Flintshire County Council FCC3

**Disclosure of convictions and civil immigration penalties and declaration**

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. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Your personal details** | | | | | |
| TITLE Please tick Mr  Mrs  Miss  Ms  Other (please state) | | | | | |
| Surname  Forenames |  | | | | |
| PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. | | | | | |
| TITLE Please tick Mr  Mrs  Miss  Ms  Other (please state) | | | | | |
| Surname  Forenames |  | | | | |
|  | | | | | |
| **2. Forfeiture by a court or revocation by a licensing authority of a personal licence in the last 5 years** | | | | |
| **Please tick**  | | | | |
| Has any personal licence held by you been forfeited or revoked in the last 5 years?  If yes, please provide details below: | | | Yes | No |
| Name of court/licensing authority | |  | | |
| Address of court | |  | | |
| Date of forfeiture/revocation | |  | | |
| Offence which resulted in the forfeiture/revocation | |  | | |
| Any additional details | |  | | |

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| --- | --- | --- |
| **3. Relevant or foreign offences and civil immigration penalties** | | |
| Read Note 1 **Please tick**  | | |
| Have you been convicted of any relevant offence or foreign offence or been required to pay a civil immigration penalty? | Yes | No |
| If you have been convicted of any relevant offence 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 convicted of any foreign offence 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 convicted of any foreign offence 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: | | |
|  | | |

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| --- | --- | --- | --- |
| **4. Declaration** | | | |
| I declare that I have not been convicted of any relevant offence or any foreign offence or been required to pay a civil immigration penalty | | | |
| **SIGNATURE** |  | DATE |  |
| Your data will be processed by Flintshire County Council for the specific purpose of assessing your application for a licence. The processing of your personal data is necessary for the purposes of the Licensing Act 2003 and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Where sensitive personal data is held processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;  Flintshire County Council will retain your data for 6 years following the expiry, cancellation or surrender of the licence. Your data may be shared with both internal and external organisations such as North Wales Police and Immigration Authorities, and will be shared as part of the National Fraud Initiative.  If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioner’s Office by visiting their website or by calling their helpline on 0303 123 1113.  For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website:  <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx> | | | |
| **5. Declaration** | | | |
| **The information contained in this form is correct to the best of my knowledge and belief.**  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 an offence under section 24B of the Immigration Act 1971 to work illegally. | | | |
| **SIGNATURE** |  | DATE |  |

## NOTES

1. **Relevant or foreign offences**

**Relevant offences** are the offences listed in Schedule 4 to the Licensing Act 2003:

The meaning of **foreign offence** is dealt with in section 113 of the Licensing Act 2003.

If you are the holder of a justices’ licence and you are applying for a personal licence under regulation 8 of the Licensing Act (Personal licences) Regulations 2005 see paragraphs 23 and 28 in Part 3 of Schedule 8 to the Licensing Act 2003 for the information you are required to give.

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.

1. **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.