

**2017 No. 411**

**LICENCES AND LICENSING**

**The Licensing Act 2003 (Miscellaneous Amendments)  
Regulations 2017**

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**CORRECTION**

Page 6, Schedule 1, in the “Application for a personal licence” form, under section 4, headed “CHECKLIST:”, in the fourth bullet point, line two: the reference to “(Schedule 3)” should read “(Schedule 2)”;

Page 6, Schedule 1, in the “Application for a personal licence” form, under section 4, headed “CHECKLIST:”, after the sixth and final bullet point: insert a tick box at the corresponding location in the “**Please tick yes**” column;

Page 11, Schedule 2, in the “Disclosure of convictions and civil immigration penalties and declaration” form, under section 3, headed “Relevant or foreign offences and civil immigration penalties”, for the last instruction in that section:

“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:”

substitute:

“If you have received an immigration penalty you must provide details, including the reference, date and the company name:”;

Page 12, Schedule 2, in the “Disclosure of convictions and civil immigration penalties and declaration” form, under section 5, headed “Declaration”, in the field immediately below that heading, in the second paragraph, line two: “...for the grant or renewal of a personal licence.” should read “...for the grant of a personal licence.”;

Page 21, Schedule 4, in the “Application for a premises licence to be granted under the Licensing Act 2003” form, in Part 2 - Applicant details, in the information box relating to the “**SECOND INDIVIDUAL APPLICANT**”, in the field immediately below the “**Nationality**” field: “Current postal address...” should read “Current residential address...”;

Page 37, Schedule 4, in the “Application for a premises licence to be granted under the Licensing Act 2003” form, in Part 4 – Signatures, in the Declaration section, in the second bullet point, line three: “...licisable...” should read “...licensable...”;

Page 101, Schedule 10, in the “Application to transfer premises licence to be granted under the Licensing Act 2003” form, in **Part 2 – Applicant details**, sub-paragraph b), which begins “a person other than...”, line two: “i. as a limited company” should read “i. as a limited company/limited liability partnership”;

Page 101, Schedule 10, in the “Application to transfer premises licence to be granted under the Licensing Act 2003” form, in **Part 2 – Applicant details**, sub-paragraph b), which begins “a person other than...”, line three: “ii. as a partnership” should read “ii. as a partnership (other than limited liability)”;

Page 105, Schedule 10, in the “Application to transfer premises licence to be granted under the Licensing Act 2003” form, after the fifth bullet point and text box, insert:

“ • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 2) □”

Page 105, Schedule 10, in the “Application to transfer premises licence to be granted under the Licensing Act 2003” form, in the penultimate paragraph beginning, “**IT IS AN OFFENCE UNDER SECTION 24B...**”, line one: “...**ACT 1971] FOR A...**” should read “...**ACT 1971 FOR A...**”;

Page 110, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, in **Part 2 – Notice giver details**, sub-paragraph b), which begins “I am a person other...”, line four: “i. a limited company” should read “i. as a limited company/limited liability partnership”;

Page 110, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, in **Part 2 – Notice giver details**, sub-paragraph b), which begins “I am a person other...”, line five: “ii. a partnership” should read “ii. as a partnership (other than limited liability)”;

Page 110, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, in **Part 2 – Notice giver details**, sub-paragraph b), which begins “I am a person other...”, line six: “iii. an unincorporated association or” should read “iii. as an unincorporated association or”;

Page 110, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, in **Part 2 – Notice giver details**, sub-paragraph b), which begins “I am a person other...”, line seven: “iv. other” should read “iv. other (for example a statutory corporation)”;

Page 111, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, in **Part 2 – Notice giver details**, in sub-paragraph f), which begins “I am applying...”, line one: “please complete section (B)” should read “□ please complete section (B)”;

Page 113, Schedule 11, in the “Interim authority notice under the Licensing Act 2003” form, **PART 3**, insert a bullet point preceding the line: “I confirm that I am entitled to work in the United Kingdom (please see guidance note 2)”.

*Corrected versions of the relevant extracts of these forms are attached for reference in the Annex to this correction slip.*

*August 2017*

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Corrected version of section 4 of the “Application for a personal licence” form which appears on page 6 of S.I. 2017/411

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
• 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"/>
• enclosed any licensing qualification I hold or proof that I am a person of prescribed description	<input type="checkbox"/>
• 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"/>
• enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)	<input type="checkbox"/>
• included a proof of my right to work in the United Kingdom (see note 2)	<input type="checkbox"/>
• 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 knowingly or recklessly to 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](http://legislation.gov.uk) or from your local licensing authority.

Corrected version of section 3 of the “Disclosure of convictions and civil penalties and declaration” form which appears on page 11 of S.I. 2017/411

Any additional details	
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3. Relevant or foreign offences and civil immigration penalties		
Read Note 1 and 2 tick ✓	Please	
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"/>
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, including the reference, date and the company name:		

Corrected version of section 5 of the “Disclosure of convictions and civil penalties and declaration” form which appears on page 12 of S.I. 2017/411

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 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	

Corrected version of Part 2 (Applicant details) - SECOND INDIVIDUAL APPLICANT information box - in the "Application for a premises licence to be granted" form which appears on page 21 of S.I. 2017/411

Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes	
Nationality			
Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Corrected version of Part 4 (Signatures) - Declaration section - of the “Application for a premises licence to be granted” form which appears on page 37 of S.I. 2017/411

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:

Corrected version of part of the “Application to transfer premises licence to be granted under the Licensing Act 2003” form which appears on page 101 of S.I. 2017/411

Application to transfer premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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 in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

I/We \_\_\_\_\_  
(Insert name of applicant)  
apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
Post town	Post code
Telephone number at premises (if any)	

Please give a brief description of the premises (see note 1)

Name of current premises licence holder

Part 2 - Applicant details

In what capacity are you applying for the premises licence to be transferred to you?

- Please tick  yes
- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company/limited liability partnership  please complete section (B)
- ii. as a partnership (other than limited liability)  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)



Corrected version of part of the “Application to transfer premises licence to be granted under the Licensing Act 2003” form which appears on page 105 of S.I. 2017/411

Please tick  yes

If this application is granted I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003)

Please tick  yes

I have enclosed the premises licence

If you have not enclosed premises licence referred to above please give the reasons why not.

- I have made or enclosed payment of the fee
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed
- I have enclosed the premises licence or relevant part of it or explanation
- I have sent a copy of this application to the chief officer of police today
- I have sent a copy of this form to Home Office Immigration Enforcement today
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 2)

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 2)

Corrected version of part of the “Interim authority notice under the Licensing Act 2003” form which appears on page 110 of S.I. 2017/411

**Interim authority notice under the Licensing Act 2003**  
**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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 in black ink. Use additional sheets if necessary.  
 You may wish to keep a copy of the completed form for your records.

I/We .....  
 (*Insert name of applicant*)  
 give this interim authority notice under section 47 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number (if known)
------------------------------------

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Post code	
Telephone number (if any)			
E-mail address (optional)			

**Part 2 – Notice giver details**

In what capacity are you giving the interim authority notice?  
 See section 47 of licensing Act 2003

Please tick yes

- a) I am an individual with a legal interest in the premises as freeholder or leaseholder  please complete section (A)
- b) I am a person other than an individual with a legal interest in the premises as freeholder or leaseholder
  - i. as a limited company/limited liability partnership  please complete section (B)
  - ii. as a partnership (other than limited liability)  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) I am a personal representative for the former premises licence holder who has died  please complete section (B)

Corrected version of part of the “Interim authority notice under the Licensing Act 2003” form which appears on page 111 of S.I. 2017/411

- d) I have power of attorney which is registered for the former premises licence holder who has become mentally incapable  please complete section (B)
- e) I am the insolvency practitioner for the former premises licence holder who is insolvent  please complete section (B)
- f) I am applying as the former premises licence holder is no longer entitled to work in the UK.  please complete section (B)

**Date of lapsing of licence**

- On what date (as applicable) Day Month Year
- did the former premises licence holder die? 

--	--	--	--	--	--	--	--	--	--
  - was the power of attorney registered under section 6 of the Enduring Powers of Attorney Act 1985? 

--	--	--	--	--	--	--	--	--	--
  - did the former holder become insolvent? 

--	--	--	--	--	--	--	--	--	--
  - did the former holder's immigration status expire? 

--	--	--	--	--	--	--	--	--	--

**(A) DETAILS OF INDIVIDUAL NOTICE GIVERS (fill in as applicable)**

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes if you are <input type="checkbox"/>	
<b>Nationality</b>					
<b>Current residential address if different from premises address</b>					
<b>Post Town</b>			<b>Postcode</b>		
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**DETAILS OF SECOND INDIVIDUAL NOTICE GIVER (IF APPLICABLE)**

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		

Corrected version of part of the “Interim authority notice under the Licensing Act 2003” form which appears on page 113 of S.I. 2017/411

If not when do you want the variation to take effect from 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has there been an application to transfer the premises licence under section 50 of the Licensing Act 2003?

Please tick yes

- I have made or enclosed payment of the fee
- I have sent a copy of this form to the chief officer of police for the area in which the premises is situated
- I have sent a copy of this form to Home Office Immigration Enforcement
- I have notified the designated premises supervisor (if different from the premises licence holder), if any
- I confirm that I am entitled to work in the United Kingdom (please see guidance note 2)
- I understand that if I do not comply with the above requirements my application will be rejected

**THIS NOTICE WILL LAPSE AT THE END OF THE 28 PERIOD AFTER THE LAPSING OF THE PREMISES LICENCE UNLESS A COPY OF THE NOTICE HAS BEEN GIVEN TO THE CHIEF OFFICER OF POLICE FOR THE POLICE AREA OR EACH POLICE AREA IN WHICH THE PREMISES IS SITUATED; AND A COPY HAS BEEN SENT TO HOME OFFICE IMMIGRATION ENFORCMENT.**

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note1)

**Signature of notice giver or notice giver’s solicitor or other duly authorised agent** (please read guidance note 3). **If signing on behalf of the notice giver please state in what capacity.**