

GUIDANCE NOTES FOR APPLICANTS APPLYING FOR: A NEW/RENEWAL PERSONAL LICENCE

Applicants must be at least 18 years of age, and must not have had forfeited a personal licence within five years of his/her application.

An application for a personal licence must be made in the prescribed form, called Schedule 1, Regulation 6(1), and accompanied by;

1. Schedule 3 (Disclosure of Convictions and Declaration), Regulation 7(1) (c).
2. A licensing qualification accredited by the Secretary of State, (currently BIIA B Level 2 National Certificate for Personal Licence Holders, GOAL Level 2 Certificate for Personal Licence Holders and GQAL Level 2 Certificate for Personal Licence Holders) or a certified copy.
3. Two photographs of the applicant, one of which must state on the reverse side of the photo "I certify this is a true likeness of the applicant", the printed name of the endorser and their designation. This can be made by a solicitor, notary, teacher, lecturer or other professional person
4. A disclosure of criminal conviction record as prescribed in the Regulations or a Subject Access Search of the Police National Computer by the National Identification Service (**carried out within one calendar month of the application**).
 - the criminal conviction record form is available from the CRB, telephone 0870 9090811, or visit the CRB disclosure website for more information at www.homeoffice.gov.uk
 - the Subject Access Search form is available from any Surrey Police Station or available to download at www.surrey.police.uk
5. the appropriate fee – Please make your cheque payable to Epsom and Ewell Borough Council, with the code **ehh04/zd136/pers** written on the back of the cheque.
6. in the case of a renewal application; the applicant's current personal licence

If you have no relevant offences or foreign offence your licence would be granted if not subject to Police representation. If your application is subject to Police representation, it may necessitate a referral to the Licensing Hearing Sub Committee, and you will be notified within the time specified within the Regulations.