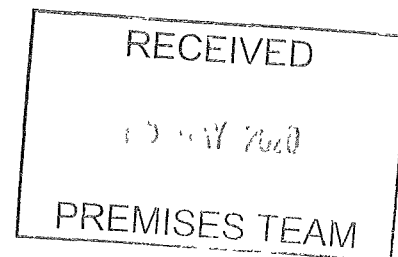


[REDACTED]

Premises Licensing  
Growth and Development  
Manchester City Council  
Level 1 Town Hall Extension  
Albert Square  
PO Box 532  
M60 2LA



Monday, 11<sup>th</sup> May 2020

**RE: [REDACTED] - Application for a Personal License**

Dear Sirs,

Please find enclosed a completed application for a personal license.

Please also find enclosed,

- 1 two passport photographs of me, one of which is endorsed as a true likeness by a person of standing in the community,
- 2 a licensing qualification certificate. The validity of this certificate can be checked at [https //checkcert highfieldqualifications com/](https://checkcert.highfieldqualifications.com/). If this is not possible, you will need to contact Highfield on 01302 363277 or email [info@highfield.co.uk](mailto:info@highfield.co.uk);
- 3 a basic DBS criminal conviction certificate;
4. a completed disclosure of criminal convictions and declaration form;
- 5 proof of right to work in the United Kingdom (a copy of the photo/information page of passport number [REDACTED]).

I have NOT made or enclosed payment of the fee for the application. Please send me the link to pay the fee to [REDACTED]

If you need any further information, please do not hesitate to contact me on [REDACTED] or email me at [REDACTED]

Yours faithfully,

[REDACTED]

[REDACTED]

RECEIVED

10 MAY 2023

PREMISES TEAM

**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.

<b>1. Your personal details</b>			
<b>TITLE Please tick</b>			
Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
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>			
<b>TITLE Please tick</b>			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname			
Forenames			
Date of Birth			
Nationality			
I am 18 years old or over. Please tick			Yes <input checked="" 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</b>		<b>Post code</b>	
<b>TELEPHONE NUMBERS</b>			
Daytime			
Evening			
Mobile			
<b>FAX NUMBER</b>			
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>			

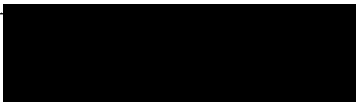
Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

<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 checked="" 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"/>
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.	
Name of Qualification Highfield Level 2 Award for Personal Licence Holders (RQF) Date of issue 01 May 2020 Issuing Body GlobeUs Training Ltd/Highfield Qualifications	

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

Has any personal licence held by you been forfeited in the last 5 years?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Licensing Authority			
Licence number			
Date of issue			
Any further details			

4. CHECKLIST:	
I have	Please tick yes
<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>included a proof of my right to work in the United Kingdom (see note 2)</li> <li>made or enclosed payment of the fee for the application</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

5. Declaration	
<p><b>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</b></p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally</p>	
<b>SIGNATURE</b>	
<b>DATE</b>	07/05/2020

#### NOTES

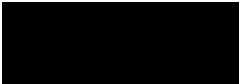
Information on the Licensing Act 2003 is available on [legislation.gov.uk](http://legislation.gov.uk) or from your local licensing authority

*[Insert name and address of relevant licensing authority and its reference number (optional)]*

**Disclosure of convictions and civil immigration penalties 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

<b>1. Your personal details</b>	
<b>TITLE</b> Please tick ✓ Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
<b>PREVIOUS NAMES</b> (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
<b>TITLE</b> Please tick ✓ Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

<b>2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years</b>		
<b>Please tick ✓</b>		
Has any personal licence held by you been forfeited or revoked in the last 5 years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please provide details below		
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		

Any additional details	
------------------------	--

### 3. Relevant or foreign offences and civil immigration penalties

Read Note 1

Please tick ✓

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?

Yes  
☒

No  
☐

If you have been convicted of any relevant offence 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 foreign offence 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

n/a

If you have been convicted of any foreign offence 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

<b>4. Declaration</b>			
I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty			
<b>SIGNATURE</b>		<b>DATE</b>	

<b>5. Declaration</b>			
<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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>			
<b>SIGNATURE</b>		<b>DATE</b>	07/05/2020

## Highfield Qualifications

Certifies that



has successfully passed an assessment in

**Highfield Level 2 Award for Personal Licence  
Holders (RQF)**

Qualification number



Date of award

01 May 2020

Certificate number



GlobeUs Training Ltd

Course Director

Training Organisation



Jason Sprenger - Chief Executive  
Highfield Qualifications



**ofqual**  
REGULATED  
register.ofqual.gov.uk

