



## Licensing Act 2003

### Disclosure of Convictions and Civil Immigration Penalties and Declaration

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Please continue on a separate sheet if necessary. You may wish to keep a copy of the completed form for your records.

Once completed, send this form with your application for a personal licence to:-

- Environmental Health - Licensing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

1. Your personal details		
<b>Title</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)		
Surname:		
Forenames:		
<b>Previous names</b> (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary		
<b>Title</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)		
Surname:		
Forenames:		
2. Forfeiture of a personal licence in the last 5 years		
		<b>Please tick</b> ✓
Has any personal licence held by you been forfeited in the last 5 years? If yes, please provide details below:		Yes    No
Name of court		
Address of court		
Date of forfeiture		
Offence which resulted in the forfeiture		
Any additional details		

<b>3. Relevant or foreign offences and Civil Immigration Penalties</b>			
<b>Read Note 1</b>		<b>Please tick ✓</b>	
Have you been convicted of any relevant or foreign offence or been required to pay a civil immigration penalty?		Yes	No
If you have been convicted of any relevant offences you must provide details for each conviction, the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:			
If you have been convicted of any foreign offences you must provide details for each conviction of the date of conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed:			
If you have been required to pay a civil immigration penalty you must provide details for each occurrence:			
<b>4. Declaration</b>			
<b>I declare that I have not been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty.</b>			
<b>Signature</b>		<b>Date</b>	
<b>5. Declaration</b>			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine of any amount. It is also an offence under Section 24B of the Immigration Act 1971 to work illegally.			
<b>Signature</b>		<b>Date</b>	

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is

necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).

## NOTES

### 1. Relevant or foreign offences

- **Relevant offences are the offences listed in schedule 4 to the Licensing Act 2003**
- **The meaning of foreign offences is dealt with in section 113 of the Licensing Act 2003**
- If you are convicted of any relevant or foreign offence during the period between when your application is made and when your application is determined or withdrawn, 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 (£2,500)

### 2. Civil Immigration Penalty

- An immigration penalty means a penalty under either Section 15 of the Immigration, Asylum and Nationality Act 2006 or Section 23 of the Immigration Act 2014.