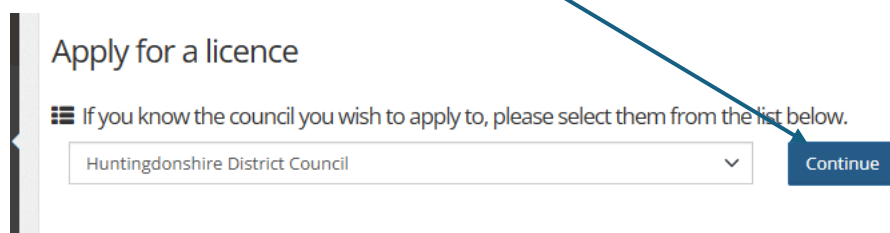


## Personal Licence - Online Application - Guidance Notes

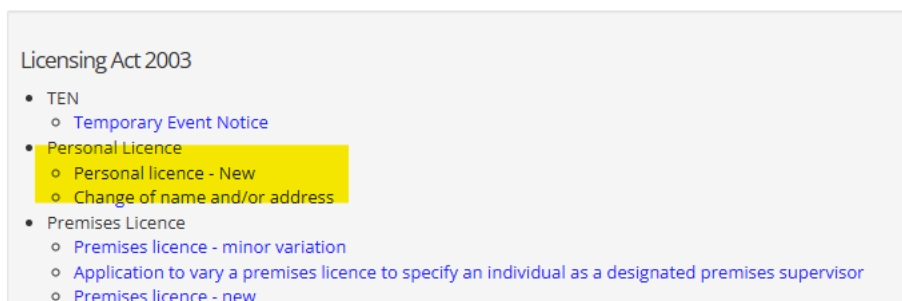
Once you have logged into the online portal, select “**Licensing**” from the left-hand Menu to open further details. Next select “**Apply for a Licence**”. if you are using a phone you will need to swipe to view this menu.

Select “**Huntingdonshire District Council**” as the local council area.

Click “continue” and ensure that Huntingdon District Council is showing in the bottom left-hand corner and not “generic”:



Next, from the list of applications available, scroll down to find Licensing Act 2003 and select either **Personal licence - New**, or **Change of name and /or address** to open the application form.



### Step 1 – General Details

- Please ensure to read the additional information provided before proceeding any further
- Select yes once you have read the information
- Contact Details – please select individual and enter your name, home address, and contact details
- Then please select whether you are the proposed licence holder, or if you are an agent applying on the applicant’s behalf

## **Step 2 – Personal Details**

- Please enter your date of birth, any previous names, and attach a passport-sized photograph of yourself
- Please ensure to read the Right to Work information before entering your Right to Work details along with uploading evidence of Right to Work (either a British Passport or an online Right to Work share code)

## **Step 3 – Conviction Details**

- Please answer the questions truthfully about any previous convictions and if you have previously held a personal licence

## **Step 4 – Licensing Qualifications**

- Please provide details of your licensing qualification – the link provided below is a list of the approved qualification providers

[Accredited personal licence qualification providers - GOV.UK](#)

## **Step 5 – Previous or outstanding application for a Personal Licence**

- Please answer truthfully if there is a current outstanding or previous application for a Personal Licence with this authority or another local authority

## **File Uploads**

Please upload the following documents -

- Basic DBS Certificate issued within a month of submitting this application
- Accredited licensing qualification
- Photo – passport style of head and shoulders. This can be taken on a phone against a plain background.
- Endorsement on the back of the photograph of yourself
- Evidence of Right to Work. Birth certificate, Passport, and if not a UK citizen please provide a SHARE CODE.

## **Confirmation**

- Please submit the application, the portal will then re-direct you to the payment page where you will need to pay the £37 application fee