

HOW TO APPLY - NEW PERSONAL LICENCE APPLICATION:

The second appointed day has been confirmed by the Secretary of State as 24th November 2005. This will be when the Licensing Act 2003 comes into force and the old law will be abolished.

You can apply for a new personal Licence at any time from the 7th February 2005. Application can only be made by an individual and only if he does not already hold a personal licence or does not have an outstanding application awaiting determination. Application must be made to the authority for the area in which the applicant is ordinarily resident. A Personal Licence is valid for a period of 10 years.

Provided that:

- ❖ the applicant is aged 18 or over;
- ❖ possesses the required accredited licensing qualification;
- ❖ no personal licence held by the applicant has been forfeited in the period of five years ending with the day the application was made; and
- ❖ the applicant has not been convicted of any relevant or foreign offence,

the licence will be granted.

Before completing your application form, read through the form and all of the guidance notes. Complete the form in black ink and in block capitals ensuring that you complete all relevant sections signing and dating each section.

IN ADDITION TO THE COMPLETION OF THE APPLICATION DOCUMENT:

1. You must enclose with the application 2 photographs of yourself (the applicant) taken against a light background so that the features are distinguishable and contrast against the background. The photographs must be 44mm by 35mm (passport-sized photographs), on photographic paper and the image must be of the full face, uncovered, without any sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering. One photograph must be endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor or notary, a person of standing in the community or an individual with a professional qualification.

2. Enclose a criminal conviction certificate, criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service. Basic criminal record checks can be obtained from Disclosure Scotland. For further details call their helpline number 0870 609 6006 or visit their website at www.disclosurescotland.co.uk
3. Enclose a completed Disclosure of Criminal Convictions form.
4. Enclose your original accredited Licensing Qualification Certificate – currently BIIAB Level 2 National Certificate for Personal Licence Holders, GOAL Level 2 Certificate for Personal Licence Holders or GQAL Level 2 National Certificate for Personal Licence Holders.
5. Enclose a fee of £37.00 (cheques made payable to North West Leicestershire District Council).

Licensing Section contact details:

<p>Personal visit to: North West Leicestershire District Council Council Offices Coalville Leicestershire LE67 3FJ An appointment system is in operation. Please make an appointment prior to attending</p>	<p>Writing to us at: The Licensing Section North West Leicestershire District Council Council Offices Coalville Leicestershire LE67 3FJ</p>
<p>Email: licensing@nwleicestershire.gov.uk</p>	<p>Phone: 01530 454844/838/528</p>
<p>Internet: www.nwleics.gov.uk</p>	<p>Fax: 01530 454506</p>