

Place Department
Licensing Team
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GUIDANCE NOTE No GN.C105

Licensing Act 2003 Personal Licence

List of approved signatories who may be used to sign photographs of the applicant.

Please arrange for one of your **photographs** to be signed and dated on the reverse; by one of the approved signatories below they must write 'I hereby certify that this is a true likeness of (Applicant's name)'

The person signing should then print their name and profession underneath their signature. We must be able to read their printed name and profession, relatives or partners are not acceptable. The person should know the applicant for a suitable period of time.

- Accountant (Chartered)
- Company Secretary of a Limited Company
- Assurance Manager/Superintendent of Recognised Company
- Bank Manager/Building Society Officer (not a clerk)
- Barrister
- Broker (Registered)
- Chairman/Director of a Limited Company
- Chemist (Registered)
- Chiropodist (Registered)
- Commissioner of Oaths (Solicitor/Notary Public)
- Councillor: Local or County
- Dentist (Registered)
- Engineer (with professional qualifications/ Member of a chartered institute)
- Fire Service Officer (or a higher rank)
- Funeral Director
- Insurance Manager of a recognised Company

- Justice of the Peace
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer/ Civil Servant (permanent position)
- HR Manager (of a limited Company)
- Member of Parliament
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse (SRN and SEN)
- Officer of the armed services (Active or Retired)
- Optician (Registered)
- Person with Honours (e.g. OBE, MBE etc)
- Photographer (Professional)
- Officer of Police (Inspector/Chief)
- Post Office Master/ Mistress
- President or Secretary of a recognised charity/country club
- Salvation Army Officer
- Social Worker
- Solicitor
- Surveyor (Chartered Institute)
- Teacher/ Lecturer (School/College/University)
- Trade Union Officer
- Travel Agency (Qualified/ recognised body)
- Valuers and Auctioneers
- Warrant Officers/ Chief Petty Officers

Or person(s) of a similar standing to the above, working or retired, are acceptable as signatories.
Relatives or partners are not acceptable