



Application Pack 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.

Personal Licence - Checklist

	Requirement	Date	Submitted By
1	Complete Application Form		
2	Completed Personal Licence Photo Certification Form		
3	Fee Paid		
4	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		
5	enclosed any licensing qualification I hold or proof that I am a person of prescribed description		
6	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		
7	enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)		
8	included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2)		

Please ensure that all parts of the application are sent together for your application to be processed.



Basingstoke
and Deane



working together

1. Your personal details				
Title, Please State				
Surname				
Forenames				
Previous Name (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.				
Title, Please State				
Surname				
Forenames				
Date of Birth				
Nationality				
I am 18 years old or over. Please tick	Yes		No	
Address (We will use this address to correspond with you unless you complete the separate correspondence box below).				
Address				



Basingstoke
and Deane



working together

Post Town	
Post Code	
Contact Information	
Daytime	
Evening	
Mobile	
E-mail	
Address for correspondence associated with this application (if different to the address above)	
Address	
Post Town	
Post Code	
Contact Information	
Daytime	
Evening	
Mobile	
E-mail	



Basingstoke
and Deane



working together

2. Your licensing qualifications – Read Note 1				
Please indicate below which one of these statements applies to you:				
1. I hold an accredited licensing qualification description				
2. I hold a certified qualification				
3. I hold an equivalent qualification				
4. I am a person of prescribed				
<p>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.</p> <p>If you have ticked statement 4, please provide evidence that you are a person of prescribed description.</p>				
3. Previous or outstanding applications for a personal licence -				
Note: You may only hold one personal licence at a time.				
Do you currently hold a personal licence?	Yes		No	
Do you currently have any outstanding applications for a personal licence, with this	Yes		No	



Basingstoke
and Deane



working together

or any other licensing authority?				
Has any personal licence held by you been forfeited in the last 5 years?	Yes (if yes please complete details below)		No	
Licensing Authority				
Licence number				
Date of issue				
Any further details				
5. Declaration				
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <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 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.</p>				
Signature				
Print Name				
Date				



Basingstoke
and Deane



working together

Equality and diversity monitoring form

The Council wants to meet the aims and commitments set out in its equality policy.

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the taxi and private hire trade in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Sex and gender identity

What is your sex registered at birth?

Female Male Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

Yes No Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please state:

Age 18-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say



Basingstoke and Deane



working together

Any other Black, African or Caribbean background, please state:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please state:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other White background, please state:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please state:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition? Please state:

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual
Pansexual Undecided Prefer not to say

If you prefer to use your own identity, please state:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please state:



Basingstoke
and Deane



working together

Notes

Information on the Licensing Act 2003 is available on the website of the Home Office <http://www.homeoffice.gov.uk/drugs/alcohol/alcohol-licences/> or from your local licensing authority.

1. Licensing qualifications

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

2. Right to work/immigration status

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity.

They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.



Basingstoke
and Deane



working together

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



Basingstoke
and Deane



working together

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including: -
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i). any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;



Basingstoke
and Deane



working together

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



Basingstoke
and Deane



Hart
DISTRICT COUNCIL

working together

How we collect and use information

Your personal data will be used in line with the General Data Protection Regulation (UK GDPR) to process your application or the service you require by The Public Protection Partnership. The retention period is set in legislation or as required for the service that is being provided. Your data will not be kept for longer than is necessary. If you are not satisfied with the way that your data is being processed the Information Commissioner can be contacted <https://ico.org.uk/concerns/handling/>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We will use the information given in this form and any supporting evidence you send us to process your Hackney carriage /private hire application. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities, and private-sector companies such as banks and organisations that may lend you money. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us.

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us



Basingstoke
and Deane



working together

Disclosure of convictions and declaration

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, Please State	
Surname	
Forenames	
Previous Name (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
Title, Please State	
Surname	
Forenames	
2. Forfeiture of a personal licence in the last 5 years - Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005	
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below?	Yes / No
Name of court	
Date of forfeiture	



Basingstoke
and Deane



working together

Offence which resulted in the forfeiture	
Any additional details	
3. Relevant or foreign offences - Read Note 1	
Have you been convicted of any relevant offence or foreign offence	Yes / No
If you have been convicted of any relevant offences you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted, and the sentence imposed:	
If you have been convicted of any relevant offences you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were	



Basingstoke
and Deane



working together

convicted, and the sentence imposed:	
4. Declarations -	
I declare that I have not been convicted of any relevant offence or any foreign offence.	
Signature	
Print Name	
Date	
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <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 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.</p>	
Signature	
Print Name	
Date	

Notes

1. Relevant or foreign offences

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.



Basingstoke
and Deane



working together

If you are the holder of a justices' licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, you must notify the authority to which your application was made. Failure to do so without reasonable excuse could lead to prosecution and a fine not exceeding level 4 on the standard scale.



Basingstoke
and Deane



working together

Personal Licence – Photograph Certification Form

Name of Applicant

Address

The Photographs

You must submit two photographs; these must be a head and shoulders photograph the size of which must be 45mm x 35mm (this is the standard size produced in photo-booths). Taken against a light background, head, uncovered (unless head covering worn due to religious beliefs) and without sunglasses. One of the photographs must be endorsed (certified) saying it is a true likeness of you.

Instruction to person countersigning the photographs.

You may only countersign photographs if you are: -

1. A solicitor.
2. A professionally qualified person (e.g. a Doctor, Qualified Accountant, Veterinary Surgeon, Legal Executive, etc); OR
3. A person of standing in the community (e.g. MP, Councillor, Priest, Vicar, Rabbi, etc).

If the person asking you to countersign the form is not known to you personally, please ensure that you verify their identity by examining either a passport, "new style" driving licence or similar Photo-ID.

Please endorse one of the pictures with the following: -

I, (insert name of person endorsing photograph), (insert capacity—e.g. solicitor, doctor, priest) certify that this is a true likeness of (insert full name of person whose photograph it is). Dated (insert date). Signed (insert usual signature).



Basingstoke
and Deane



working together

To be completed by the countersigner

Name _____

Address _____

Capacity in which you are signing please highlight below,

A solicitor Yes / No

A person of standing in the community Yes / No

A Professionally qualified person Yes / No

If signing as a professional person or a person of standing in the community, please provide details of your profession/standing.

Person of Standing in the community – Please provide details of your position in the community.

Professional Persons – Please provide details of your profession or qualifications.