



**BFBC Reference :**  
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**BRACKNELL FOREST BOROUGH COUNCIL**  
Licensing Team, Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

**Application for a Personal Licence  
under the Licensing Act 2003**

**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.

1. Your personal details		
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)		
Surname		
Forenames		
<b>PREVIOUS NAMES</b> (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.		
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)		
Surname		
Forenames		
I am 18 years old or over: Please tick ✓		Yes
		No
<b>ADDRESS WHERE ORDINARILY RESIDENT</b> (We will use this address to correspond with you unless you complete the separate correspondence box below).		
<b>Post town</b>	<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>		
Daytime		
Evening		
Mobile		

<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS (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>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

<b>2. Your licensing qualification</b>	
<b>Read Note 1</b>	<b>Please tick ✓</b>
Please indicate below which one of these statements apply 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	
<p>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.</p> <p>If you have ticked statement 4, please provide evidence that you are a person of prescribed description.</p>	

<b>3. Previous or outstanding applications for a personal licence</b>		
Note: You may only hold one personal licence at a time.		<b>Please tick ✓</b>
Do you currently hold a personal licence?	Yes	No
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes	No
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No
Licensing Authority Licence number Date of issue Date of expiry Any further details		

<b>4. CHECKLIST</b>	
I have	<b>Please tick ✓</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> </ul>	
<ul style="list-style-type: none"> <li>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 (dated within the last month)</li> </ul>	
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (schedule 3)</li> </ul>	
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application (£37)</li> </ul>	
<ul style="list-style-type: none"> <li>sent a copy of this application to the chief officer of police</li> </ul>	

<b>5. Declaration</b>	
<b>The information contained in this form is correct to the best of my knowledge and belief</b>	
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 (£5,000).	
<b>Signature</b>	<b>Date</b>

## NOTES

### 1. Licensing Qualifications

Accredited Licensing Qualification – is a qualification accredited at the time of its award and awarded by a body accredited at that time. On 7 February 2005 the Secretary of State accredited the first 2 personal licence qualifications under the 2003 Act, they are :

**BIIAB Level 2 National Certificate for Personal Licence Holders**

For information contact : E-mail - [reception@bii.org](mailto:reception@bii.org)  
Telephone - 01276 684449

**GQAL Level 2 National Certificate for Personal Licence Holders**

For information contact : E-mail - [customerservice@ediplc.com](mailto:customerservice@ediplc.com)  
Telephone - 08707 202909

Certified Licensing Qualification – is a qualification awarded before February 2005 which the Secretary of State has certified is to be treated as if it was an accredited licensing qualification.

Equivalent Licensing Qualification – is a qualification obtained in Scotland or Northern Ireland or in the European Economic Area which is equivalent to an accredited or certified qualification.

### 2. National Intelligence Service

Basic criminal record checks can be obtained from Disclosure Scotland. For further details call their helpline number 0870 609 6006, or see their website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)  
Any such document must be dated no earlier than one calendar month before the giving of the application to the licensing authority.

### 3. Photographs

The endorsement should be worded as follows 'I confirm that this is a true likeness of (name of applicant)'. It should be followed by signature, printed name and date of signing.

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment](http://www.culture.gov.uk/alcohol_and_entertainment)) or from Bracknell Forest Borough Council (<http://www.bracknell-forest.gov.uk>), your local licensing authority.