



**Application for a personal licence  
Licensing Act 2003**

Please read the accompanying notes (at the end of this form) as you complete it.

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.

Section 1 - your personal details			
1. Your name			
Mr	Mrs	Miss	Ms
Other (please state)			
Surname:			
Forenames:			
2. Previous names (Please enter details of any previous names or maiden names and continue on a separate sheet if necessary)			
Mr	Mrs	Miss	Ms
Other (please state)			
Surname:			
Forenames:			
3. Your date of birth	Day:	Month:	Year:
4. Nationality:			
5. Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (see note 1 for information)			
6. Address where <b>ordinarily</b> resident (We will use these details to correspond with you unless you complete the separate correspondence box on page 2)			
Post town:		Postcode:	
7. Other contact details			
Phone number:			
Mobile number:			
Email address:			

8. Alternative address for **correspondence** associated with this application *(If you provide alternative details below we will use these to correspond with you)*

Post town:

Postcode:

9. Alternative contact details *(if applicable)*

Telephone number:

Mobile number:

Email address:

### Section 2 - your licensing qualification *(see note 2)*

1. Please tick one box below to confirm which statement 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

2. If you have ticked 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 original qualification certificate with your application.

If you have ticked statement **(4)**, please provide evidence with your application that you are a person of prescribed description.

### Section 3 - previous or outstanding applications for a personal licence

*Note – you may only hold one personal licence at a time*

1. Do you currently hold a personal licence?

Yes\*

No

2. Do you currently have any other outstanding applications for a personal licence – with this or any other authority?

Yes\*\*

No

3. Has any personal licence held by you been forfeited in the last five years?

Yes\*\*

No

\* Licensing Authority

\* Licence number

\* Date of issue

\*\* Any further details

**Section 4 – checklist***(Please tick to confirm)*

1. I have 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	
2. I have enclosed any licensing qualification I hold or proof that I am a person of prescribed description (original document)	
3. I have enclosed a criminal conviction certificate (basic DBS) or the results of a subject access search of the police national computer by ACRO (original document)	
4. I have enclosed a completed 'disclosure of criminal convictions and declaration' form ( <i>pages 4 and 5</i> )	
5. I have included proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (copy document) ( <i>see note 1</i> )	
6. I have made or enclosed payment of the £37 fee ( <i>see below</i> )	

Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address below. If paying by cheque please make it payable to 'WLDC'.

*For office use: payment code 6007-40095-41162*

To pay by bank transfer please use the below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + your name

**Amount:** £37

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

**Section 5 - declarations**

- I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.
- 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 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

Signature		If unable to provide a digital signature please type name to the right:
Date		



## Disclosure of convictions and declaration

Please read the accompanying notes (at the end of this form) as you complete it.

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.

<b>Section 1 - your personal details</b>	
1. Your name	
Mr    Mrs    Miss    Ms    Other ( <i>please state</i> )	
Surname:	
Forenames:	
2. Previous names ( <i>Please enter details of any previous names or maiden names and continue on a separate sheet if necessary</i> )	
Mr    Mrs    Miss    Ms    Other ( <i>please state</i> )	
Surname:	
Forenames:	

<b>Section 2 - forfeiture of a personal licence in the last five years</b>	
1. Has any personal licence held by you been forfeited in the last five years?	Yes* <input type="checkbox"/> No
*Name of court	
*Address of court	
*Date of forfeiture	
*Offence which resulted in the forfeiture	
*Any additional details	

### Section 3 - relevant or foreign offences

1. Have you been convicted of any relevant offence or foreign offence? (see note 3)

Yes\*

No

\* 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:

\*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:

\*If you have received an **immigration penalty** you must provide details, including the reference, date and company name:

### Section 4 - declaration

I declare that I have not been convicted of any relevant offence or foreign offence.

Signature

If unable to provide a digital signature please type name to the right:

Date

### Section 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 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

If unable to provide a digital signature please type name to the right:

Date

## NOTES

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

### 1. Right to work/immigration status

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

- i) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK, in [guidance issued under section 182 of the Licensing Act 2003](#) and listed below.
- ii) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### **i) Documents which demonstrate entitlement to work in the UK**

##### List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued

by a government agency or a previous employer. *Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)*

7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. *This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition*
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 2

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

1. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## **ii) Home Office online right to work checking service**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

## **2. Licensing qualification**

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003. A person of prescribed description is one of the following:

- a member of the company of the Master, Wardens, Freemen and Commonalty of the Mystery of the Vintners of the City of London
- a person operating under a licence granted by the University of Cambridge
- a person operating premises under a licence granted by the Board of the Green Cloth

## **3. Relevant offences, foreign offences and civil immigration penalties**

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 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.

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)