

Statutory Declaration

Declaration before a Solicitor, a Commissioner for Oaths or a Justice of the Peace. If you have Motoring or Criminal convictions which also includes points on your driving licence, please write details in the box below.

1. of

Date of birth:

Do solemnly and sincerely declare as follows:-
 (1 and 2 below relate to all offences (spent or live) including cautions and any live motoring offences.

1. I have never been convicted and imprisoned or fined or placed on probation or conditionally discharged OR cautioned for **ANY** offence. **(You MUST write the word "NONE" in the box below).**
2. I have been convicted and imprisoned or fined or placed on probation or conditionally discharged or cautioned for an offence or offences and I list below within the terms of the Rehabilitation of Offences Act 1974 the offence or offences including the date of the offence, the place the offence was committed and the sentence imposed by the Court. I have not been convicted for any other offence. **(List details below) Includes Motoring and Criminal Offences.**
3. I have an impending prosecution. **(List details below) Includes Motoring and Criminal Offences.**

Delete paragraphs 1, 2 or 3 above as appropriate

Date	Offence	Description and Place of Court	Sentence or Order of Court

DO NOT LEAVE THESE BOXES BLANK- PLEASE ENTER ALL CRIMINAL CONVICTIONS/CAUTIONS/LIVE MOTORING POINTS (INCLUDING SPENT CONVICTIONS) or WRITE "NONE". If the boxes above are left blank the form will be rejected.

And I make this solemn declaration conscientiously believing the same along with the answers given in the attached application form to be true and by virtue of the provisions of the Statutory Declarations Act 1835 and Section 5 of the Perjury Act 1911. Please note the below needs to be signed and **STAMPED** by Solicitor, a Commissioner for Oaths or a Justice of the Peace

Signature of Applicant

This Day of

In the County of

Before me,

Solicitor/Commissioner for Oaths, Justice of the Peace
 Office Address

SOLICITOR STAMP

GUIDANCE NOTES

Explanatory notes on the Rehabilitation Of Offences Act 1974

The above Act provides that after a certain lapse of time, convictions for criminal and motoring offences are to be regarded as "spent".

The Council will act in accordance with its Convictions Policy which states that by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 2002 taxi drivers are an exempted occupation for the purposes of the 1974 Act and convictions are therefore never spent.

Sentences of imprisonment or youth custody exceeding 48 months are never "spent" and must be disclosed however long ago they were imposed. The periods of time which must elapse in other cases before the conviction becomes spent are generally as follows:-

	SENTENCE	TIME BEFORE CONVICTION BECOMES "SPENT"
1.	A custodial sentence over 4 years or a public protection sentence for specified sexual or violent offences	Never spent Adult or Youth offenders
2.	A custodial sentence over 2.5 years up to 4 years	7 years (beginning with the day on which the sentence, including any period on licence, is completed) 3.5 years for Youth Offenders
3.	A custodial sentence or a suspended sentence order over 6 months up to 2.5 years	4 years (beginning with the day on which the sentence, including any period on licence, is completed) 2 years for Youth Offenders
4..	A custodial sentence or a suspended sentence order up to 6 months	2 years (beginning with the day on which the sentence, including any period of licence, is completed) 18 months for Youth Offenders
5.	Community Order or Probation or Curfew order	1 year (following the expiration of the operational period of the order) If there is no operational period 2 years would apply
6.	Fine	1 year (beginning with the date of the conviction in respect of which the fine is imposed) 6 months for Youth Offenders
7.	Conditional discharge, bound over.	Period of discharge
8.	Absolute discharge.	No rehabilitation period-immediately spent
9.	Attendance Centre Order.	Period of Order

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended by the commission of a further offence during the rehabilitation period.

Other guidance on this may be obtained from a Solicitor or from the Home Office publication "A Guide to the Rehabilitation of Offenders Act, 1974" available from HMSO, Princess Street, Manchester.

APPLICANTS SHOULD NOTE THAT TO MAKE A FALSE STATUTORY DECLARATION IS A SERIOUS OFFENCE. PUNISHABLE UPON CONVICTION BY IMPRISONMENT FOR A TERM NOT EXCEEDING TWO YEARS OR TO A FINE TO BE DECIDED BY THE COURT OR BOTH.