



LICENSING ACT 2003 Personal Licence

Application requirements

1. Photographs

Two photographs are required of the applicant. These should be:

- taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- 45 millimetres by 35 millimetres in size;
- full face uncovered and without sunglasses and without a head covering, unless a head covering is worn due to religious beliefs;
- on photographic paper; and
- one photograph must be endorsed with a statement verifying the likeness of the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification.

2. Accredited Personal Licence Qualification

- One of the following personal licence qualifications must be obtained before applying:
- BIIAB Level 2 National Certificate for Personal Licence Holders
www.bii.org 01276 684449
- EDI (formerly Goal) Level 2 Certificate for Personal Licence Holders
customerservice@ediplc.com 08707 202909
- GQAL Level 2 National Certificate for Personal Licence Holders
www.nationaltrainingco.com 01305 78663
- HIGHFIELD Awarding Body for Compliance, Level 2 Award for Personal Licence Holders
www.highfieldabc.com 0845 2260350

3. Criminal Records Certificate

Information can be obtained from:

Disclosure Scotland
PO Box 250
Glasgow
G51 1YU

Helpline: 0870 609 6006 www.disclosurescotland.co.uk

or

your local police authority, which can provide the following certificates under the Police Act 1997:

Criminal Conviction Certificate (section 112)
Criminal Record Certificate (section 113(a))

The criminal records certificate must be less than one calendar month old

4. Disclosure of Convictions & Declaration Form

Enclose a complete disclosure of criminal convictions and declaration form (schedule 3), this **must** be submitted with your application along with the criminal records certificate.

5. Fee

The fee of £37.00 must accompany your application (all cheques must be made payable to City of York Council)

6. Completed Applications

A completed application must be returned to the Licensing Authority at the following address:

Licensing Services
City of York Council
9 St Leonards Place
York
YO1 7ET

It will take approximately 14 days to deal with this application.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information on data matching see www.york.gov.uk/council/information/datamatching or contact the York Customer Centre on 01904-551550.