

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 (delete as appropriate): Mr. Mrs. Miss Ms. Other (please state)	
Surname	Date of Birth
Forenames	Place of Birth
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary	
TITLE (delete as appropriate) : Mr. Mrs. Miss Ms Other (please state)	
Surname	
Forenames	
ADDRESS WHERE ORINDARILY 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	
EMAIL 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

EMAIL 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

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 ✓ Yes
<ul style="list-style-type: none"> Enclosed my current Personal Licence or a statement of the reasons of any failure to enclose my Licence. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Enclosed two photographs of myself, one of which is endorsed as a true likeness of my by a Solicitor, Notary, a person of standing in the community or any individual with a professional qualification. 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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 Intelligence Service. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Enclosed a completed disclosure of a criminal convictions and declaration form (Schedule 3) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the application 	<input type="checkbox"/>

5. Declaration	
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>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 [£5000].</p>	
SIGNATURE	DATE

NOTES

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local Licensing Authority.