

### SCHEDULE 3

#### INFORMATION AND DOCUMENTS TO BE SUPPLIED ON AN APPLICATION FOR REGISTRATION AS THE MANAGER OF AN ESTABLISHMENT

#### PART I

##### *Information*

1. The applicant's full name, date of birth, address and telephone number.
2. Details of the applicant's professional or technical qualifications, and experience of managing an establishment, so far as such qualifications and experience are relevant to providing services for persons for whom services are to be provided at the establishment.
3. Details of the applicant's professional training relevant to carrying on or managing an establishment.
4. Details of the applicant's employment history, including the name and address of the applicant's present employer and of any previous employers.
5. Details of any business the applicant carries on or manages or has carried on or managed.
6. The name and addresses of two referees—
  - (a) who are not relatives of the applicant;
  - (b) each of whom is able to provide a reference as to the applicant's competence to carry on an establishment of the same description as the establishment; and
  - (c) one of whom has employed the applicant for a period of at least 3 months,but the requirement for the name and address of a referee who has employed the applicant for a period of at least 3 months shall not apply where it is impracticable to obtain a reference from a person who fulfils that requirement.
7. The name, address, telephone number, facsimile number, and electronic mail address (if any) of the establishment.
8. Where any certificate or information on any matters referred to in paragraph 12 or 13 is not available to the applicant because any provision of the Police Act 1997 has not been brought into force, details of any criminal offences—
  - (i) of which the applicant has been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974 and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; or
  - (ii) in respect of which he has been cautioned by a constable and which, at the time the caution was given, he admitted.