

[Insert name and address of relevant licensing authority and its reference number (optional)]

**Application for a personal licence under s117 of the 2003 Act
made by the holder of a justices' licence during the transitional period**

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	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

[Insert name and address of relevant licensing authority and its reference number (optional)]

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

2. Your justices' licence

Please tick <input type="checkbox"/> yes	
I enclose my justices' licence or a certified copy of that licence	<input type="checkbox"/>

3. Previous and outstanding applications for a personal licence

Please tick <input type="checkbox"/>		
Do you currently hold a personal licence, granted by this or any other licensing authority?	Yes	No
Do you currently have any outstanding applications for a personal licence, granted by this or any other licensing authority?	Yes	No
Have you previously applied for a personal licence, with this or any other licensing authority?	Yes	No

4. CHECKLIST:

I have	Please tick <input type="checkbox"/> yes
<ul style="list-style-type: none"> enclosed a justices' licence held in my name or a certified copy of that justices' licence (for the meaning of certified copy see paragraph 23(4) of Schedule 8 to the Licensing Act 2003) enclosed two photographs of myself, one of which is endorsed as a true likeness of me by the chief executive of the licensing justices for the licensing district, a solicitor or notary, a person of standing in the community or an individual with a professional qualification enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3) made or enclosed payment of the fee for the application 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[Insert name and address of relevant licensing authority and its reference number (optional)]

5. Declaration

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 not exceeding level 5 on the standard scale [£5000].

SIGNATURE

DATE

NOTES

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local licensing authority.