



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

Bodicote House • Bodicote • Banbury • Oxfordshire • OX15 4AA  
Telephone 01295 252535  
Textphone 01295 221572  
DX 24224 (Banbury)  
<http://www.cherwell.gov.uk>

## 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.

### 1 YOUR PERSONAL DETAILS

Title (delete as appropriate) <u>Mr</u> <del>Mrs</del> <del>Miss</del> <del>Ms</del> Other (please state)	
Surname	COWLISHAW
Forenames	NEIL
Previous Names (if relevant). Please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
Title (delete as appropriate) Mr Mrs Miss Ms Other (please state)	
Surname	N/A
Forenames	
I am 18 years old or over. Please tick <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Address where originally resident (we will use this address to correspond with you unless you complete the separate correspondence box below).	
61 MANOR ROAD.	
Post Town	Postcode
BANBURY	OX16 3JD.

<b>Telephone Numbers</b>	
Daytime	
Evening	
Mobile	07722 972999
Fax Number	
E-mail address (if you would prefer us to correspond with you by e-mail)	

**Address for correspondence associated with this application (if different to the address above)**

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**Post Town** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Telephone Numbers**

Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Mobile \_\_\_\_\_

**E-mail address (if you would prefer us to correspond with you by e-mail)**

\_\_\_\_\_

**2 YOUR LICENSING QUALIFICATIONS**

**Read Note 1** **Please tick ✓ yes**

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.

EDI Level 2 National Certificate. 12-1-2010

**3 PREVIOUS OR OUTSTANDING APPLICATIONS FOR A PERSONAL LICENCE**

**Note: You may only hold one personal licence at a time** **Please tick ✓**

Do you currently hold a personal licence?	Yes	No <input checked="" type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes	No <input checked="" type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No <input checked="" type="checkbox"/>

Licensing Authority	
Licence Number	
Date of Issue	
Date of Expiry	
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> </ul>	✓
<ul style="list-style-type: none"> <li>enclosed any licensing qualification I hold or proof that I am a person of prescribed description</li> </ul>	✓
<ul style="list-style-type: none"> <li>enclosed a criminal conviction certificate or a criminal record certificate or the results of a subject access search of a police national computer by the National Intelligence Service</li> </ul>	✓
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> </ul>	✓
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	✓

**5 DECLARATION**

**The information contained in this form is correct to the best of my knowledge and belief.**

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 [£5,000]

<b>Signature</b>		<b>Date</b>	10-SEPT-2010
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**NOTES**

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) or from your local licensing authority.

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



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## Disclosure of convictions and declaration

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### 1 YOUR PERSONAL DETAILS

Title (delete as appropriate) <u>Mr</u> <del>Mrs</del> <del>Miss</del> <del>Ms</del> <del>Other (please state)</del>	
Surname	COWLISHAW
Forenames	NEIL
<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 (delete as appropriate) Mr Mrs Miss Ms Other (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

		Please tick ✓	
Has any personal licence held by you been forfeited in the last 5 years?		Yes	No
			<input checked="" type="checkbox"/>
Name of court			
Address of court			
Date of forfeiture			
Offence which resulted in the forfeiture			
Any additional details			

**3 RELEVANT OR FOREIGN OFFENCES**

Read Note 1	Please tick ✓	
Have you been convicted of any relevant offence or foreign offence?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
If you have been convicted of any relevant offences you must provide details for each conviction, the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:		
7/11/2007 ① DRIVING A Motor VEHICLE WITH EXCESS ALCOHOL 200 hrs Community work 25/2/2008 ② USING a vehicle while uninsured 2 yr ban reduced to 18 months Breach of Community work Extra 15 hrs. work.		
If you have been convicted of any foreign 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:		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

**4 DECLARATION**

I declare that I have not been convicted of any relevant offence or any foreign offence

Signature	Date

**5 DECLARATION**

The information contained in this form is correct to the best of my knowledge and belief.

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 [£5,000]

Signature	Date
	10-9-2010

**NOTES**

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) or from your local licensing authority.

**1 Relevant or Foreign Offences**

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

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

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 licence) 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 [£2,500].