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The Licensing Act 2003 requires that you submit two photographs with your application for a personal licence, 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”. The following are identified as a “person of a specified description”:

(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 title), followed by your full name and the signature, full name and details of your person endorsing the photograph, e.g. a 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.

If you have any questions in relation to the declaration, please contact us on 023 8083 3002 or by email at licensing@southampton.gov.uk

The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

For more detail about how we handle your personal data please see our privacy policies:

For Southampton City Council applications: <http://www.southampton.gov.uk/privacy>

For Eastleigh Borough Council applications: https://www.eastleigh.gov.uk/privacy

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| **Statement by Person Endorsing Photograph** |
| Title: Mr. [ ]  Mrs. [ ]  Miss [ ]  Ms. or other       (please specify): |
| Surname:  |       |
| Forename(s): |       |
| Occupation and/or professional qualifications |       |
| Business address(if applicable):  |       |
| Home address: |       |
| Daytime ‘phone no.: |       |
| Mobile ‘phone no.: |       |
| Email address: |       |
| 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 or change of licence badge photograph.  |
| Applicant’s name(please print): |       |
| Personal licence number (if held) |       |
| Signature: |  |
| Date:  |       |
| **New applicants:** *return this form with your completed personal licence application, conviction declaration and criminal record check, two photographs and the fee of £37.00* |
| **Change of photograph:** *return this form with two photographs and the fee of £10.50* |

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| *When completed, please send to:* |  |
|  | The Licensing TeamSouthampton and Eastleigh Licensing PartnershipCivic CentreSouthampton SO14 7LY |
| *Please note that cheques should be made payable to* ***Southampton City Council*** *if you live in the City of Southampton or* ***Eastleigh Borough Council*** *if you live in the Borough of Eastleigh* |