

## **NOTES**

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport or from your local licensing authority.

### **1. Relevant or foreign offences**

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

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

If you are convicted of any relevant offence 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. Criminal Records Check**

A criminal records check will be required – this is a basic disclosure.

A criminal records check must be within **1 month** of the date of application. We must have sight of the original and this will be returned when your licence is issued.

### **3. Photographs**

Must be:

- Taken against a light background
- Passport size
- Full face without sunglasses and unless the applicant wears a head covering due to his/her religious beliefs, without a hat
- On photographic paper

Endorsed by:

- Chief Executive of the licensing justices for the relevant licensing authority
- A Solicitor or Notary
- A person of standing in the community (i.e. Bank/Building Society Official, Police Officer, Civil Servant or Minister of Religion)

### **4. Licensing Qualification**

We must have sight of the original. We will return this when your licence is issued.

**PLEASE NOTE WE NO LONGER TAKE CASH PAYMENTS. YOU CAN PAY BY CHEQUE, POSTAL ORDER OR DEBIT/CREDIT CARD.**

Please return this form to: The Licensing Unit, Bassetlaw District Council, Queen's Buildings, Potter Street, Worksop, Notts S80 2AH