

**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.

<b>1. Your personal details</b>			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
<b>Surname</b>			
<b>Forenames</b>			
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
<b>Surname</b>			
<b>Forenames</b>			
<b>2. Forfeiture of a personal licence in the last 5 years.</b>			
<b>Do not answer this question if you are applying under regulation 8 of the Licensing Act (Personal licences) Regulations 2005</b>			
<i>Please tick ✓</i>			
Has any personal licence held by you been forfeited in the last 5 years?		Yes	No
If yes, please provide details below:			
Name of court			
Address of court			
Date of forfeiture			
Offence which resulted in the forfeiture			
Any additional details			
<b>3. Relevant or foreign offences</b>			
Read Note 1			<i>Please tick ✓</i>
Have you been convicted of any relevant offence or foreign offence?		Yes	No
If you have ever been convicted of any relevant offences you must provide details of each conviction, the date of conviction, the name and location of the convicting court, offences of which you were convicted and the sentence imposed:			

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:

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**4. Declaration**

**I declare that I have not been convicted of any relevant offence or any foreign offence.**

SIGNATURE		DATE	
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**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 on 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.

SIGNATURE		DATE	
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**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 licence) 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.



**Data Protection**

The information you supply will be used by Licensing to assess and administer your application for a personal licence. It may be shared with other Divisions of the Council and external organisations including the Police for this purpose. Your name and address will be included on a Register of Applications available for public inspection and published on Solihull MBC's website. Your information may also be shared with other council services and partner organisations to ensure your records are kept accurate and help us to identify services you may be entitled to or interested in. For further details of how we may use your information contact Licensing on tel: 0121 704 6830