PERSONAL LICENCE

APPLICATION MUST BE SUBMITTED TO LOCAL AUTHORITY FOR AREA IN WHICH APPLICANT NORMALLY RESIDES

ATTACH TO APPLICATION

1. Two passport photographs with one endorsed certifying likeness of applicant.
2. The original approved licensing qualification certificate;
3. Basic Criminal Records Bureau Certificate;
4. Disclosure of convictions and declaration form;
5. Evidence of entitlement to work in the United Kingdom;
6. Licence Fee

CONDITIONS

1. Must be entitled to work in the United Kingdom;
2. Over 18 years of age;
3. Not had a Personal Licence forfeited within the period of 5 years before making the application;
4. Not been convicted of any relevant or foreign offence;
5. Relevant Conviction

If Conditions 1 – 5 are **NOT** met the application will be **REJECTED**

If relevant conviction **POLICE** will be notified

Police can **ONLY** object if the grant will undermine Crime Prevention Objective

MUST be **GRANTED** if ALL conditions APPLY

NO

YES

GRANTED

SUB-COMMITTEE HEARING

REFUSED