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# Guidance notes for applications for a Personal Licence

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## Licensing Act 2003

This guidance should be used in conjunction with the guidance on the back of the application form.

### Before you start:

- You can only apply to the Licensing Authority (District or Borough Council) in whose area you live (not where you work). If you do not live in Elmbridge you should not be applying to us for a Personal Licence.
- You can only hold one Personal Licence at a time. If you have moved or changed your name you need an amended Personal Licence. You must notify the Licensing Authority which granted your Personal Licence; that you have moved or changed your name and they will amend your licence.

The form must be filled in using black ink only. If you use any other colour the application will be invalid.

- If you are filling the form in by hand use only BLOCK CAPITALS and write only in the boxes.
- Improperly completed forms may be returned as invalid.
- You cannot submit your application online, you must complete the form and send it to us.

These notes are intended for guidance only and are not authoritative. No responsibility is accepted **for errors or omissions. You may wish to seek specialist legal advice before making an application.**

## Completing the form

1. **Title.** Delete the titles that do not apply or delete all those given and enter another e.g. Dr, Professor etc.
2. **Surname Forenames.** Enter your current Surname and Forenames.
3. **Previous names.** Enter here any previous names or maiden names. If you have no previous name or maiden name enter "n/a".
4. **Age declaration.** You may only apply for a Personal Licence if you are over 18. Please tick the box to confirm this.
5. **Address where you are normally resident.** Enter the address where you normally live most of the time. This is not the premises where you work unless you live at your work premises. You may not put "c/o" or "(care of)" your work address unless you live there. Do not put "as below". Do not forget the town and post code.
6. **Telephone numbers.** We need these in case we need to contact you about your application.
7. **Fax Number.** We will not correspond with you by fax.
8. **Email address.** Please enter one if you have one.
9. **Address for correspondence.** Please complete this box, including alternative telephone numbers and email address, if you want letters etc, including your new licence, to be sent to any other address than that given previously in the form.
10. **Your Licensing Qualification**

A list of the current accredited personal licence qualification providers is available on our web pages at: [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing)

If you haven't got one of the accredited qualifications, you can't apply for a Personal Licence. You must enclose your original qualification certificate when applying for a licence, not a copy.

**Certified qualification.** There are currently no certified qualifications.

**Equivalent qualification.** There are currently no equivalent qualifications.

**Person of prescribed description** – this means a member of the company of the

Master, Wardens, Freemen and Commonalty of the Mistery of the Vintners of the City of London; a person operating under a licence granted by the University of Cambridge; or a person operating premises under a licence granted by the Board of the Green Cloth.

Unless you belong to the small number of people who fall into the category of “prescribed description” you must have passed the accredited qualification and enclose the original certificate with your application.

**11. Previous and outstanding applications for personal licence.** Tick the next three boxes as appropriate if the answer to the question asked is Yes you may not apply to us for a Personal Licence.

**12. Checklist.** Tick the boxes of the items you have to send with the application.

**13. Declaration** Sign the declaration and date it.

This application must also be accompanied by a Disclosure of Convictions and Declaration form (Schedule 3).

In addition to the Disclosure form you must also supply a:

**Criminal conviction certificate** – this is a “basic” check available only through Disclosure Scotland ([www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)) even though you live in England or;

**Criminal record certificate** – this is the “standard” check made with the Criminal Records Bureau but may only be obtained by authorised organisations on your behalf or

The results of a **subject access search** of the Police national computer by the National Identification Service – this may be obtained by visiting your local Police station, completing a form, paying a fee and waiting for them to post the result to you. This may take several weeks to receive.

**Whichever of these three documents is supplied it must have been issued not more than one month prior to your application for a Personal Licence. If it is older than that your application will be invalid.**

The application must be accompanied by two passport type photographs (45 mm by 35 mm) one of which is endorsed on the back with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, person of standing in the community (bank or building society official, police officer, civil servant or minister of religion) or an individual with a professional qualification.

Send the completed application form, photographs, disclosure of convictions form, and criminal conviction check etc and fee to us at the Licensing Authority. **Please**

**enclose the relevant fee by way of a cheque made to Elmbridge Borough Council or mark the application in the top right hand corner that you wish to pay over the telephone by credit or debit card (credit card fees apply). A member of the Licensing Team will telephone you on receipt to take payment. This must be made within 24 hrs.**

**The Licensing Authority – Elmbridge Borough Council**

The Licensing Officer  
Planning and Environmental Health  
Elmbridge Borough Council  
Civic Centre,  
High Street,  
Esher, Surrey KT10 9SD  
Tel: 01372 474750

**If you have any questions about the application process please contact the Licensing Officer on 01372 474750.**