

DATE: 3 March 2026
MY REF: Licensing Sub-Committee
YOUR REF:
CONTACT: Democratic Services
TEL NO: 0116 272 7708
EMAIL: committees@blaby.gov.uk

To Members of the Licensing Sub-Committee

Cllr. Susan Findlay
Cllr. Dr John Bloxham (Reserve)

Cllr Janet Forey

Cllr. Roger Stead

Dear Councillor,

A meeting of the **LICENSING SUB-COMMITTEE** will be held in the Brooks Room - Council Offices, Narborough on **WEDNESDAY, 11 MARCH 2026** at **4.00 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager and Monitoring Officer

AGENDA

1. Election of Chairman
2. Apologies for Absence
3. Disclosures of Interests from Members

To receive disclosures of interests from Members (i.e. the existence and the nature of those interests in respect of items on this agenda).

4. Licensing Act 2003 Personal License Holder Conviction (Pages 3 - 28)

To consider the report of the Licensing Team Leader (enclosed).



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Blaby District Council

Licensing Sub-Committee

Date of Meeting 11 March 2026
Title of Report **Licensing Act 2003 Personal Licence Holder Conviction**
Report Author Licensing Team Leader

1. What is this report about?

- 1.1 Mr Harrison Watts holds a personal alcohol licence with Blaby District Council. This licence allows him to be named on a premises licence as the Designated Premises Supervisor who is responsible for all alcohol sales at a licensed premises. Mr Watts has received a conviction at Leicester Magistrates Court for 'Burglary other than dwelling – theft', contrary to section 9(1)(b) of the Theft Act 1968. This offence is listed in Schedule 4, Section 113 of the Licensing Act 2003 as a Relevant Offence.

2. Recommendation

- 2.1 That Members of the Sub-Committee consider the information provided of a relevant conviction gained by the named personal alcohol licence holder in the context of all the relevant material considerations, members must consider whether to:
- Provide a warning regarding any future conduct.
 - Suspend the personal alcohol licence for a period of up to six months.
 - Revoke the personal alcohol licence.

Members must give full reasons for any decision made.

3. Reason for Decision Recommended

- 3.1 The Licensing Act 2003 details when a personal alcohol licence holder should be reviewed. Receiving a conviction for a relevant offence as outlined in Schedule 4 of the Act falls within this.

4. Matters to consider

4.1 Background

Mr Watts made an application for a personal licence on 16.12.2024. A requirement of the application process is to provide a Basic Disclosure and Barring Services certificate. This DBS certificate was dated 15.12.2024 and clear of any convictions.

On 31.10.2025 Mr Watts attended Court and pled guilty to 'Burglary other than dwelling – theft', contrary to section 9(1)(b) of the Theft Act 1968. He was ordered to carry out unpaid work for 80 hours to be completed within a period of 12 months and to pay compensation of £100. This type of offence is listed in Schedule 4 of the Licensing Act 2003 as a relevant offence.

During the same court attendance Mr Watts also pled guilty to criminal damage to property valued under £5000. Contrary to sections 1(1) and 4 of the Criminal Damage Act 1971. He was ordered to carry out unpaid work for 80 hours to be completed in 12 months and to pay a surcharge of £114. This offence does not fall under Schedule 4.

The offences these convictions relate to occurred on 03.11.2024 and took place before his personal licence application.

Mr Watts failed to notify Blaby District Council (BDC) as the Licensing Authority once he had been to Court that he had received the conviction.

On this occasion Leicester Magistrates Court also did not notify the Licensing Authority.

On 14.11.2025 the Licensing Authority received contact from PC 2840 Gavin Rutter following an application that was made in the Darlington area to designate Mr Watts as a Premises Supervisor. On reviewing the application PC Rutter found Mr Watts had received a relevant conviction which led him to contact officers at the Council to see if we had taken any action in relation to his personal licence. As Mr Watts had failed to notify BDC in line with the requirements of his Licence and the legislation this was our first knowledge of the offence.

On this basis Mr Watts was invited to attend a formal interview under caution and on 20.01.2026 Mr Watts attended the Council Offices for an interview conducted by the Licensing Team Leaders.

During this interview Mr Watts outlined his account of the events that led to the conviction. Mr Watts stated that following an altercation in a pub local to his place of work he entered his work premises using keys he had in the course of his employment. Within the work premises Mr Watts then also entered the personal flat of his employer (located upstairs).

When Mr Watts attempted to leave the building the flat was entered by several individuals who were the group who he had had the altercation within the pub earlier in the evening and were previously unknown to Mr Watts.

Mr Watts confirmed that some minor damage to the premises occurred before those individuals left the property. Mr Watts told us during the interview that he had also consumed alcohol and was inebriated at this point.

Mr Watts employer reported the incident to the police the following week.

Following the report Mr Watts attended a voluntary interview with the police on 14.01.2025 following which the Police made the decision to later charge.

During the interview Mr Watts apologised for failing to notify the authority of his conviction and accepted that he should have done so. Mr Watts informed Officers that he had notified the Court that he held a personal licence at the time of his conviction.

The Licensing Act requires the Designated Supervisor - and all personal licence holders - to take responsibility for the sale and supply of alcohol due to the impact the sale of alcohol can have on the wider community, crime and disorder and antisocial behaviour.

In the interests of public safety it is important that due consideration is given to people that hold a personal licence taking into account the potential issues outlined above.

The ability to control alcohol sale carries a responsibility and the requirement to use appropriate judgement to ensure that premises are operated inline with the Licensing Principles. The licensing legislation outlines offences that fall under Schedule 4 such as that held by Mr Watts as sufficient justification to call his licence in for review and determine if it is appropriate for him to continue to hold this licence.

5. Appropriate Consultations

Mr Watts has been advised he could provide any personal references he would like to be included for consideration within this report, but none have been received.

The police have been notified of the hearing and will be advised of the outcome in line with Licensing regulations.

6. Significant Issues - None

7 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities and there are no areas of concern.



LICENSING ACT 2003

**PERSONAL LICENCE APPLICATION
GUIDANCE BOOKLET**

DISCLAIMER

The purpose of this document is to give guidance to individuals and businesses regarding the requirements of the Licensing Act 2003. This guidance is provided on the understanding that the Licensing Authority cannot accept any responsibility or liability for the accuracy or otherwise of any statement, contention, error or omission contained herein. Applicants are strongly advised to seek their own legal and other advice as appropriate.

PERSONAL LICENCES

1. INTRODUCTION

- 1.1 A personal licence authorises the licence holder to supply alcohol, or authorise the supply of alcohol in accordance with the licence.
- 1.2 A personal licence remains valid unless it is surrendered, suspended or revoked.
- 1.3 A personal licence is portable i.e. a licence granted in one part of the country is valid in another part of the country.

2. APPLICATION REQUIREMENTS

- 2.1 Applications for a personal licence must be made to the licensing authority for the area where the applicant ordinarily resides.
- 2.2 New applicants for a personal licence must provide the following:
 - a completed and signed application form and declaration of convictions form;
 - 2 passport photographs, one to be certified (see Appendix A for details);
 - Original licensing qualification;
 - Fee of £37.00;
 - Original Basic Disclosure Scotland criminal record check which is less than one month old.
 - Proof of your Immigration Status (a list of acceptable documents can be found within the notes at the end of the application form)

3. RELEVANT CONSIDERATIONS

- 3.1 The Licensing Authority must grant a personal licence if:
 - the application is made in accordance with the requirements of the Act and Regulations.
 - the applicant is 18 or over; and
 - the applicant possesses a licensing qualification or is a person of a prescribed description;
 - the applicant has not had a personal licence forfeited in the past 5 years and;
 - the applicant has not been convicted of a relevant offence, under Schedule 4 of the Licensing Act 2003 or a foreign offence (see Appendix B.)
- 3.2 There is no discretion to refuse an application for a personal licence made in accordance with the Act, except where the applicant has been convicted of a relevant or foreign offence and a representation has been received from the Police. The list of relevant offences is maintained by the Secretary of State and a foreign offence will be taken into account if it is similar in nature to one of the specified

"relevant offences". Convictions which are "spent" under the Rehabilitation of Offenders Act 1974 cannot be taken into account.

3.3 The Licensing Authority will notify the Police of any application that has an unspent relevant conviction detailed on the criminal record check. The Police have 14 days to raise any objection to the on the grounds that the grant of the licence will undermine the crime and disorder licensing objective. The Licensing Authority rely on the Police to raise an objection in appropriate cases. The Licensing Authority would expect the police to object where the applicant has any relevant unspent conviction, unless the penalty on conviction was relatively minor or the conviction is due to become spent during the application period.

3.4 The applicant must notify the Licensing Authority of any conviction occurring within the application period so that this conviction, if relevant, can be taken into account by the Police when deciding whether to raise an objection to the grant of the licence.

4. DETERMINATION OF APPLICATION

4.1 Where no relevant representation has been received and the application for a personal licence has been properly made, the licence must be granted. A badge and paper licence will be issued to the licensee. Once the licence has been granted, the licence holder must comply with certain legal requirements. Please see the personal licence guidance document for more information.

4.2 If the Police make an objection to the grant of the licence on the grounds that the grant would undermine and the crime and disorder objective, the Licensing Authority will hold a hearing to determine the application. A hearing can be dispensed with if all parties agree that a hearing is unnecessary.

4.3 At the Licensing Sub-Committee, made up of 3 Members, the applicant and Police will have the right to present their case. The Licensing Sub-Committee will determine the application taking into account all representations made. The Licensing Sub-Committee have the option to refuse the licence if it will undermine the crime and disorder objective or they can grant the licence.

5. DESIGNATED PREMISES SUPERVISOR

5.1 Every premises licence needs to specify someone to act as the designated premises supervisor (DPS). That person must hold a current personal licence.

5.2 The designated premises supervisor may, but need not be, the person to whom the premises licence is granted.

5.3 The designated premises supervisor is not required to be personally present at the premises at all times. However, it is essential that the designated premises supervisor is contactable at all times.

5.4 In some instances, such as smaller pubs, it may be that there is only one person also holding a personal licence and that person would need to be recorded as the designated premises supervisor.

5.5 For larger operations, the designation as premises supervisor will indicate which of the team of personal licence holders in fact has the day-to-day responsibility for the running of the premises in accordance with the licence.

APPENDIX A

Photograph Requirements

Applications for a personal licence must include 2 photographs of the applicant and the regulations specify the following:

- The photographs must be 45mm x 35mm in size.
- The applicant must be viewed 'full face'.
- Do not wear sunglasses.
- Do not wear a hat or head covering, including face covering, unless for religious reasons.
- Photographs must be on photographic paper.
- Photographs must be against a light background so that the applicants' facial features are distinguishable and contrast against the background.
- One of the photographs must be endorsed as a true likeness of the applicant by a solicitor, notary, teacher, lecturer or other professional person.

In addition to the above, the Licensing Authority recommend applicants have regard to the following to ensure that photographs are acceptable:

- The two photographs should be as recent as possible i.e. within the past 6 months, and identical.
- 70% to 80% of the photograph should be a close up of the head and shoulders.
- The light background required by the regulations can be achieved by using plain white, cream or light grey background.
- The photograph should be in sharp focus and free of shadows.
- Digital or scanned photographs should be acceptable if printed on photographic paper with a resolution of 1200dsi or more.
- Adopt a natural expression with eyes open and do not include any objects or persons in the photograph.
- Photographs may be reflected from spectacles so care should be taken to ensure that the eyes remain visible.
- Suitable wording for an endorsed photograph is:

'I certify that this is a true likeness of (Miss, Mrs, Miss, Ms, Mr or other title followed by your full name)'. The endorsement should then be signed and dated by the signatory.

SCHEDULE 4 OF LICENSING ACT 2003

SECTION 113 PERSONAL LICENCE: RELEVANT OFFENCES

- 1 An offence under this Act.
- 2 An offence under any of the following enactments-
 - (a) Schedule 12 to the London Government Act 1963 (c. 33) (public entertainment licensing);
 - (b) the Licensing Act 1964 (c. 26);
 - (c) the Private Places of Entertainment (Licensing) Act 1967 (c. 19);
 - (d) section 13 of the Theatres Act 1968 (c. 54);
 - (e) the Late Night Refreshment Houses Act 1969 (c. 53);
 - (f) section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);
 - (g) the Licensing (Occasional Permissions) Act 1983 (c. 24);
 - (h) the Cinemas Act 1985 (c. 13);
 - (i) the London Local Authorities Act 1990 (c. vii).
- 3 An offence under the Firearms Act 1968 (c. 27).
- 4 An offence under section 1 of the Trade Descriptions Act 1968 (c. 29) (false trade description of goods) in circumstances where the goods in question are or include alcohol.
- 5 An offence under any of the following provisions of the Theft Act 1968 (c. 60)-
 - (a) section 1 (theft);
 - (b) section 8 (robbery);
 - (c) section 9 (burglary);
 - (d) section 10 (aggravated burglary);
 - (e) section 11 (removal of articles from places open to the public);
 - (f) section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
 - (g) section 13 (abstracting of electricity);
 - (h) section 15 (obtaining property by deception);
 - (i) section 15A (obtaining a money transfer by deception);

- (j) section 16 (obtaining pecuniary advantage by deception);
 - (k) section 17 (false accounting);
 - (l) section 19 (false statements by company directors etc.);
 - (m) section 20 (suppression, etc. of documents);
 - (n) section 21 (blackmail);
 - (o) section 22 (handling stolen goods);
 - (p) section 24A (dishonestly retaining a wrongful credit);
 - (q) section 25 (going equipped for stealing etc.).
- 6 An offence under section 7(2) of the Gaming Act 1968 (c. 65) (allowing child to take part in gaming on premises licensed for the sale of alcohol).
- 7 An offence under any of the following provisions of the Misuse of Drugs Act 1971 (c. 38)-
- (a) section 4(2) (production of a controlled drug);
 - (b) section 4(3) (supply of a controlled drug);
 - (c) section 5(3) (possession of a controlled drug with intent to supply);
 - (d) section 8 (permitting activities to take place on premises).
- 8 An offence under either of the following provisions of the Theft Act 1978 (c. 31)-
- (a) section 1 (obtaining services by deception);
 - (b) section 2 (evasion of liability by deception).
- 9 An offence under either of the following provisions of the Customs and Excise Management Act 1979 (c. 2)-
- (a) section 170 (disregarding subsection (1)(a)) (fraudulent evasion of duty etc.);
 - (b) section 170B (taking preparatory steps for evasion of duty).
- 10 An offence under either of the following provisions of the Tobacco Products Duty Act 1979 (c.7)-
- (a) section 8G (possession and sale of unmarked tobacco);
 - (b) section 8H (use of premises for sale of unmarked tobacco).
- 11 An offence under the Forgery and Counterfeiting Act 1981 (c. 45) (other than an offence under section 18 or 19 of that Act).
- 12 An offence under the Firearms (Amendment) Act 1988 (c. 45).

- 13 An offence under any of the following provisions of the Copyright, Designs and Patents Act 1988 (c. 48)-
- (a) section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);
 - (b) section 107(3) (infringement of copyright by public performance of work etc.);
 - (c) section 198(2) (broadcast etc. of recording of performance made without sufficient consent);
 - (d) section 297(1) (fraudulent reception of transmission);
 - (e) section 297A(1) (supply etc. of unauthorised decoder).
- 14 An offence under any of the following provisions of the Road Traffic Act 1988 (c. 52)-
- (a) section 3A (causing death by careless driving while under the influence of drink or drugs);
 - (b) section 4 (driving etc. a vehicle when under the influence of drink or drugs);
 - (c) section 5 (driving etc. a vehicle with alcohol concentration above prescribed limit).
 - (d) Section 6(6) (failing to co-operate with a preliminary test)
- 15 An offence under either of the following provisions of the Food Safety Act 1990 (c. 16) in circumstances where the food in question is or includes alcohol-
- (a) section 14 (selling food or drink not of the nature, substance or quality demanded);
 - (b) section 15 (falsely describing or presenting food or drink).
- 16 An offence under section 92(1) or (2) of the Trade Marks Act 1994 (c. 26) (unauthorised use of trade mark, etc. in relation to goods) in circumstances where the goods in question are or include alcohol.
- 17 An offence under the Firearms (Amendment) Act 1997 (c. 5).
- 18 A sexual offence, being an offence —
- (a) listed in Part 2 of Schedule 15 to the Criminal Justice Act 2003^[2], other than the offence mentioned in paragraph 95 (an offence under section 4 of the Sexual Offences Act 1967 (procuring others to commit homosexual acts));
 - (b) an offence under section 8 of the Sexual Offences Act 1956 (intercourse with a defective);
 - (c) an offence under section 18 of the Sexual Offences Act 1956 (fraudulent abduction of an heiress).
- 19 A violent offence, being any offence which leads, or is intended or likely to lead, to a person's death or to physical injury to a person, including an offence which is required to be charged as arson (whether or not it would otherwise fall within this definition).

- 20 An offence under section 3 of the Private Security Industry Act 2001 (c. 12) (engaging in certain activities relating to security without a licence).
- 21 An offence under section 46 of the Gambling Act 2005 if the child or young person was invited, caused or permitted to gamble on premises in respect of which a premises licence under this Act had effect.
- 22 An offence under the Fraud Act 2006
- 22A An offence under regulation 6 of the Business Protection from Misleading Marketing Regulations 2008 (offence of misleading advertising) in circumstances where the advertising in question relates to alcohol or to goods that include alcohol.
- 23 An offence under regulation 8,9,10,11 or 12 of the Consumer Protection from Unfair Trading Regulations 2008 (offences relating to unfair commercial practices) in circumstances where the commercial practice in question is directly connected with the promotion, sale or supply of alcohol or of a product that includes alcohol.
- 24 An offence under section 1 of the Criminal Attempts Act 1981 of attempting to commit an offence that is a relevant offence.
- 25 An offence under section 1 of the Criminal Law Act 1977 of conspiracy to commit an offence that is a relevant offence.
- 26 The offence at common law of conspiracy to defraud.

Contact Details

POLICE

The Chief Officer of Police
The Licensing Section
Mansfield House,
74 Belgrave Gate,
Leicester,
LE1 3GG

Telephone: 0116 2484332
Fax: 0116 2484337
Email: Licensing.team@leicestershire.pnn.police.uk

LOCAL AUTHORITY

Licensing Section
Blaby District Council
Council Offices
Desford Road
Narborough
Leicestershire
LE19 2EP

Telephone: 0116 2727782/7783
Email: licensing@blaby.gov.uk

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	
TITLE Please tick	
<input checked="" type="checkbox"/> Mr Mrs Miss Ms Other (please state)	
Surname	WATTS
Forenames	HARRISON
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	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	
Date of Birth	
Nationality	BRITISH
I am 18 years old or over. Please tick	
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).	
Post town	Post code
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 '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)

1852 BREWERY CO,
2 STATION ROAD

Post town WIGSTON MAGNA	Post code LE18 2DH
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TELEPHONE NUMBERS

Daytime	
Evening	
Mobile	

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

2. Your licensing qualifications

Read Note 1	Please tick yes
Please indicate below which one of these statements applies to you:	
1. I hold an accredited licensing qualification	<input type="checkbox"/>
2. I hold a certified qualification	<input checked="" type="checkbox"/>
3. I hold an equivalent qualification	<input type="checkbox"/>
4. I am a person of prescribed description	<input type="checkbox"/>
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.	
<p>BIIAB LEVEL 2 AWARD FOR PERSONAL LICENSE HOLDERS QUALIFICATION 05/03/2023 BIIAB</p>	

3. Previous or outstanding applications for a personal licence		
Note: You may only hold one personal licence at a time.		Please tick
Do you currently hold a personal licence?	Yes	No ✓
Do you currently have any outstanding applications for a personal licence, with this or any other licensing authority?	Yes	No ✓
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No ✓
Licensing Authority		
Licence number		
Date of issue		
Any further details		

4. CHECKLIST:		
I have	Please tick yes	
<ul style="list-style-type: none"> 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 		
<ul style="list-style-type: none"> enclosed any licensing qualification I hold or proof that I am a person of prescribed description 		✓
<ul style="list-style-type: none"> 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 		✗
<ul style="list-style-type: none"> enclosed a completed disclosure of criminal convictions and declaration form (Schedule 2) 		✗
<ul style="list-style-type: none"> 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) 		✓
<ul style="list-style-type: none"> made or enclosed payment of the fee for the application 		

5. Declaration
<p>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.</p> <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. It is an offence under section 24B of the Immigration Act 1971 to work illegally.</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p>

SIGNATURE		DATE	16/12/2024
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NOTES

Information on the Licensing Act 2003 is available on legislation.gov.uk or from 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 licensable activity.

They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, 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 licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. 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 copies of documents as set out above.

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.

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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.

1. Your personal details	
TITLE Please tick ✓	
Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	WATTS
Forenames	HARRISON
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 <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)	
Surname	
Forenames	

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?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please provide details below:		
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 ✓

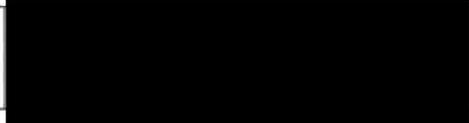
Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	--	--

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 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		
SIGNATURE		DATE 16/12/24

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 16/12/24

NOTES

1. Relevant or foreign offences

Relevant offences are the offences listed in Schedule 4 to the Licensing Act 2003:

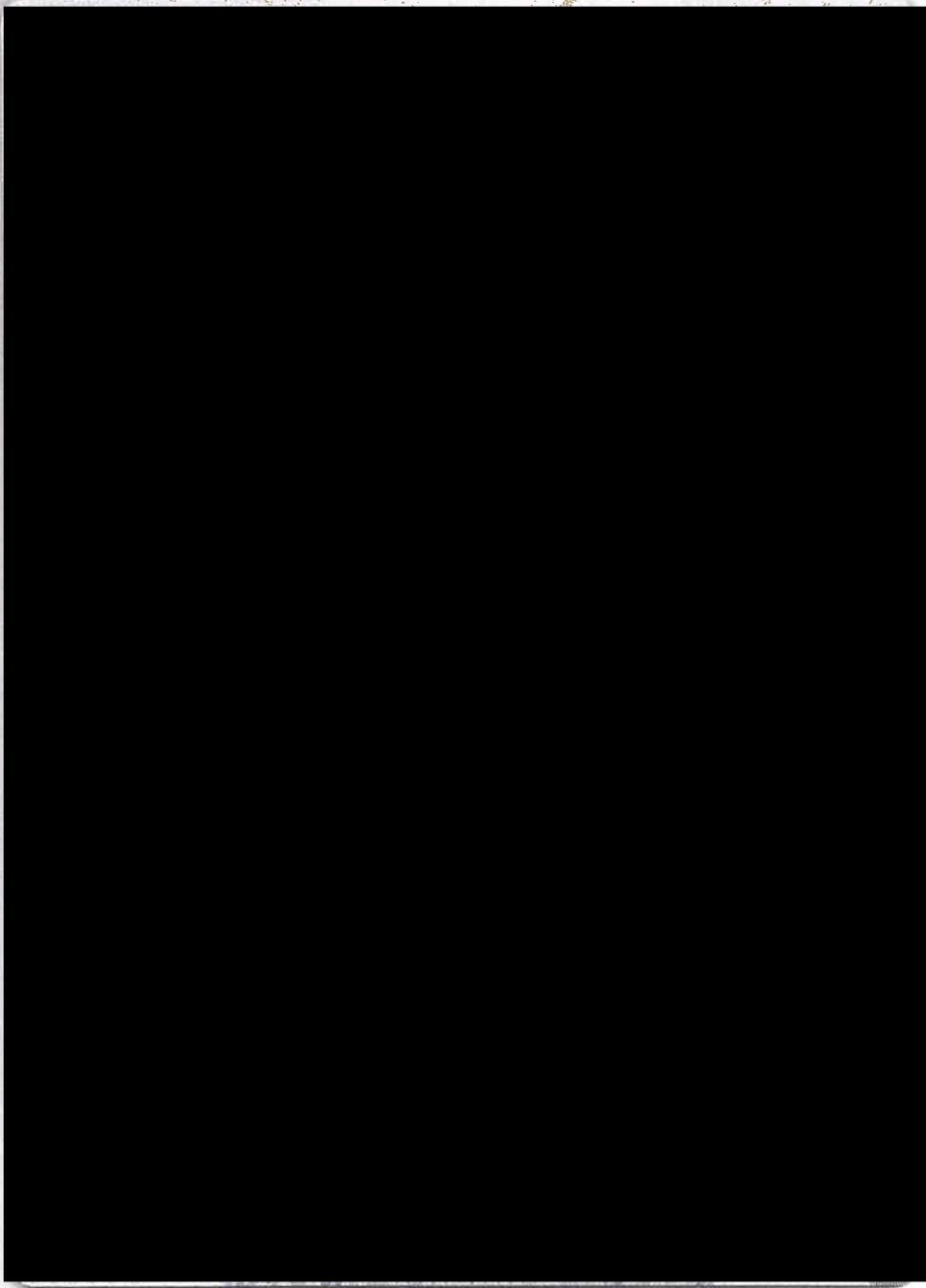
The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

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.

2. 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.





Harrison Watts

has been awarded the

BIAB Level 2 Award for Personal Licence Holders

Award Date: 05 March 2023

Qualification No: [REDACTED]

Paul Eeles
Chief Executive
BIAB Qualifications Limited



Learner Number: AB400282 | Certificate Number: 20425680-02-3704

