LICENSING ACT 2003

APPLICATION FOR A PERSONAL LICENCE

GUIDANCE NOTES

NOTE: PLEASE COMPLETE ALL RELEVANT SECTIONS. PLEASE WRITE CLEARLY IN BLACK INK USING BLOCK CAPITALS

Question 2

You must either possess a relevant licensing qualification or be a person of a prescribed description.

A person of a prescribed description is one of the following:

(a) a member of the company of the Master, Wardens, Freemen and Commonalty of the Mistery of the Vintners of the City of London;

(b) a person operating under a licence granted by the University of Cambridge; or

(c) a person operating premises under a licence granted by the Board of the Green Cloth.

If you claim to be a person of a prescribed description you must produce evidence to substantiate your claim. This can be in the form of a letter from the body concerned or a copy of your membership certificate or licence.

If you are not a person of a prescribed description you must possess a relevant licensing qualification. This can be one of three types:

1. An accredited licensing qualification is a qualification accredited by the Secretary of State at the time of its award and awarded by a body accredited at that time.

2. A certified qualification is a qualification awarded before the coming into force of s.120 of the Licensing Act 2003 and certified by the Secretary of State as being treated as though it were an accredited licensing qualification.

3. An equivalent qualification is a qualification obtained in Scotland, Northern Ireland or in an EEA state which is equivalent to one of the above qualifications.

Details of what constitutes an accredited, certified or equivalent qualification are set out on the attached information sheet, published by the Home Office.

You must give details of your qualification in the box below question 2 and enclose your qualification certificate.

Section 4

The following documents must be enclosed with your application.

1. Two photographs of yourself.
   The photographs must be:

   - Taken against a light background so that your features are distinguishable and contrast against the background;
   - 45 millimetres by 35 millimetres;
   - full face uncovered and without sunglasses and unless you wear a head covering due to your religious beliefs, without a head covering;
   - on photographic paper.

   One of the photographs must be endorsed on the back with the words '*I certify this to be a true likeness of [add name]*' and then signed and dated by one of the following persons:

   - the Chief Executive of the licensing justices for the licensing district concerned;
   - a Solicitor or Notary;
   - a person of standing in the community (this includes a bank or building society official, a police officer, a civil servant or a minister of religion);
   - an individual with a professional qualification.

2. Your licensing qualification or evidence that you are a person of a prescribed description (see notes to Question 2 above).

3. 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

   Please see separate sheet regarding obtaining a Disclosure Scotland basic disclosure.

   The certificate which you obtain from Disclosure Scotland and send with your application must not have been issued more than a month earlier than the date you submit your application to the Council.

4. A completed disclosure of criminal convictions and declaration form. Please read the guidance notes attached to the form before completing it. You must answer all the questions on the form including question 2.

5. The fee of £37. Cheques should be made payable to 'Ribble Valley Borough Council'.