# APPLICATION FOR PERSONAL LICENCE

Licensing Act 2003

## 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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Please tick</th>
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<tbody>
<tr>
<td>Mr ☐</td>
<td>Mrs ☐ Miss ☐ Ms ☐ Other (please state)</td>
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<table>
<thead>
<tr>
<th>Surname</th>
<th>Forenames</th>
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**PREVIOUS NAMES** (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.

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<tr>
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<table>
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<tr>
<th>Date of Birth</th>
<th>Nationality</th>
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</table>

I am 18 years old or over. Please tick [ ] No [ ] Yes

**ADDRESS WHERE ORDINARILY RESIDENT** (We will use this address to correspond with you unless you complete the separate correspondence box below).

<table>
<thead>
<tr>
<th>Post town</th>
<th>Post code</th>
</tr>
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</table>

## 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)

<table>
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<tr>
<th>Post town</th>
<th>Post code</th>
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TELEPHONE NUMBERS

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</table>

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)

2. Your licensing qualifications

Read Note 1

Please indicate below which one of these statements applies to you:

1. I hold an accredited licensing qualification
2. I hold a certified qualification
3. I hold an equivalent qualification
4. I am a person of prescribed description

Please tick yes

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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Do you currently hold a personal licence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has any personal licence held by you been forfeited in the last 5 years?</td>
<td></td>
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| Licensing Authority |     |
| Licence number      |     |
| Date of issue       |     |
| Any further details |     |

4. CHECKLIST:

I have enclosed the following:  

- 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  
- enclosed any licensing qualification I hold or proof that I am a person of prescribed description  
- 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  
- enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2)  
- 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)  
- made or enclosed payment of the fee for the application

5. Declaration

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.

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
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.

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</tbody>
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### 2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years

<table>
<thead>
<tr>
<th>Has any personal licence held by you been forfeited or revoked in the last 5 years?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If yes, please provide details below:

<table>
<thead>
<tr>
<th>Name of court/licensing authority</th>
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<table>
<thead>
<tr>
<th>Address of court</th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Date of forfeiture/revocation</th>
<th></th>
</tr>
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</table>

<table>
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<tr>
<th>Offence which resulted in the forfeiture/revocation</th>
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</table>

<table>
<thead>
<tr>
<th>Any additional details</th>
<th></th>
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</table>


3. Relevant or foreign offences and civil immigration penalties

<table>
<thead>
<tr>
<th>Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?</th>
<th>Please</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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 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:

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

<table>
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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 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

Information on the Licensing Act 2003 is available on legislation.gov.uk or 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 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **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, 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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. Your licence application will not be determined until you have complied with this guidance.

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](https://www.gov.uk/prove-right-to-work)) which along with the applicant’s
date of birth (provided within the 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 licensing 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.
What do I do with Photos?
Please **staple** both photographs in the spaces below **after** one of them has been endorsed with a statement verifying the likeness of the photograph to the applicant. Please then ask the person endorsing the photograph to complete the details below.

Who Can Sign My Photo?
Please see the list overleaf for examples of suitable countersignatories.

What Size Should the Photos Be?
Regulations specify 45mm by 35mm which should fit into the spaces below. Standard passport photos are suitable.

<table>
<thead>
<tr>
<th>Name of the applicant in the above photograph</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address of applicant in the above photograph</td>
<td></td>
</tr>
<tr>
<td>Name of the person who has endorsed the back of the photograph</td>
<td></td>
</tr>
<tr>
<td>Address of the person who has endorsed the back of the photograph</td>
<td></td>
</tr>
<tr>
<td>Status/Qualifications of the person who has endorsed the back of the photograph</td>
<td></td>
</tr>
</tbody>
</table>
LICENSING ACT 2003 - PERSONAL LICENCES

Further Guidance

The personal licence is separate from the licence which authorises the premises to be used for the supply of alcohol. The licensing of individuals separately from the licensing of premises permits the movement of personal licence holders from one premise to another, allowing greater flexibility. It ends the old outdated regime where publicans were tied by licence to the premises where they worked.

A personal licence authorises the holder to supply alcohol from premises with a premises licence in accordance with that licence.

Any individual may apply for a personal licence whether or not he is currently employed or has business interests associated with the use of the licence. An individual may hold only one personal licence at any one time.

A personal licence costs £37 (Cheques to be made payable to Plymouth City Council) and when granted has effect for an indefinite period.

The requirements for a personal licence are:

- must be aged 18 or over;
- Applicants must demonstrate that they have the right to work in the UK;
- possesses an accredited licensing qualification, or is a person of prescribed description;
- no personal licence held has been forfeited within the period of five years before making the application;
- has not been convicted of any relevant or foreign offence

If the applicant fulfils all these criteria, the licence will be granted. If any of the first four criteria are not met, the licensing authority must reject the application.

A personal licence ceases to have effect if it is surrendered, the holder ceases to be entitled to work in the United Kingdom, or by an order of the Court that it is suspended, revoked or declared forfeit.

In order to substantiate whether or not an applicant has a conviction for an unspent relevant offence, the Secretary of State would expect that all applicants be required to produce a Criminal Record Bureau certificate to the licensing authority. Basic criminal record checks can be obtained from Disclosure and Barring Service - https://www.gov.uk/request-copy-criminal-record (Disclosure only valid for one calendar month from date of issue)

All applicants will also be expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or an equivalent foreign offence.

If it appears there are convictions for any relevant or foreign offences, the licensing authority will give a notice to the chief officer of police for the area. If the police make no objections within a 14 day period, the licence must be granted.

How do ‘foreign offences’ differ from relevant offences?

Convictions for offences (other than relevant offences) under the law of any place outside England and Wales, including other parts of the United Kingdom such as Scotland and Northern Ireland, are counted as foreign offences.

Application for the initial grant of a personal licence is usually made to the local authority for the area in which the individual is ordinarily resident at the time of the application. The local authority then becomes the relevant licensing authority for all subsequent matters relating to the personal licence including renewals, even though the individual may move out of the area or take employment elsewhere. The personal licence itself will give details of the issuing authority.
Photographs of applicant to be:
- taken against light background
- 45 millimetres by 35 millimetres
- full face uncovered and without sunglasses and, unless the applicant wears a head covering due to religious beliefs, without a head covering
- on photographic paper and endorsed by
- a solicitor or notary
- a person of standing in the community or
- any individual with a professional qualification

What is a designated premises supervisor (DPS)?
The main purpose of the DPS as defined in the Act is to ensure that there is always one specified individual, among these personal licence holders, who can be readily identified for the premises where a personal licence is in force. That person will normally have been given day to day responsibility for running the premises by the premises licence holder.

By specifying the premises supervisor in the premises licence, it will usually be clear who is in day to day charge of the premises, so that police officers, fire officers or officers of the licensing authority can identify immediately the designated premises supervisor as a person in a position of authority at any premises selling or supplying alcohol.

Any application for a premises licence must also include a form of consent given by the individual whom the applicant wishes to have specified in the premises licence as the DPS.

Applications need to be sent to: Licensing Department. Plymouth City Council, Windsor House, Tavistock Road, Plymouth, Devon, PL6 5UF

Local course providers:
Plymouth City Council 01752 304147 www.plymouth.gov.uk/hscourses

Other personal licence holder training providers are available.

Accredited Personal Licence Qualification Providers

The Home Secretary has accredited the following personal licence qualifications under the Licensing Act 2003, commencing on 1 December 2017:

**BIIAB (QCF Recognition number RN5118)**
BIIAB Level 2 Award for Personal Licence Holders
Qualification accreditation number 603/2468/5; Qualification approval/designation no. C00/1212/8
**BIIAB Level 2 Award for Personal Licence Holders (QCF)**
Qualification accreditation number 501/1494/3
Website: www.biiab.org
Telephone: 01276 684 449
Email: qualifications@bii.org
Address: BIIAB, Infor House, 1 Lakeside Road, Farnborough, Hampshire. GU14 6X

**CIEH (QCF Recognition number RN5238)**
CIEH Level 2 Award for Personal Licence Holders (QCF)
Qualification number 601/2104/X
Website: www.cieh.org
Telephone: 020 7827 5800
Email: customerservices@cieh.org
Address: Chartered Institute of Environmental Health, Chadwick Court, 15 Hatfields, London, SE1 8DJ

**HABC (QCF Recognition number RN5219)**
Highfield Level 2 Award for Personal Licence Holders (RQF)
Qualification number 603/2597/S: Qualification approval/designation no. C00/1221/1
Highfield Level 2 Award for Personal Licence (QCF)
Qualification accreditation number 500/9974/7
Website: www.highfieldabc.com
Telephone: 0845 226 0350
Email: info@highfieldabc.com
Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL

IQ (QCF Recognition number RN5330)
IQ Level 2 Award for Personal Licence
Qualification number 603/2659/1
IQ Level 2 Award for Personal Licence (QCF)
Qualification number 601/4980/2
Website: www.industryqualifications.org.uk
Telephone: 01952 457 452
Email: info@industryqualifications.org.uk
Address: Industry Qualifications, Head Office, Coppice House, Halesfield 7, Telford TF7 4NA

LASER (QCF Recognition number RN5326)
LASER Level 2 Award for Personal Licence Holders
Qualification number 603/2603/7
LASER Level 2 Award for Personal Licence Holders
Qualification number 600/6446/8
Website: www.laser-awards.org.uk
Telephone: 01932 569 894
Email: enquiries@laser-awards.org.uk
Address: 6 Park Court, Pyrford Road, West Byfleet, Surrey. KT14 6SD

Pearson Education Ltd (QCF Recognition number RN5133)
Pearson BTEC level 2 Award for Personal Licence
Qualification number 603/2538/0
Pearson BTEC level 2 Award for Personal Licence (QCF)
Qualification number 601/3483/5
Website: www.qualifications.pearson.com
Telephone: 0844 576 0045
Email: wblcustomerservices@pearson.com
Address: Pearson Education Ltd, 80 Strand, London. WC2R 0RL

QNUK (RQF Recognition number RN5133)
QNUK level 2 Award for Personal Licence
Qualification number 603/2619/0
QNUK level 2 Award for Personal Licence
Qualification number 603/1021/2
Website: www.qualifications-Network.co.uk
Telephone: 020 3795 0559
Email: centres@qnuk.org
Address: Qualification Network, First Floor Offices, 86A Lancaster Road, Enfield, Middlesex. EN2 0BX

SQA (QCF Recognition number RN5167)
SQA Level 2 Award for Personal Licence Holders
Qualification accreditation number 603/2596/3
SQA Level 2 Award for Personal Licence Holders (QCF)
Qualification accreditation number 600/1269/9
Website: www.sqa.org.uk
Telephone 0845 279 1000
E-mail: customer@sqa.org.uk
Training Qualifications UK (Recognition number RN5355)
TQUK Level 2 Award for Personal Licence Holders (RQF)
Qualification accreditation number 603/2835/6
TQUK Level 2 Award for Personal Licence Holders (QCF)
Qualification accreditation number 601/6508/9X
Website: www.tquk.org
Telephone 03333 583344
E-mail: customer@tquk.org
Address: 84 Liverpool Road, Cadishead, Manchester. MN44 5AN

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

Formerly accredited courses
The following courses were formerly accredited:

BIIAB Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4866/2

EDI Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/4865/0.

EDI Level 2 National Certificate for Personal Licence Holders. QCF
Accreditation Number: 500/9146/3

GQAL Level 2 National Certificate for Personal Licence Holders. QCA
Accreditation Number: 100/5040/1

HABC Level 2 Award for Personal Licence Holders. QCA
Accreditation Number: 500/7383/7

NCFE Level 2 National Certificate for Personal Licence Holders QCA
Accreditation Number: 500/4228/2, 600/1323/0

SQA Level 2 Award for Personal Licence Holders QCA
Accreditation Number: 500/8025/8
ACCEPTABLE COUNTERSIGNATURES

- Accountant
- Articled Clerk of a Limited Company
- Assurance Agent of Recognised Company
- Bank/Building Society Official
- Barrister
- **British Computer Society**
- Broker
- Chairman/Director of Limited Company
- Chemist
- Chiropodist
- Christian Science Practitioner
- Commissioner of Oaths
- Councillor: Local or County
- Civil Servant (permanent)
- Dentist
- Engineer (with professional Qualifications)
- Fire Service Official
- Funeral Director
- Insurance agent (full time) of a recognised Company
- Journalist
- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- **Licensee of a pub**
- Local Government Officer
- Manager/Personnel Officer (of Limited Company)
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (SRN and SEN)
- Officer of the armed services (Active or Retired)
- Optician
- Person with Honours (eg OBE MBE etc)
- Photographer (Professional)
- Police Officer
- Post Office Official
- President/Secretary of a recognised organisation
- **Recognised Qualification Phd, Diploma, BA, MA**
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher, Lecturer
- Trade Union Officer
- Travel Agency (Qualified)
- Valuers and auctioneers (fellow and associate members of the incorporated society)
- Warrant officers and Chief Petty Officers

Or persons of similar standing to the above, working or retired are acceptable as counter signatories. **Relatives or partners should not countersign applications.**