



# Knight Training

Training for Excellence



## Personal Licence Application Guidance

(further information is available at the back of the application form)

### Submitting the application

- Complete the application form
- Complete the disclosure of convictions and declaration form (if applicable)
- Enclose 2 passport size photos (signed on the back as a true likeness by a professional person)
- Enclose the original National Certificate for Personal Licence Holders (NCPLH) Certificate
- Enclose a basic criminal conviction certificate (less than 28 days old)
- Enclose a cheque for £37.00 made payable to the local Licensing Authority
- Submit the application to the Licensing Authority where you live.

### How long will it take for my application to be processed?

- If you have **no** criminal convictions the application will be processed and issued as soon as possible.
- If you have a relevant criminal conviction a 14 day consultation will take place with the police.

The police have the right to object to the application if they deem it necessary.

### What happens if the police object to my application?

- A licensing sub-committee hearing will be convened to determine the application.
- If the application is refused you have the right to appeal the decision to the magistrates court.

Knight Training offers all delegates who have attended the NCPLH course an additional service for the completion of their Personal Licence application. This will take place at the end of the day after the examination. We will provide all documentation and provide support, guidance and advise on any queries which may arise on the day.

The service includes:

- Supply of Application Pack
- Full guidance on completing the Licence application forms and completion of disclosure forms
- supply of 2 photographs (to be taken on the day)

**Cost: £125.00** (inclusive of vat. Disclosure fee of £23 and Licence Application fee £37 and £56.52 administration fee)

At the end of the session delegates will have a completed application pack ready to submit to the relevant licensing authority upon receipt of their NCPLH Certificate and Disclosure Scotland Certificate.

**If you require this service then please notify Knight Training when booking your course.**

**Please bring your method of payment either, cash, cheque, postal order or debit/credit card details.**

**If you are taking up this offer, please bring a photo copy of Passport or Driving Licence and a copy of a utility, mobile phone telephone bill to accompany the application forms.**

**We cannot proceed with the disclosure without the photo copies**