



## Application Form for Applying Personal and Premises License

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.

<b>1. Your Personal Details:</b>		
Type of License :	Personal License <input type="checkbox"/>	Premises License <input type="checkbox"/>
Title : Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/>		
Surname :		
Forenames :		
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>		
Title : Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/>		
Surname :		
Forenames :		
I am 18 years old or over.	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>		

<b>Post Town / County:</b>	<b>Post Code :</b>
<b>TELEPHONE NUMBERS:</b>	
<b>Daytime Number :</b>	
<b>Evening Number :</b>	
<b>Mobile :</b>	
<b>FAX NUMBER :</b>	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	
<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post Town / County :</b>	<b>Post code :</b>
<b>TELEPHONE NUMBERS</b>	
<b>Daytime:</b>	
<b>Evening:</b>	
<b>Mobile:</b>	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

<b>2. Your licensing qualifications</b>	
Read Note 1	<b>Please tick yes</b>
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	<input type="checkbox"/>
2. I hold a certified qualification	<input type="checkbox"/>
3. I hold an equivalent qualification	<input type="checkbox"/>
4. I am a person of prescribed description	<input type="checkbox"/>
<p><b>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.</b></p>	

<b>3. Previous or outstanding applications for a personal / Premises license</b>		
<b>Type Of License :</b>	Personal License <input type="checkbox"/>	Premises License <input type="checkbox"/>
<b>Note:</b> You may only hold one license at a time.		<b>Please tick</b>
Do you currently hold a license?	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>
Do you currently have any outstanding applications for a license, with this or any other licensing authority?	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>

Has any license held by you been forfeited in the last 5 years?	Yes. <input type="checkbox"/>	No. <input type="checkbox"/>
<b>Licensing Authority :</b>		
<b>License Number :</b>		
<b>Date of Issue :</b>		
<b>Date of expiry :</b>		
<b>Any further details :</b>		

<b>4. CHECKLIST:</b>	
I have	<b>Please tick yes</b>
<ul style="list-style-type: none"> <li>• enclosed two 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</li> <li>• enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> <li>• 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 Identification Service</li> <li>• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> <li>• made or enclosed payment of the fee for the application</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>5. Declaration:</b>	
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>	
<p>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 license. (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.</p>	
<b>SIGNATURE</b>	<b>DATE:</b>

**Note:**

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport

<http://www.culture.gov.uk/>

Or from your local licensing authority.

After filling this form you will send this form for further procedures on this address:

**Address:**

**E-Till Solutions Ltd London UK**

**38-B Junction Road**

**London N19 5RD.**

**Phone # : 020 7503 7228**

**Mobile # : 0777 175 7824**

**E-mail : [e-till@live.com](mailto:e-till@live.com)**

**Website : [www.e-till.co.uk](http://www.e-till.co.uk)**