

Application for a Personal Licence

Name of Applicant:

Date of Birth:

Place of Birth:

Please send completed application form to:

Trading Standards & Licensing Section

Town Hall
Library Street
Wigan
WN1 1YN

Please read the following instructions first

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.

Application for a Personal Licence

1. Your Personal Details

Title (Please tick ✓ as appropriate)

Mr Mrs Miss Ms Other (please state)

Surname	
Forename(s)	

Previous Names (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.

Title (Please tick ✓ as appropriate)

Mr Mrs Miss Ms Other (please state)

Surname	
Forename(s)	

Yes

No

I am 18 years old or over. Please tick ✓

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

Post Town	Postcode

Telephone Numbers: -	
Daytime	
Evening	
Mobile	

Fax Number	
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E-Mail 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	Postcode

Telephone Numbers: -	
Daytime	
Evening	
Mobile	

E-Mail Address (if you would prefer us to correspond with you by e-mail)

2. Your licensing qualifications

Read Note 1

Please tick ✓ Yes

Please indicate below which one of these statements 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

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.

3. Previous or outstanding applications for a personal licence

Note: You may only hold one personal licence at a time.

Please tick ✓

Yes No

▪ Do you currently hold a personal licence?

▪ Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?

▪ Has any personal licence held by you been forfeited in the last 5 years?

Licensing Authority	
Licence number	
Date of issue	
Date of expiry	
Any further details	

4. Checklist

I have:

Please tick ✓ Yes

▪ 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

- 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
- enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)
- made or enclosed payment of the fee for the application

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 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].

Signature _____

Date _____

Notes: -

1. Licensing qualifications

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