

# Application for a Personal Licence



**Before completing this application form you must read the guidance notes at the end of the form.**

Full Name of Applicant:

Date of Birth:

Nationality:

**Checklist:** This form **must** be accompanied by **all** of the following:

- ☐ Two Passport Style Photographs (one of which is endorsed)
- ☐ A Relevant Licensing Qualification Certificate
- ☐ A Criminal Record Certificate (i.e. DBS) (**all** pages)
- ☐ A completed Disclosure of Criminal Convictions and Declaration Form
- ☐ Proof of Entitlement to Work in the UK
- ☐ Payment of £37.00 (record details below)

Payment Date:

Payment Reference:

Please email completed application forms and supporting documents to [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk) or alternatively post them to the following address:

Licensing Team  
PO Box 100  
Wigan  
WN1 3DS

## 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)

<b>Surname</b>	
<b>Forename(s)</b> (include any middle names)	

**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)

<b>Surname</b>	
<b>Forename(s)</b> (include any middle names)	

<b>Date of Birth</b>	
<b>Nationality</b>	

I am 18 years old or over. Please tick ✓

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

<b>Address where ordinarily resident (we will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
<b>Post Town</b>	<b>Postcode</b>

<b>Telephone Numbers: -</b>	
Daytime	
Evening	
Mobile	

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

<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post Town</b>	<b>Postcode</b>

<b>Telephone Numbers: -</b>	
Daytime	
Evening	
Mobile	

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

<b>Entitlement to work in the UK (see note 2)</b> <p>You are requirement to submit with this application evidence of your entitlement to work in the UK. As an alternative to providing a copy of the documents listed, applicants may demonstrate their right to work by allowing the Licensing Authority to carry out a check with the Home Office. In this instance please note the 9-digit code below. Please copy this code exactly as it displays on the web page, or alternatively provide a printout of the web page.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
--

## 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 ✓

▪ 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 – All the below are mandatory.

I have:

Please tick ✓ Yes

- enclosed two photographs of myself, one of which is endorsed with a statement verifying the 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 **(all pages of the document must be produced)** ☐
- enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) ☐
- included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2) ☐
- made payment of the fee for the application (see note 3) ☐

Payment should be made prior to submitting the application. When submitting your application, you should confirm the date of your payment and the payment reference.

#### 5. 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 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Notes: -**

## **1. Licensing qualifications**

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

## **2. 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; or
- 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 licensing activity. They do this in one of two ways 1) by providing with this application copies or scanned copies of the documents listed below. These documents do NOT need to be certified copies, 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**

**Please note:** As of 6 April 2022, changes came into force regarding the use of biometric cards. Holders can no longer use their physical card as evidence of a right to work and are now required to use the Home Office online service (see below).

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. 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.
5. 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, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
10. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
11. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
12. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
13. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
14. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
15. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
16. Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided: -

- any page containing the holder's personal details including nationality;
- any page containing the holder's photograph;
- any page containing the holder's signature;
- any page containing the date of expiry; and
- 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.

Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) holders **are now only able** to evidence their right to work using the Home Office Online Service.

We cannot accept or check a physical Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) as proof of right to work.

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 <https://www.gov.uk/prove-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.

**Please Note:** 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 to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

### **3. Payment**

Payment can be made via the following website:

<https://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Entertainment-Alcohol-Late-Night-Refreshments/Personal-licences.aspx>

Payment should be made prior to submitting the application. When submitting your application, you should confirm the date of your payment and the payment reference.