



Photograph Declaration for a Personal Licence Application - Licensing Act 2003

The Licensing Act 2003 requires that you submit two photographs with your Personal Licence application, one of which must be endorsed on the reverse with a statement verifying the likeness of the photograph to you by a *'person of a specified description'*. Those who are identified as a *'person of a specified description'* are:

- (a) Solicitor;
- (b) Notary;
- (c) A person of standing in the community (Bank or Building Society official, a Police Officer, a Civil Servant or a Minister of Religion); or
- (d) An individual with a professional qualification.

To assist, we would suggest that the text which is written by the individual who endorses one of your photographs is as follows:

'I certify that this is a true likeness of Mr, Mrs, Miss, Ms or other (full name), followed by your signature, full name and details of your 'specified description' e.g. 'Solicitor', 'Police Officer', 'Building Society Official' etc.'

In order for the Licensing Authority to be satisfied that the person who has endorsed your photograph meets with these statutory requirements, and to deter fraudulent applications, it is necessary for the declaration statements overleaf to be completed.

Any details provided are held confidentially and are subject to the provisions of the Data Protection Act 1998.

If you have any questions in relation to the declaration, please do not hesitate to contact us to discuss.

Statement by Endorser

Title: Mr / Mrs / Miss / Ms or Other (please specify):

Surname:

Forename(s):

**Occupation and/or
Professional qualification:**

Business Address (if applicable):

Home Address:

Daytime Telephone:

Mobile:

Email:

Name (please print):

Signature:

Date:

Statement by Applicant

I confirm that the person named above certified a photograph in support of my application for a Personal Licence.

Name (please print):

Signature:

Date:

Please return this form with your completed application to:

Licensing Team, Arun District Council, Civic Centre, Maltravers Road, Littlehampton, BN17 5LF