



Walsall Council

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 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			
Date of Birth			
Nationality			
I am 18 years old or over. Please tick			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).			
Post town		Post code	
TELEPHONE NUMBERS			
Daytime			
Evening			
Mobile			
FAX NUMBER			

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information)

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
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 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.	

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 <input type="checkbox"/>	No <input 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 type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Licensing Authority		
Licence number		
Date of issue		
Any further details		

4. CHECKLIST:	
I have	Please tick yes
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2) 	<input type="checkbox"/>
<ul style="list-style-type: none"> included a proof of my right to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (see note 2) 	<input type="checkbox"/>
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 	<input type="checkbox"/>

5. Declaration	
<p>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>It is an offence to knowingly or recklessly make a false statement in or in connection with an application for the grant 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p>	
SIGNATURE	DATE

NOTES

Information on the Licensing Act 2003 is available on legislation.gov.uk 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.

2. Right to work/immigration status

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic

Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



Walsall Council

Disclosure of convictions and civil immigration penalties 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	
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	

2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years		
Please tick ✓		
Has any personal licence held by you been forfeited or revoked in the last 5 years? If yes, please provide details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of court/licensing authority		
Address of court		
Date of forfeiture/revocation		
Offence which resulted in the forfeiture/revocation		

Any additional details	
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3. Relevant or foreign offences and civil immigration penalties

Read Note 1 **Please tick ✓**

Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have been convicted of any relevant offence 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:

If you have been convicted of any foreign offence 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:

If you have received an immigration penalty you must provide details for each penalty, including date of penalty, company name and reference number:

4. Declaration

I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty

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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

SIGNATURE**DATE**

NOTES

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.

2. Civil immigration penalty

An Immigration penalty means a penalty under either section 15 of the Immigration, Asylum and Nationality Act 2006 or section 23 of the Immigration Act 2014.

Application for a Personal Licence – New Applications

Checklist

When submitting your application please ensure that you enclose the following:-

- a) The completed application form (ensure that all relevant sections are complete)
- b) The completed disclosure of criminal convictions and declaration form (ensure that all relevant sections are complete)
- c) Proof of an accredited licensing qualification or proof that you are of prescribed prescription.
- d) Proof of right to work within the UK.
- e) A Basic Disclosure Certificate (a criminal record disclosure) or the results off a subject access search of the police national computer by the National Intelligence Service. Please note that for the purposes of a personal licence application your certificate will only be valid for one calendar month.
- f) Two photographs of yourself, one of which is endorsed by a solicitor or notary, a person of standing in the community (.e.g. a bank or building society official, a police officer, a civil servant or a minister of religion) or any individual with a professional qualification.
- g) The application fee.

Application fee £37.00

(All cheques to be made payable to Walsall Council)

Please return you completed application to:

Licensing Unit
Walsall Council
Civic Centre
Darwall Street
WS1 1TP

Tel: 01922 653050, option 2

Accredited Personal Licence Qualifications Providers:

Updated list – 02/03/2017

The Home Secretary has accredited the following personal licence qualifications

BIIAB (QCF Recognition number RN5118)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 501/1494/3

[British Institute of Innkeeping website](#)

Telephone: 01276 684 449

qualifications@bii.org

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT

CIEH (QFC recognition number RN5238)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 601/2104/X

[Chartered Institute of Environmental Health website](#)

Telephone: 0207 827 5800

customerservices@cieh.org

Address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ

HABC (QCF Recognition number RN5219)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 500/9974/7

[Highfield Awarding Body for Compliance website](#)

Telephone: 0845 226 0350

info@highfieldabc.com

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

IQ (QCF Recognition number:RN5330)

Level 2 Award for Personal Licence Holders
Qualification accreditation number: 601/4980/2

[Industry Qualifications website](#)

Telephone: 01952 457 452

info@industryqualifications.org.uk

Address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA

LASER (QCF Recognition number RN5326)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/6446/8

[Laser Learning Awards website](#)

Telephone: 01932 569894

enquiries@laser-awards.org.uk

Address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

NCFE (QCF Recognition number RN5156)

Level 2 Award for Personal Licence Holders
Qualification accreditation number 600/1323/0

[Northern Council for Further Education website](#)

Telephone: 0191 239 8000

info@ncfe.org.uk

Address: Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

Pearson Education Ltd (QCF Recognition number RN5133)

Level 2 Award for Personal Licence Holders
Qualification accreditation number: 601/3483/5

[Pearson Education website](#)

Telephone: 0844 576 0045

wblcustomerservices@pearson.com

Address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL

QNUK (RQF Recognition number RN5159)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 603/1021/2

[QNUK website](#)

Telephone: 020 8366 5049

CentreSupport@Qualifications-Network.co.uk

Address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.

SQA (QCF Recognition number RN5167)

Level 2 Award for Personal Licence Holders

Qualification accreditation number 600/1269/9

[Scottish Qualifications Authority website](#)

Telephone: 0845 279 1000

customer@sqa.org.uk

Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.

Training Qualifications UK

Level 2 Award for Personal Licence Holders

(QCF Recognition number RN5355)

Qualification accreditation number 601/6508/X

[Training Qualifications UK website](#)

Telephone: 03333 583344

account.managers@tquk.org

Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability in your area.

Basic Disclosures

The personal licence application process requires you to provide a Basic Disclosure (a basic criminal record check). You can apply for a Basic Disclosure through the Disclosure and Barring Service (DBS).

There are two ways in which you can apply to the DBS. Firstly you can apply using the DBS's on-line facility or secondly you can apply using an approved third party company.

Making the Application –

Apply on-line: www.gov.uk/request-copy-criminal-record

Apply using an authorised company: www.gov.uk/guidance/responsible-organisations

For further advice and assistance contact the DBS direct -

Telephone Helpline: 03000 200 190

Email – customerservices@dbs.gsi.gov.uk

Please note that for the purposes of applying for a personal licence under the Licensing Act 2003 a disclosure is only valid for one calendar month.

Personal Licence: Relevant Offences

Attempted / conspiracy offences

1. An offence under section 1 of the Criminal Attempts Act 1981 of attempting to commit an offence that is a relevant offence.
2. An offence under section 1 of the Criminal Law Act 1977 of conspiracy to commit an offence that is a relevant offence.

Copyright and trademark offences

3. An offence under section 1 of the Trade Descriptions Act 1968 (false trade description of goods) in circumstances where the goods in question are or include alcohol.
4. An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 —
 - section 107(1)(d)(iii)(public exhibition in the course of a business of article infringing copyright);
 - section 107(3)(infringement of copyright by public performance of work etc.);
 - section 198(2)(broadcast etc. of recording of performance made without sufficient consent);
 - section 297(1)(fraudulent reception of transmission);
 - section 297A(1)(supply etc. of unauthorised decoder).
5. An offence under either of the following provisions of the Food Safety Act 1990 in circumstances where the food in question is or includes alcohol—
 - section 14 (selling food or drink not of the nature, substance or quality demanded);
 - section 15 (falsely describing or presenting food or drink).
6. An offence under section 92(1) or (2) of the Trade Marks Act 1994 (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
7. An offence under regulation 6 of the Business Protection from Misleading Marketing Regulations 2008 (offence of misleading advertising) in circumstances where the advertising in question relates to alcohol or to goods that include alcohol.
8. An offence under regulation 8, 9, 10, 11 or 12 of the Consumer Protection from Unfair Trading Regulations 2008 (offences relating to unfair commercial practices) in circumstances where the commercial practice in question is directly connected with the promotion, sale or supply of alcohol or of a product that includes alcohol.

Drugs and drink/drug-driving offences

9. An offence under any of the following provisions of the Misuse of Drugs Act 1971 —
 - section 4(2)(production of a controlled drug);
 - section 4(3)(supply of a controlled drug);
 - section 5(3)(possession of a controlled drug with intent to supply);
 - section 8 (permitting activities to take place on premises).
10. An offence under any of the following provisions of the Psychoactive Substances Act 2016—
 - section 4 (producing a psychoactive substance);
 - section 5 (supplying, or offering to supply, a psychoactive substance);
 - section 7 (possession of psychoactive substance with intent to supply);
 - section 8 (importing or exporting a psychoactive substance).
11. An offence under any of the following provisions of the Road Traffic Act 1988 —
 - section 3A (causing death by careless driving while under the influence of drink or drugs);

- section 4 (driving etc. a vehicle when under the influence of drink or drugs);
- section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit);
- section 6(6) (failing to co-operate with a preliminary test).

Firearms offences

12. Any offence under the Firearms Act 1968.
13. Any offence under the Firearms (Amendment) Act 1988.
14. Any offence under the Firearms (Amendment) Act 1997.
15. An offence under any of the following provisions of the Violent Crime Reduction Act 2006—
 - (a) section 28 (using someone to mind a weapon);
 - (b) section 36 (manufacture, import and sale of realistic imitation firearms).

Fraud, forgery and duty-evasion offences

16. An offence under either of the following provisions of the Customs and Excise Management Act 1979 —
 - (a) section 170 (disregarding subsection (1)(a))(fraudulent evasion of duty etc.);
 - (b) section 170B (taking preparatory steps for evasion of duty).
17. An offence under either of the following provisions of the Tobacco Products Duty Act 1979 —
 - (a) section 8G (possession and sale of unmarked tobacco);
 - (b) section 8H (use of premises for sale of unmarked tobacco).
18. Any offence under the Forgery and Counterfeiting Act 1981 (other than an offence under section 18 or 19 of that Act).
19. Any offence under the Fraud Act 2006.
20. The offence at common law of conspiracy to defraud.

Immigration offences

21. An offence under any of the Immigration Acts.

Licensing offences

22. Any offence under the Licensing Act 2003.
23. Any offence under any of the following enactments—
 - (a) Schedule 12 to the London Government Act 1963 (public entertainment licensing);
 - (b) the Licensing Act 1964;
 - (c) the Private Places of Entertainment (Licensing) Act 1967;
 - (d) section 13 of the Theatres Act 1968;
 - (e) the Late Night Refreshment Houses Act 1969;
 - (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982;
 - (g) the Licensing (Occasional Permissions) Act 1983;
 - (h) the Cinemas Act 1985;
 - (i) the London Local Authorities Act 1990.
24. An offence under section 3 of the Private Security Industry Act 2001 (engaging in certain activities relating to security without a licence).
25. An offence under section 7(2) of the Gaming Act 1968 (allowing child to take part in gaming on premises licensed for the sale of alcohol).

26. An offence under section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.

Sexual offences

27. A sexual offence, being an offence —
- a. listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003, other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts));
 - b. listed in Schedule 3 to the Sexual Offences Act 2003 (sexual offences for the purposes of notification and orders);
 - c. an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective);
 - d. an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).

Terrorism offences

28. An offence listed in section 41 of the Counter-Terrorism Act 2008 (terrorism offences).

Theft offences

29. An offence under any of the following provisions of the Theft Act 1968 —
- (a) section 1 (theft);
 - (b) section 8 (robbery);
 - (c) section 9 (burglary);
 - (d) section 10 (aggravated burglary);
 - (e) section 11 (removal of articles from places open to the public);
 - (f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
 - (g) section 13 (abstracting of electricity);
 - (h) section 15 (obtaining property by deception);
 - (i) section 15A (obtaining a money transfer by deception);
 - (j) section 16 (obtaining pecuniary advantage by deception);
 - (k) section 17 (false accounting);
 - (l) section 19 (false statements by company directors etc.);
 - (m) section 20 (suppression, etc. of documents);
 - (n) section 21 (blackmail);
 - (o) section 22 (handling stolen goods);
 - (p) section 24A (dishonestly retaining a wrongful credit);
 - (q) section 25 (going equipped for stealing etc.).
30. An offence under either of the following provisions of the Theft Act 1978 —
- (a) section 1 (obtaining services by deception);
 - (b) section 2 (evasion of liability by deception).

Violent offences

31. An offence listed in Part 1 of Schedule 15 to the Criminal Justice Act 2003 (specified violent offences).
32. A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition).

Photographs

Format

- Taken against a light background so that the applicant's features are distinguishable and contrast against the background.
- 45 millimetres by 35 millimetres
- full face uncovered and without sunglasses and, unless applicant wears a head covering due to their religious beliefs, without a head covering
- on photographic paper
- one of which is endorsed with a statement verifying their likeness of the photograph of the applicant
- person who endorses the photograph must provide their full name and also name of the professional qualification they hold

Example

I certify this is the true likeness of Fred Bloggs
Signed
Joe Martin Accountant CIMA (qualification)

Persons that may endorse photographs

- a solicitor
- a notary
- a person of standing in the community*
- any individual with a professional qualification**

* Person of standing in the community is defined as:

- a police officer
- a minister of religion
- a civil servant
- a bank or building society official

** Individual with a professional qualification:

We only recognise a professional qualification as persons working in areas regulated by professional bodies, these are doctors, accountants, teachers, barristers and solicitors. We are not prepared to extend it beyond these areas.

General Data Protection and the Data Protection Act 2018

We will use the information you provide to assess your eligibility for a licence/permit/registration against the published criteria. Walsall Council will only ever create, use, store and or share your data in accordance with the GDPR and the Data Protection Act 2018. Walsall Council is required by law to protect the public funds it manages. To do this we may use the information you give us to assist in the prevention and detection of fraud and for other lawful purposes. On occasion we may also share information with other council services and other bodies responsible for auditing and administering public funds for these purposes.

For more detail regarding how to access a copy of your information, or how the local authority uses and shares your information, please visit the Privacy notice at

https://go.walsall.gov.uk/privacy_statement