



LICENSING ACT 2003

PERSONAL LICENCE APPLICATION

CHECK LIST

To ensure that your application is a valid one, please check that you send in all the required documents by placing a tick in the appropriate box.

Personal Licence Application

- ☐ Application for a Personal Licence
- ☐ Disclosure of convictions and declaration. A declaration on the prescribed form confirming whether or not he/she has been convicted of a relevant offence, foreign offence or civil immigration penalty and if so give details of the convictions.
- ☐ Proof of right to work in the UK
- ☐ Two colour photographs (45 x 35 mm), **one** of which must be endorsed as a true likeness of the applicant by a solicitor, notary or other professional person of standing in the community.
- ☐ Original of a recognised licensing qualification - Level 2 Award for Personal Licence Holders. See:-
<https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers>
- ☐ A Criminal Conviction Certificate or a Criminal Record Certificate or a subject access search under the Data Protection Act (although this is not a vetting tool and ACPO do not consider it appropriate for licensing applications). A Basic Disclosure Notice can be obtained from the Criminal Records Bureau in Scotland. Apply on line at www.disclosurescotland.co.uk or call 0870 609 6006 between 0800 – 1800 hours.

NOTE: ANY CERTIFICATE OR SEARCH RESULT MUST BE ISSUED NO EARLIER THAN ONE CALENDAR MONTH BEFORE SUBMITTING THE APPLICATION.
- ☐ **Fee £37.00.** Cheques payable to “**Central Bedfordshire Council**”.