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

Application to renew 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	
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 current personal licence	
Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below.	
Details of current personal licence:	
Licensing Authority	
Licence number	
Date of issue	
Date of expiry	
Any further details	
If you cannot provide your personal licence, provide a statement explaining why:	

3. Other personal licences		
	Please tick ✔	
I confirm that I do not hold any other personal licences other than the one submitted for renewal.	Yes ☐	No ☐

4. CHECKLIST:	
I have	**Please tick ✔**
• enclosed my current personal licence or a statement of the reasons of any failure to provide my licence	☐
• enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor, notary, a person of standing in the community or any individual with a professional qualification	☐
• 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**	