

## 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](http://www.disclosurescotland.co.uk)**

Email: [info@disclosurescotland.co.uk](mailto: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](mailto:qualifications@bii.org)  
Website: [www.bii.org](http://www.bii.org)

### EDI Level 2 Certificate for Personal Licence Holders

Address: Qualifications and processing centre, International House,  
Siskin Parkway East, Middlemarch Business Park, Coventry CV3 4PE  
Telephone: 02476 516500  
Email: [enquires@ediplc.com](mailto:enquires@ediplc.com)  
Website: [www.ediplc.com](http://www.ediplc.com)

### HABC Level 2 Award for Personal Licence Holders

Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court,  
Lakeside, Doncaster, DN4 5NL  
Telephone: 0845 2260350  
Email: [info@highfieldabc.com](mailto:info@highfieldabc.com)  
Website: [www.highfieldabc.com](http://www.highfieldabc.com)

NCFE Level 2 National Certificate for Personal Licence Holders

Address: UK Open College Ltd, 4 Copthall House, The Meridian, Station Square, Coventry,  
West Midlands. CV1 2FL

Telephone: 0191 239 8000

Email: [info@ncfe.org.uk](mailto:info@ncfe.org.uk)

Website: [www.ncfe.org.uk](http://www.ncfe.org.uk)