



Doncaster Council

Notification of Arrest / Convictions / Cautions / Points and Endorsements

Existing licence holders are required to notify the licensing authority in writing or by email within 48 hours of an arrest and release, charge or conviction (including a caution) of any sexual offence, any offence involving dishonesty or violence and any motoring offence.

Section A – Licence Holder Details	
Full Name	
Date of Birth	
Licence Number	
Address	
Telephone Number	
Email Address	

Section B – Details of Arrest / Conviction / Caution / Bail Conditions	
Date of Offence(s):	
Date of Arrest:	
Date of Conviction / Caution:	
Description of Offence(s): <small>Continue on a separate sheet if necessary</small>	
Location of Offence:	
Details of Bail Conditions: <small>Continue on a separate sheet if necessary</small>	
What was the sentence? <small>Continue on a separate sheet if necessary</small>	

Section C – Details of Motoring Offences / Penalty Points	
Date of Offence:	
Date of Conviction / Fixed Penalty:	
Details of Offence: Include offence code if known	
Location of Offence:	
What was the penalty? Include details of any penalty points, endorsements, fines, disqualifications or fixed penalties	
I hereby consent to the Police disclosing information they have relating to the above conviction to Doncaster Council.	
Signature:	Date:

Where required, please complete all the above fields and return this form to the licensing office at the address below.

You can also notify convictions etc. by way of a letter or email to licensing@doncaster.gov.uk

Where a notification is sent to the authority by email, agreement with the above declaration is implied.

Doncaster Council
Licensing, Civic Office, Waterdale, Doncaster, DN1 3BU