

Licensing Act 2003 - Application for a New Licence

Thank you for downloading the application pack. Please use this document for guidance.

Please note that you must enclose with your application the correct fee and:

In the case of a personal licence

An application for the grant of a personal licence made under section 117 of the Act shall be made on the prescribed form and shall be accompanied by the prescribed fee.

An application shall be accompanied by the following documents :

two photographs of the applicant, which shall be;

- taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- 45 millimetres by 35 millimetres;
- full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering;
- on photographic paper, and
- one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification;

and either —

(i) a criminal conviction certificate issued under section 112 of the Police Act 1997 or,

(ii) a criminal record certificate issued under section 113A of the Police Act 1997 or

(iii) the results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service, and

- in any case such certificate or search results shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority,

and a declaration by the applicant, that either he has not been convicted of a relevant offence or a foreign offence or that he has been convicted of a relevant offence or a foreign offence accompanied by details of the nature and date of the conviction and any sentence imposed on him in respect of it.

and a copy of the licensing qualification held by the applicant.

If you are applying for a Personal licence only, you need to send a copy to the licensing authority.

If you require any help completing this application please contact the licensing team on 01992 564034.