Borough Council  
 General Licensing Unit  
 Town Hall  
 Halifax  
 West Yorkshire  
 HX1 1UJ



### 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			
<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			
<b>I am 18 years old or over. Please tick ✓</b>			
<b>DOB:</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>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>			

Address for correspondence associated with this application (if different to the address above)

Post town

Post code

**TELEPHONE NUMBERS**

Daytime

Evening

Mobile

E-MAIL 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 or outstanding applications for a personal licence**

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

Please tick ✓

Do you currently hold a personal licence?

Yes

No



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

Yes

No

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		
Date of expiry		
Any further details		

4. CHECKLIST:		
I have	Please tick ✓ yes	
• 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	<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 Identification Service (less than one calendar month old)	<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			
<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 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.</p>			
<b>SIGNATURE</b>		<b>DATE</b>	

## NOTES

### 1. Licensing qualifications

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

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 your local licensing authority.

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## Disclosure of convictions and declaration

**Before completing this form please read the guidance notes at the end of the form.**

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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 of a personal licence in the last 5 years		
<b>Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005</b>		
		<b>Please tick ✓</b>
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of court		
Address of court		
Date of forfeiture		
Offence which resulted in the forfeiture		
Any additional details		

### 3. Relevant or foreign offences

Read Note 1

Please tick ✓

Have you been convicted of any relevant offence or foreign offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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**

<b>SIGNATURE</b>		<b>DATE</b>	
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### 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.

<b>SIGNATURE</b>		<b>DATE</b>	
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### 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.**

### 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 your local licensing authority.

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The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

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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].

**Disclosure Scotland provides an accurate and responsive disclosure service to enhance security, public safety and protect the vulnerable in society.**

## **About Disclosure Scotland**

Disclosure Scotland provides a valuable service protecting the vulnerable people in our society by helping organisations make safer recruitment decisions when duties involve contact with children or adults at risk.

The Disclosure service was launched on 29 April 2002 and was developed under the guidance of the Scottish Government, following the enactment of [Part V](#) of the Police Act 1997. This introduced a system of disclosing criminal history information to individuals and organisations for employment and other purposes.

From October 2007, Disclosure Scotland formed part of a new (shadow) Scottish Government agency which will plan for and then manage and operate the new vetting and barring service as provided for in the Protection of Vulnerable Groups (Scotland) Act 2007.

## **Guide to completing an Application Form**

When you [request](#) an application form directly from Disclosure Scotland, you will receive a pack containing the form and guidance notes on how to complete the form.

Your employer or prospective employer or the voluntary organisation may also hold stocks of the application pack.

At the time of this update (11 April 2007) there are two versions of the paper application form in use. The new version was introduced in December 2006 and these principally have barcode numbers commencing 00205 or 00305; the earlier version had barcode numbers commencing 00204 and below (e.g. 00203, 00202, etc.) or 00304 and below (00303, 00302, etc.). It's expected that the earlier version will continue in use until mid 2007. You should be provided with a copy of the guidance notes which are appropriate for the version of the application form issued to you.

With regard to the earlier version, the guidance notes are not available online but paper copies are available. In addition to the paper guidance notes, you should also refer to the [Helpful Hints](#) document which has been produced to provide further assistance in completing the earlier version of the form.

In respect of the new version of the form, the undernoted guidance notes are available to assist you in completing the application form and these are available for downloading.

- An Applicant's Guide to Completing the Disclosure Application Form
  - [English](#) Version (PDF)(475Kb)(August 2007 version)
  - [Chinese](#) Version (PDF)(7.7 Mb)
  - [Gujarati](#) Version (PDF)(7.5Mb)
  - [Hindi](#) Version (PDF)(7.4MB)
  - [Punjabi](#) Version (PDF)(7.4Mb)
  - [Urdu](#) Version (PDF)(7.8Mb)

The Applicant's Guide is also available in Braille and audio format. Please [contact us](#) if you require either of these formats.

Applicants for Basic Disclosures can also apply [online](#).

### **Basic Disclosure Online (BDO)**

Disclosure Scotland has provided the following facility to make it simpler to apply for Basic Disclosures. It is not currently possible to apply for Standard or Enhanced Disclosures online although this is subject to review.

In order to make an online application for a Basic Disclosure, your current address must be in the United Kingdom and you must have been resident at this address for more than 12 months. If your current address does not satisfy these criteria, or if you have opted not to be included on the published electoral role, then please apply using the paper application form. This is a requirement of our identity verification procedures.

The BDO process has been designed to be user friendly and easy to complete.

### **Contact Us**

Helpline  
0870 609 6006  
Fax  
0870 609 6996

or write to:

**Disclosure Scotland**  
**PO Box 250**  
**Glasgow**  
**G51 1YU**

**[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)**

