

FOR OFFICE USE ONLY	
LALPAC APPLICATION NO.	
LICENCE NO.	
OFFICER INITIALS	



ALLERDALE BOROUGH COUNCIL

APPLICATION FOR A PERSONAL LICENCE

Applicant Name:

Allerdale – a great
place to live, work
and visit

Allerdale Borough Council
Allerdale House
Workington
Cumbria
CA14 3YJ
Tel: 01900 702720
Fax 01900 702698

ALLERDALE BOROUGH COUNCIL

APPLICATION FOR A PERSONAL LICENCE

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)	
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Surname	
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Forenames	
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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)	
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Surname	
----------------	--

Forenames	
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Date of Birth	DAY	MONTH	YEAR

ADDRESS WHERE ORDINARILY RESIDENT
(We will use this address to correspond with you unless you complete the separate correspondence box below).

Address	
----------------	--

Post Town	Post Code								
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TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	

Fax Number	
-------------------	--

E-Mail Address	
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(if you would prefer us to correspond with you by e-mail)

ALLERDALE BOROUGH COUNCIL

ADDRESS FOR CORRESPONDENCE ASSOCIATED WITH THIS APPLICATION (if different to the address above)

Address							
Post Town		Post Code					

TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	

Fax Number	
E-Mail Address	

(if you would prefer us to correspond with you by e-mail)

2. Your licensing qualifications (READ NOTE 1):

Please indicate below which one of these statements applies to you:

Please tick ✓ yes

- 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

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.

If you have ticked statement 4, please provide evidence that you are a person of prescribed description.

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3. Previous or outstanding applications for a personal licence:

NOTE: YOU MAY ONLY HOLD ONE PERSONAL LICENCE AT A TIME.	PLEASE TICK ✓ YES	
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

PLEASE COMPLETE THE RELEVANT SECTIONS BELOW IN REGARD TO YOUR PERSONAL LICENCE

Licensing Authority				
Licensing Number				
Date of Issue				
Date of Expiry				
Any further details:				

4. Checklist

I have

Please tick ✓ Yes

- enclosed 2 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.
- enclosed any licensing qualification I hold or proof that I am a person of prescribed description
- 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
- enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)
- made or enclosed payment of the fee for the application

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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 of Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your licensing authority.

1. Licensing Qualifications

Licensing qualifications are dealt with in section 120(8) and (9) of the Licensing Act 2003.