

Blackpool Council

Application for a new Personal Licence

Applicant Name:

Licensing Service
Blackpool Council
Municipal Buildings, PO Box 4
Blackpool, FY1 1NA

T: (01253) 47 8572 / 8589
F: (01253) 47 8372
E: licensing.la2003@blackpool.gov.uk
W: www.blackpool.gov.uk/licensing



Part One - Application for a Personal Licence

Before completing this form please read the guidance notes at the end of this 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.

Your Details

Title: (please tick)	Mr	Mrs	Miss	Ms	Other (please state):
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Forename(s)		Surname	
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Nationality		Date of birth			
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Previous Names (if relevant). Please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.

Forename(s)		Surname	
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Forename(s)		Surname	
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Address where ordinarily resident (we will use the address below to correspond with you unless you complete the separate correspondence box below).

Address										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Post Code</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	Post Code								
Post Code										

Telephone Number		Mobile Number	
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Email address	
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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 (please see note 3 for information)	
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Address for correspondence associated with this application (if different to the address above)

Address										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Post Code</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	Post Code								
Post Code										

Telephone Number		Mobile Number	
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Email address	
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Your licensing qualifications

Please indicate below which one of these statements applies to you:

Please tick

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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.

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?	Please tick	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Please tick	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Has any personal licence held by you been forfeited in the last 5 years?	Please tick	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If answering yes to any of the above please complete the relevant sections below in regard to your personal licence:

Licensing Authority			
Licence Number			
Date of Issue			

Any further details:

Part Two - Disclosure of convictions and civil immigration penalties and declaration

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 in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Forfeiture of a personal licence in the last 5 years

Has any personal licence held by you been forfeited in the last 5 years? (If yes please provide details below)	Yes	No
Name of court / licensing authority:		
Address of court:		
Date of forfeiture/ revocation:		
Offence that resulted in the forfeiture / revocation:		
Any additional details:		

Relevant or foreign offences and civil immigration penalties

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	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.

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If you have been required to pay a civil immigration penalty please provide details including the date of the penalty.

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I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty.

Signature		Date	Day	Month	Year

Part Three - Declaration

Checklist

I have done the following:

Please tick

- Enclosed 2 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
- Included proof of my right to work in the UK or my share code issued by The Home Office online right to work checking service (see note 3)
- Made or enclosed payment for the fee for the application (£37)

Declaration

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 to 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	
Print name	
Date	

Notes

Information on the Licensing Act 2003 is available on www.legislation.gov.uk

1. Licensing Qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.

2. Relevant or 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 was made and when your application is determined or withdrawn, you must notify the authority to which the 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.

A civil 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.

3. Right to work / immigration status:

A Personal Licence may not be issued to 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
- 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 licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified) or 2) 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)

Documents which demonstrate entitlement to work in the UK:

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK (please see note below about which sections of the passport to copy)
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- 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.

- 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, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work in relation to the carrying on of a licensable activity.
- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgment letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
 - Evidence of the applicant's own identity – such as a passport
 - Evidence of their relationship with the European Economic Area family member, e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - Evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - Working e.g. employment contract, wage slips, letter from the employer
 - Self-employed e.g. contracts, invoices, or audited accounts with a bank
 - Studying e.g. letter from the school, college or university and evidence of sufficient funds, or
 - Self-sufficient, e.g. bank statements

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to the Licensing Authority.

If the document copied is a passport, a copy of the following pages should be provided:

- i) Any page containing the holder's personal details including nationality
- ii) Any page containing the holder's photograph
- iii) Any page containing the holder's signature
- iv) Any page containing the date of expiry, and
- v) Any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 9-digit share code (provided to them upon accessing the service at www.gov.uk/provide-right-to-work) which, along with the applicant's date of birth (provided within this application) 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 checked online. 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 copy documents as set out above.