

Checklist for Personal Licence Applications

	Application for a personal licence form
	Disclosure of convictions and declaration form
	Criminal Record Bureau – <u>Basic check</u> required When SDC Licensing receive a complete and valid application the basic CRB certificate must have been issued within one calendar month Must be original or certified copy. See attached information
	Qualification Certificate – Must be original or certified copy. See attached information
	2 Photographs of applicant (endorsed with a statement verifying the likeness of the photograph to the applicant) (45mm x 35mm) taken against a light background, full face (without sunglasses), on photographic paper
	Fee of £37 made payable to Sevenoaks District Council

Criminal Records Bureau Check

Basic Criminal Record Bureau Check:

Information available from:

Web site: **www.disclosurescotland.co.uk**

Email: info@disclosurescotland.co.uk

Phone: 0870 609 6006

Fax: 0870 609 6996

Address: Customer Liaison, PO Box 250 Glasgow, G5111YU

Accredited Personal Licence Qualification Providers

BIIAB Level 2 National Certificate for Personal Licence Holders (NCPLH)

Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey GU15 3PT
Telephone: 01276 684 449 Fax:01276 23045
Email: qualifications@bii.org
Website: www.bii.org

EDI Level 2 Certificate for Personal Licence Holders

Address: Education Development International plc, International House,
Siskin Parkway East, Middlemarch Business Park, Coventry CV3 4PE
Telephone: 08707 202909
Email: customer.service@ediplc.com
Website: www.ediplc.com

GQAL Level 2 National Certificate for Personal Licence Holders

Address: Graded Qualifications Alliance, Garden Street, Leicester. LE1 3UA
Telephone: 0845 170 0001
Email: ncplh@gqal.org.uk
Website: www.gqal.org.uk