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STATUTORY INSTRUMENTS

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**2005 No. 41**

**The Licensing Act 2003 (Personal licences) Regulations 2005**

**Application for grant or renewal of a personal licence**

7.—(1) An application made under regulation 6(1) or 6(2) shall be accompanied by the following documents—

- (a) two photographs of the applicant, which shall be—
  - (i) taken against a light background so that the applicant's features are distinguishable and contrast against the background,
  - (ii) 45 millimetres by 35 millimetres,
  - (iii) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering,
  - (iv) on photographic paper, and
  - (v) one of which is endorsed with a statement verifying the likeness of the photograph to the applicant by a solicitor, notary, a person of standing in the community or any individual with a professional qualification; and

- (b) either—
  - (i) a criminal conviction certificate issued under section 112 of the Police Act 1997<sup>(1)</sup>,
  - (ii) a criminal record certificate issued under section 113A of the Police Act 1997, or
  - (iii) the results of a subject access search under the Data Protection Act 1998<sup>(2)</sup> of the Police National Computer by the National Identification Service, andin any case such certificate or search results shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority, and
- (c) a declaration by the applicant, in the form set out in Schedule 3, that either he has not been convicted of a relevant offence or a foreign offence or that he has been convicted of a relevant offence or a foreign offence accompanied by details of the nature and date of the conviction and any sentence imposed on him in respect of it.

(2) Except in the case of a person prescribed under regulation 4, an application under regulation 6(1) shall be accompanied by the licensing qualification of the applicant.

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(1) 1997 c. 50.  
(2) 1998 c. 29.