

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE

Regulation 2(4)

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

*Application to renew 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>	
TITLE Please tick Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.	
TITLE Please tick Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
<b>ADDRESS WHERE ORDINARILY RESIDENT</b>	
Post town	Post code
TELEPHONE NUMBER(S):	
<b>FAX NUMBER</b>	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail, please provide your email address in order for us to acknowledge receipt of your application).	
<input type="checkbox"/> Please tick this box and provide your postal address if you would prefer us to contact you by post	
Address for correspondence associated with this application (if different from address above):	

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<b>2. Your current personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below.</b>			
Details of current personal licence:			
Licensing Authority			
Licence number			
Date of issue			
Date of expiry			
Any further details (including any relevant or foreign convictions)			
If you cannot provide your personal licence, provide a statement explaining why:			
<b>3. Other personal licences</b>			
<b>Please tick</b>			
I confirm that I do not hold any other personal licences other than the one submitted for renewal.	Yes		
	<input type="checkbox"/>		
<b>4. Declaration</b>			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
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.			
<b>SIGNATURE</b>		<b>DATE</b>	

**GUIDANCE NOTES**

Information on the Licensing Act 2003 is available on the gov.uk website or from your local licensing authority.

Please submit the completed form to the licensing authority which granted the licence. The application for the renewal of your licence does not need to be accompanied by a fee or a criminal conviction certificate, criminal record certificate or the results of a subject access search of the police national computer. The licensing authority will acknowledge receipt of your form by e-mail unless you request acknowledgement by post.

Please note that sections 123 and 132 of the Licensing Act 2003 require personal licence holders to notify the relevant licensing authority of a conviction in respect of a relevant or foreign offence

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(defined in section 113 of the Licensing Act 2003). Please provide this information in section 2 in the box, “Any further details (including any relevant or foreign convictions)”.