

If calling please ask for: Customer Services
01243 534740
E-mail
contact@chichester.gov.uk

Our ref: LA17

Your ref:

Dear Sir or Madam,

Licensing Act 2003 – Section 117 Enquiry - Personal Licence Application

Thank you for the recent enquiry regarding submitting a Personal Licence application.

Please find enclosed the appropriate forms and a copy of our guidance booklet entitled, '*Personal Licence Applicant Guidance – Licensing Act 2003*' (the 'Applicant Guidance') that will assist with the submission of a correct application.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form L06**.
2. '*Disclosure of convictions and civil immigration penalties and declaration*' form – **Form L08**.
3. The results of a search for any relevant criminal convictions (see the section titled '*Criminal Convictions Search*' of the Applicant Guidance booklet for information on the specific types of searches which meet the statutory requirements).
4. Evidence of the applicant having successfully obtained one of the licensing qualifications accredited by the Secretary of State. The applicant is required to submit as evidence the original passing certificate issued by the awarding body which will be returned (see the section titled '*Personal Licence Qualifications*' of the Applicant Guidance booklet for the specific details of the accredited courses).

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5. Evidence of the applicant having an entitlement to work in the UK. The applicant is required to submit as evidence a document from a prescribed list (see the section titled '*Entitlement to Work in the UK*' of the Applicant Guidance booklet for information on the specific documents which meet the statutory requirements).
6. Two passport sized colour photographs of the applicant and a completed '*Photograph Declaration for a Personal Licence Application*' form – **Form L21** (see the section titled '*Photographs*' of the Applicant Guidance booklet for the specific requirements of the photographs).
7. The application costs **£37.00** and should be paid by card via our Customer Services Team when visiting the council offices or by telephone on 01243 534740.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully,

Licensing Team
Housing & Environment Services