

DOC01

DECLARATION OF CONVICTIONS

Please complete this form **IN BLOCK CAPITALS**

1(a) Surname of Applicant	(a)
1(b) First Names of Applicant	(b)
1(c) Maiden Name (if applicable)	(c)
1(d) Full Private Address (include Postcode)	(d)
1(e) Full Previous Private Address (include Postcode) if you have lived at above address for less than five years	(e)
1(f) Date of Birth	(f)
1(g) Place of Birth	(g)

All convictions or formal cautions must be disclosed on the attached form.

These will not be open to inspection by the Public or other relevant bodies.

Please note that any convictions that are spent, within the terms of the Rehabilitation of Offenders Act 1974 will not be taken into account when determining your application.

If you are in any doubt as to whether or not a conviction is spent, you should either consult a solicitor or the Metropolitan Police Service, however a guide is given at the end of this form.

Name and Address of Premises

Full Name _____

CONVICTIONS

Please enter 'none' if there are none

Date of Conviction	Place of Conviction	Nature of Offence	Sentence

FORMAL CAUTIONS

Please enter 'none' if there are none

Date of Caution	Place of Caution	Nature of Offence	Comments

- (1) **The information given above is true and complete to the best of my knowledge. I understand any statement made by me which I know to be false in any material respect could result in the application being refused and renders me liable for prosecution.**
- (2) **I understand and I consent to the disclosure by the Police to the Council of any record(s) of criminal conviction(s) that I have, other than spent convictions, within the meaning of the Rehabilitation of Offenders Act 1974.**
- (3) **I have read and understood the notes supplied with this form.**

Signed: _____ Date: _____

Full Name _____

The following information is requested to confirm that the convictions are spent. Information provided will not be considered in assessing your application unless it should have been included under convictions above or consideration of spent convictions is permitted under the relevant statute.

SPENT CONVICTIONS

Date of Conviction	Place of Conviction	Nature of Offence	Sentence

The following information is given as a guide as to the period after which convictions are considered spent. The period stated are reduced by half if the offender was under 18 at the date of conviction

Sentence	Period
Absolute discharge	6 months
Prison – 6 months or less	7 years
Prison – 6 months to 2 ½ years	10 years
Prison – over 2 ½ years, life, at Her Majesty’s pleasure or preventive detention	Never
Detention – 6 months or less	3 years
Detention – 6 months to 2 ½ years	5 years
Detention in young offender institution or corrective training – over 2 ½ years	Never
Borstal (abolished in 1983)	7 years
Probation (convictions after on or after 3/2/1995)	5 years
Fines, compensation, community service, combination action plans, curfew, drug treatment & testing, reparation orders	5 years
Conditional discharge, probation order, binding over, care order, supervision order	1 year after conviction or 1 year after the order ends whichever is the longer
Disqualification	The period of disqualification
Dismissal with disgrace from Her Majesty’s service	10 years
Dismissal from Her Majesty’s service	7 years
Detention in respect of conviction in service disciplinary proceedings	5 years
Hospital order under Mental Health Act 1983	5 years or 2 years after order ceases to have effect whichever is the longer