

### 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					
<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	UNDERHILL				
Forenames	GARETH PAUL				
<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 checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)					
Surname	SQUIRES				
Forenames	GARETH PAUL				
I am 18 years old or over. Please tick			<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">Yes <input checked="" type="checkbox"/></td> <td style="text-align: center; width: 50%;">No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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>					
6 Mostyn Avenue  Wembley  Middlesex					
Post town		Post code			
		H9A 9AX			
<b>TELEPHONE NUMBERS</b>					
Daytime					
Evening	07886 817224				
Mobile					
<b>FAX NUMBER</b>					
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>					

<b>Address for correspondence associated with this application (if different to the address above)</b>	
CPL TRAINING EGERTON HOUSE 2 TOWER ROAD BIRKENHEAD WIRRAL	
<b>Post town</b>	<b>Post code</b> CH41 1FN
<b>TELEPHONE NUMBERS</b>	
Daytime	0151 650 6910
Evening	
Mobile	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	
licensing@cpltraining.co.uk	

<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.	
EDI - LEVEL 2 AWARD FOR PERSONAL LICENCE HOLDER	
ISSUED: 21 Nov 2012	

<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		
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>	<input checked="" type="checkbox"/>
<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>	<input checked="" type="checkbox"/>
<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 the police national computer by the National Identification Service</li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>enclosed a completed disclosure of criminal convictions and declaration form (Schedule 3)</li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>made or enclosed payment of the fee for the application</li> </ul>	<input checked="" type="checkbox"/>

5. Declaration	
<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 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.</p>	
SIGNATURE	DATE
<i>G. Underhill</i>	3/12/12

*Confirmed  
02/01/13*

**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. Licensing qualifications**

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

### Disclosure of convictions 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.

1. Your personal details	
<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	UNDERHILL
Forenames	GARETH PAUL
<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 checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	SQUIRES
Forenames	GARETH PAUL

2. Forfeiture of a personal licence in the last 5 years		
<b>Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005</b>		
		<b>Please tick</b>
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:		Yes <input type="checkbox"/> 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?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yes	No				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<p>If you have been convicted of any relevant 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:</p>					
<p>See Disclosure</p>					
<p>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:</p>					

4. Declaration	
I declare that I have not been convicted of any relevant offence or any foreign offence	
SIGNATURE	DATE

5. Declaration	
<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 not exceeding level 5 on the standard scale.</p>	
SIGNATURE	DATE
	<p>3/12/12</p>

## 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 of **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 licences) 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.

# Certificate

*This is to certify that*

**GARETH PAUL UNDERHILL**

*has been awarded the*

**EDI Level 2 Award for Personal Licence Holders**

(Accreditation No. 500/9146/3)

*having satisfied the requirements of EDI*



Rod Bristow  
Chief Executive

**EDI**

HWRL17A131/1232120  
g  
Issued Date 21 Nov 2012  
Serial No. 22006720

Regulated by

**Ofqual**

For more information see <http://register.ofqual.gov.uk>



Llywodraeth Cymru  
Welsh Government

# Credit Certificate

*This is to certify that*

**GARETH PAUL UNDERHILL**

*has been awarded credits for the following unit(s):*

		QCF Level	QCF Credits
EDI Level 2 Award for Personal Licence Holders	H/601/7631	2	1

\*\*\*\*\*

*having satisfied the requirements of EDI*

The credit(s) listed above have been determined for the Qualifications and Credit Framework



Rod Bristow  
Chief Executive



HWRL17A131/1232120  
9  
Issued Date 21 Nov 2012

Serial No. 22006719

Regulated by

**Ofqual**

For more information see <http://register.ofqual.gov.uk>



Llywodraeth Cymru  
Welsh Government





HEAD OFFICE  
EGERTON HOUSE  
2 TOWER ROAD  
BIRKENHEAD  
WIRRAL CH41 1FN

TEL: 0151 650 6910  
FAX: 0151 650 6935  
WEB: WWW.CPLTRAINING.CO.UK  
EMAIL: CONTACT.US@CPLTRAINING.CO.UK

To whom it may concern,

Please find enclosed the required documentation and fee for a personal licence application.

The application is being made on behalf of the applicant, by CPL Training.

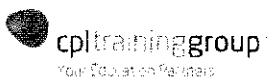
We would greatly appreciate that you send all correspondence, including the granted licence, to our address of CPL Training, Egerton House, 2 Tower Road, Birkenhead, Wirral CH41 1FN, as also noted on the application itself, rather than the client directly.

Should you have any queries about this application, please do not hesitate to contact us on 0151 650 6910 and ask to be put through to the licensing team.

Many thanks for your assistance.

The Licensing Team  
CPL Training

- 4 JAN 2013





**London Borough of Brent**  
Official receipt

EP-RCPT 20606

Ref:

Name CPL TRAINING

Address SEPTON HSE, 2 TOWER RD

CH41 HU

Service PERSONAL LICENCE - GREYH UNDERHILL

Amount: £37.00 cash ~~cheque~~ card . Date 4/1/13

Officer's signature 

Customer's signature 