The Licensing Team Communities Environment and Regulatory Services

 Derby City Council The Council House Corporation Street Derby DE1 2FS

**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.

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| **1. Your personal details** |
| TITLE Please tick Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (please state)       |
| SurnameForenames |            |
| 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 [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (please state)       |
| SurnameForenames |            |
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| **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[ ]  | No[ ]  |
| 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[ ]  | No[ ]  |
| 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: |
|       |

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| **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 |       |
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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

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.

1. **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.

**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

**Who has access to your information?**

We may share your information with:

• Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.

• External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk/privacy-notice/ where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk