

Guidance for New Applicants

Personal Licences

When applying for a personal licence you will need to complete the appropriate application form in full and submit all supporting documents. Failure to submit all the required information will result in your application being returned to you.

We aim to determine personal licence applications within 21 days from receipt of a completed application, including payment. However, if relevant objections are received from the Chief of Police the application cannot be determined within this timescale, as the application will be referred to the Council's Licensing Sub-Committee for determination.

Please note that an applicant's full name including all forename(s) must be given on **all** documents in connection with the application.

The completed application form **must** be accompanied by the following:

- 2 photographs (passport size) - 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;
- The fee of £37.00. Please provide details of the date of payment and payment reference when the application is submitted. Payment should be made online at www.wigan.gov.uk/licensingact2003 (select personal licences);
- A Disclosure of Convictions and Civil Immigration Penalties and Declaration (this should state whether any relevant or foreign offences have been committed, or a civil immigration penalty has been paid, including full details, were applicable). If you are unsure if an offence you have committed should be stated, please contact us;
- Proof of right to work in the United Kingdom. This can be a photocopy of your original document. Details of the accepted documents and guidance about how to access the Home Office right to work online checking service are shown on the application form).

- An award accredited by the Secretary of State. This must be an original document. A list of the accredited organisations that provide courses and exams for a personal licence is available via the following link:
<https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers>

- Either: -
 1. A criminal conviction certificate issued under section 112 Police Act 1997(a);
 2. A criminal record certificate issued under section 113a Police Act 1997; or
 3. The result of a subject access search under the Data Protection Act 1998(b) of the Police National Computer by the National Identification Service.

This must be an original document and must be within date. The Council **cannot by law** accept a certificate which is more than one calendar month old on the date on which they receive your application.

To meet the requirements shown above you may wish to apply for a basic disclosure issued by the Disclosure and Barring Service. All applications currently cost £18.00 and you can apply online at www.gov.uk/request-copy-criminal-record.