RIBBLE VALLEY BOROUGH COUNCIL
Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA

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 **Please tick ✔** 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 **Please tick ✔** 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			
E-MAIL 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	
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 ☐	No ☐
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	☐
• 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	☐
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)	☐
• made or enclosed payment of the fee for the application	☐

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.