

**LICENSING ACT 2003
APPLICATION FOR A PERSONAL LICENCE-GUIDANCE ON THE
PHOTOGRAPHS**



Two photographs of the applicant must be included with your application, which shall be:

- (i) taken against a light background so that the applicant's features are distinguishable and contrast against the background,
- (ii) 45 millimeters by 35 millimeters,
- (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,
- (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 (this includes a bank or building society official, a police officer, a civil servant or a minister of religion), or any individual with a professional qualification.

Please ask your countersignatory to certify the rear of one photograph with the handwritten words:

"I verify this to be a true likeness of (*NAME*)". The photo should then be signed and the name printed, also state how they qualify.



Photos should be stapled at the edge in the spaces provided



Name of Applicant (PLEASE PRINT)

Address of Applicant

Name and Address of the person certifying the photographs (PLEASE PRINT)

Name

Address

Contact/Telephone

Signature

State how the person qualifies to certify the photographs

LIST OF ACCEPTABLE SIGNATORIES FOR PERSONAL LICENCE APPLICATION PHOTOGRAPHS

Accountant
Articled Clerk of a Limited Company
Assurance Agent of Recognised Company
Bank/Building Society Official
Barrister
Broker
Chairman of a Limited Company
Chemist
Chiropodist
Civil Servant (permanent)
Commissioner of Oaths
Councillor: Local or County
Dentist
Director of a Limited Company
Doctor
Engineer (with professional qualifications)
Fire Service Official
Funeral Director
Justice of the Peace
Legal Secretary (members and fellows of the Institute of legal secretaries)
Local Government Officer
Member of Parliament
Merchant Navy Officer
Minister of a recognised Religion
Notary
Nurse (SRN & SEN)
Officer of the Armed Services (Active or Retired)
Optician
Person with Honours (eg MBE etc)
Police Officer
Post Office Official
President/Secretary of a recognised organisation
Prison Officer
Salvation Army Officer
Senior Manager/Personnel Officer (of Limited Company)
Social Worker
Solicitor
Surveyor
Teacher/Lecturer
Warrant Officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired, are acceptable as signatories.

Please note:

Applicant must be **known** to signatory.

Relatives or partners are not acceptable nor are other personal licence holders or licensees unless they also qualify in one of the above categories.

Final decision on the validity of signatories rests with the Licensing Authority.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

- *We will only use personal information you supply to us for the reason that you provided it for*
- *We will only hold your information for as long as necessary to fulfil that purpose.*
- *Your information will be held by Southend-on-Sea Borough Council & partners, in accordance with the Data Protection Act 1998.*
- *All personal information will be stored securely and will not be shared with any other organisation or individuals. Anonymous data may be included in project reports, which will be shared with project partners.*
- *All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.*
- *When the data is no longer needed, it will be destroyed in line with the Councils Document Deletion Policies.*