# Application form
# Agent licence

Rhentu Doeth Cymru
Rent Smart Wales

## Please read the following instructions first:

Before completing this form, review the guidance available in section 8. An asterisk (*) next to a question indicates that guidance is available. This form is to be used to become licensed as an agent in Wales under the Housing (Wales) Act 2014. The information provided on this form will be used to update your Rent Smart Wales user account and agent profile.

| Section 1 - Agent details | |
|---|---|
| **Are you applying for** | ☐ A first licence ☐ Licence renewal |
| **Are you applying as*** | ☐ An Individual (go to section 1.1) ☐ A corporate body (go to section 1.2) ☐ A charity (go to section 1.2) ☐ A trust (go to section 1.2) |
| **Section 1.1 - Individual details** | |
| **Your full legal name** | Title ☐ First name ☐ Middle name(s) ☐ Surname ☐ |
| **Other name(s) by which you have been known** | |
| **Date of birth** | (DD/MM/YYYY) |
| **Correspondence address** | Postcode ☐☐☐☐☐☐☐ |
| **Telephone number** | |
| **Email** | |
| **Please supply one of the following** | Driving licence number ☐ National Insurance number ☐ Passport number ☐ |
| **Language preference** | Correspondence: ☐ English ☐ Welsh ☐ Bilingual — Spoken: ☐ English ☐ Welsh |

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg

## Section 1.2 – Corporate Body, Trust, Charity

This section must be completed by a ***Principal User** i.e. company director, lead trustee or senior person within the charity.

| | |
|---|---|
| **Details of person completing this form** | Title<br>First name<br>Middle name(s)<br>Surname<br>Date of birth (DD/MM/YYYY)<br>Role (job title) |
| **Organisation name** | |
| **Company registration number*** | |
| **Correspondence address** | Postcode |
| **Registered or principal office address** | Same as correspondence address? Yes ☐ No ☐<br>If no, enter address below.<br>Postcode |
| **Contact telephone** | |
| **Contact email** | |

## Section 2 - Your portfolio and business safeguards

**Which of the following best describes you**

- ☐ Commercial agent
- ☐ Social letting agency
- ☐ Let only agency
- ☐ Manage on behalf of relative's property(ies) only

| | | | | | |
|---|---|---|---|---|---|
| **Number of rental properties the agent lets/manages in Wales** | | **Number of rental properties at which the agent only completes letting activities in Wales** | | **Number of properties at which the agent only completes management activities in Wales** | |

## Your managed property list

You must update and re-upload your Managed Property List at least once every 12 months. Only include the properties that you manage on behalf of others - do not include your own properties or let only properties. If you have your own properties, these should be in a separate Landlord Registration as required by the Housing (Wales) Act 2014.

A bedsit is a single unit within a property comprising a living/sleeping space for which the resident has exclusive occupation rights. However, the tenant (contract-holder) shares some facilities with other occupiers in the building e.g. kitchen and/or bathroom.

| Landlord name | Landlord contact number | Landlord address | Landlord email address (leave blank if unavailable) | Rental property address and postcode | Is this landlord registered? (Y/N) | If managing for relatives only, specify your relationship to the landlord | Is this property a 'Bedsit'? (Y/N) |
|---|---|---|---|---|---|---|---|
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To submit a complete application, you are required to evidence that you hold the the business safeguards listed below (unless an exemption applies). Failure to do so will result in your application being considered incomplete and returned to you until the evidence is provided.

Do you, as the applicant, have membership to a professional body? Yes ☐ No ☐

If yes, provide the name of the mebership provider and expiry date.

| Membership provider: | Expiry date: |
|---|---|

If no, you must submit evidence of each safeguard with your application. These should include:

- client money protection
- professional indemnity insurance
- membership to a redress scheme

This evidence must be in the form of a policy certificate or policy schedule, clearly outlining the type of safeguard contained. All documents should be complete and in the name of the applicant.

☐ **Tick to provide your consent for Rent Smart Wales to display details of your safeguards on the public register**

Further guidance regarding the requirement to hold business safeguards can be found in section 8.

**Provide all office addresses used by the company for letting and management business of property in Wales**

Postcode ☐☐☐☐☐☐☐

Postcode ☐☐☐☐☐☐☐

Postcode ☐☐☐☐☐☐☐

## Section 3 - Training details

Training is an integral part of your licence application. You must demonstrate that you and any employees have undertaken approved Rent Smart Wales training before submitting an application. Without this evidence for **every** employee, your application cannot be processed. There are additional requirements for corporate bodies and trusts. See section 8 guidance.

**I, as the applicant, have:**

i) Completed training directly through Rent Smart Wales (this will be added to your application automatically) ☐

and/or:

ii) Completed training through an external training provider and have attached evidence ☐

**Which of the following training options* did you complete?**

First-time licence training ☐ Re-licensing training ☐

CPD for renewal ☐

**How many staff* (or Trust members) conduct letting and management activities?**

If you have no employees, go to section 4.

**Employee 1**

Additional sheets are available at the end of this form. See section 8 guidance

Title | First name | Middle name(s)

Surname | Date of birth (DD/MM/YYYY) | Role (job title)

Language preference: ☐ Welsh ☐ English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? ☐ Yes ☐ No

If yes which training option has been completed?*
☐ First-time licence training
☐ Re-licensing training
☐ CPD for renewal

If completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

**Employee 2**

Title | First name | Middle name(s)

Surname | Date of birth (DD/MM/YYYY) | Role (job title)

Language preference: ☐ Welsh ☐ English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? ☐ Yes ☐ No

If yes which training option has been completed?*
☐ First-time licence training
☐ Re-licensing training
☐ CPD for renewal

If completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

## Section 4 - Hear about us

**How did you hear about the requirement to obtain a licence?**

- ☐ Local authority
- ☐ Search engine
- ☐ Friend / colleague
- ☐ Direct contact from Rent Smart Wales
- ☐ Landlord association
- ☐ Social media
- ☐ Landlord forum / event
- ☐ Letting / managing agent
- ☐ Other (please specify)

## Section 5 - Payment

Fee payable

The fee due is based on the number of managed properties. Refer to the fee table in the guidance section for the appropriate fee for your application.

**Payment type**

- ☐ Cheque enclosed made payable to Rent Smart Wales
- ☐ Debit/credit card (Visa, MasterCard or Maestro)

If you select this option you can scan and send your application and training certificates directly to rentsmartwales@cardiff.gov.uk. We will contact you when we are processing your application. Provide the best contact time and number below.

**Do not provide card details here.**

## Section 6 - Declarations

### 1. Declaration of fitness and propriety

Before the licensing authority can grant a licence, it must determine whether the applicant is a fit and proper person as defined in section 20 of the Housing (Wales) Act 2014.

For this purpose, you must declare if any of the following apply to you, or anyone associated or formerly associated with you (whether on a personal, work or other basis relevant).

(a) committed any offence involving:
i. fraud or other dishonesty,
ii. violence, firearms or drugs
iii. any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements),

(b) practised unlawful discrimination or harassment on the grounds of any characteristic which is a protected characteristic under section 4 of the Equality Act 2010, or victimised another person contrary to that Act, in or in connection with the carrying on of any business

(c) contravened any provision of the law relating to housing or landlord and tenant such as:
i. Unlawfully evicted a tenant

ii. Been refused a House in Multiple Occupation licence or other licence under the Housing Act 2004
iii. Had a licence revoked for breach of any conditions under the Housing Act 2004
iv. Been subject to a Management Order under the Housing Act 2004
v. Failed to comply with a Housing Notice (requiring works) served by a local authority
vi. Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004.

☐ **I confirm none of the above apply to me, or anyone associated or formerly associated with me (whether on a personal, work or other basis)**

If any of the above apply, you are required to provide relevant supporting information below to explain why. The information provided will be assessed by Rent Smart Wales. Issues highlighted will not necessarily prevent you from being licensed; evidence is assessed on a case by case basis. **If you have unspent convictions please provide a data barring service certificate (dated within the last month) with your application.**

Rent Smart Wales reserves the right to ask you for further information to assess your application, and the right to gather additional information including criminal history from regulatory bodies such as local authorities and the police when appropriate. Information gathered in this way may be taken into account when determining a licence application.

Note that spent convictions do not regularly need to be declared in line with the Rehabilitation of Offenders Act 1974. However, certain spent convictions may need to be declared upon request, as outlined in the Rent Smart Wales Collection and Use of Conviction Information Guidance, available on the website. The licensing authority will consider spent convictions where they are relevant to letting and management of properties in Wales.

**When providing offence details, please specify the court and the date of the conviction:**

## 2. Declaration of truth

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

## 3. Data processing

By submitting this form you are accepting the Data Processing Notice which can be read in the guidance section. It is important that you read this notice as it details why we collect your personal data, how it will be used and who it could be shared with.

## 4. Data sharing

Rent Smart Wales, local authorities and partners want to connect with landlords and agents to keep them informed about local relevant information (forum events, potential tenants (contract-holders), funding opportunities, etc.)

☐ **Yes, keep me informed - you can unsubscribe at any time by contacting Rent Smart Wales**

## Statement of agreement to the above declarations

**Be Aware:** This application cannot be processed without your agreement to declarations 1 and 2. This form must be filled in in full, signed, dated and the fee payment option selected or enclosed for it to be accepted as a valid application. Contact Rent Smart Wales on 03000 133344 for assistance.

**Failure to do so will cause a delay in processing and you may be operating illegally.**

This form must be signed by the individual named in section 1.1 or a company director, lead trustee or senior person within the charity of the entity in section 1.2. Without such a signature it will not be considered as a complete application and will be sent back to you to correct. This will cause a delay in your licence application.

**Signed** _____ **Date** _____

Return this form to: **Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA**

### Processing your application

Upon receipt, it can take up to 8 weeks to process a complete and valid application. We will contact you if further information is required. During this time you will continue to receive automated reminders if your licence application is due for renewal.

### Final check: Have you completed all sections for the form and enclosed

- ☐ Up-to-date managed property list
- ☐ Safeguard certificates for Client Money Protection, Professional Indemnity and Redress
- ☐ Training certificates for you and your employees, if completed with a private authorised provider
- ☐ Data barring certificate (if applicable)
- ☐ Cheque with correct fee or appropriate contact details provided

## Section 7 - Equal Opportunities

Rent Smart Wales wants to make sure that its services are accessible to everyone. We therefore ask you to answer the following questions so we can be sure our service is delivered fairly.

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. By choosing to answer them you are helping us to ensure everyone using our service is treated equally. Any information provided will be treated in confidence.

### Gender

Male ☐ Female ☐ Male to Female ☐ Female to Male ☐ Prefer not to say ☐

### What is your age?

Under 16 ☐ 16-24 ☐ 25-34 ☐ 35-44 ☐

45-54 ☐ 55-64 ☐ 65+ ☐ Prefer not to say ☐

### Disability

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Do you identify as a disabled Yes (please select) ☐ No ☐ Prefer not to say ☐

Deaf / Deafened / Hard of hearing ☐ Mobility impairment ☐ Long standing illness or health condition ☐

Wheelchair user ☐ Learning impairment / difficulties ☐ Visual impairment ☐

Mental Health difficulties ☐ Prefer not to say ☐ Other (please specify below) ☐

### **Sexual orientation** (Only answer this question if you are over the age of 16)

Gay Man ☐ Gay Woman / Lesbian ☐ Heterosexual ☐

Bisexual ☐ Prefer not to say ☐ Other (please specify below) ☐

### Religous belief / Non-belief

Do you regard yourself as belonging to any particular religion?

Yes (please select) ☐ No, no religion ☐

Christian ☐ Buddhist ☐ Hindu ☐ Prefer not to say ☐

Muslim ☐ Sikh ☐ Jewish ☐ Other (please specify below) ☐

## Language skills

English ☐ Welsh ☐ Prefer not to say ☐ Other (please specify) ☐

## What is your current Marital or Civil Partnership Status (Only answer this question if you are over the age of 16)

Single ☐ Married ☐ Registered Civil Partnership ☐ Prefer not to say ☐ Other (please specify) ☐

## Ethnic monitoring

Do you consider yourself to be Welsh? Yes ☐ No ☐ Prefer not to say ☐

| | |
|---|---|
| White | Welsh / English / Scottish Northern Irish / British ☐ Irish ☐ Other White background (please specify) ☐ |
| Mixed / Multiple Ethnic Groups | White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Other Mixed/Multiple ethnic background (please specify) ☐ |
| Asian / Asian British | Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Other Asian background (please specify) ☐ |
| Black / African / Caribbean / Black British | African ☐ Caribbean ☐ Other Black / African / Caribbean background (please specify) ☐ |
| Other Ethnicity | Arab ☐ Czech ☐ Gypsy/Irish Traveller ☐ Japanese ☐ Polish ☐ Yemeni ☐ Other background (please specify) ☐ |

## Pregnancy and maternity

Are you pregnant, or have you given birth within the last 26 weeks?

Pregnant ☐ Given birth ☐ No ☐ Prefer not to say ☐

Thank you for taking the time to complete the Rent Smart Wales Monitoring Form

**End of application form**

## Section 8 - Guidance

### To support page 1

**Applying as a company, charity or trust**

If you are applying on behalf of a formal entity, such as a company, charity or trust, you must ensure that the person completing the form has significant responsibility for the entity. A company director should complete the form on behalf of a corporate body, a lead trustee if applying as a trust and a senior member of the charity if applying as a charity.

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**Principal user**

As part of your application, you must designate a user as a 'principal user'. It is important that this user is a director or lead trustee, as this user will have authorisation to allow them to amend the licence application. You must provide all details required for this user and the user must be suitably trained to be connected to the application.

Rent Smart Wales can only discuss account specific matters with a 'principal user'. You may therefore decide to designate multiple principals.

The principal person must be someone with the authority to confirm that both they, and anyone else connected or associated with the business, do not have matters to declare in the Fitness and Propriety declaration, such as relevant convictions.

The principal person will be responsible for administering the account, therefore should the principal person leave the business, they must first designate a new principal person(s) to maintain control of the licence application.

**Company registration number**

For a Corporate Body this is the registration number given by Companies House and for a charity, this is the registration number issued by The Charity Commission.

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**Business safeguards**

If you are acting as an agent in Wales, you must hold mandatory business safeguards that protect your clients. The business safeguards required are Client Money Protection, Professional Indemnity Insurance and membership to a government-approved Redress scheme.

Certain exemptions to this requirement do apply where the risk is considered to be low due to very small size of portfolio. If you think an exemption may apply to you, contact Rent Smart Wales.

With your consent, Rent Smart Wales will display that you hold business safeguards next to your public record on the Rent Smart Wales public register. By displaying your safeguards on the register, you are ensuring that tenants (contract-holders) and clients can act with confidence to choose a suitably insured agent. This requirement is not mandatory, however, no safeguards will be displayed on your record if you choose not to do so.

**Letting and management work**

If you have a connected person (defined in the section below) who does any of the following as part of their work at a rental property in Wales, they need to be trained for you to obtain a licence:

a) publishing advertisements or disseminating information;
b) arranging and conducting viewings with prospective tenants;
c) preparing, or arranging the preparation of, the tenancy agreement;
d) preparing, or arranging the preparation of, any inventory or schedule of condition;
e) collecting rent;
f) being the principal point of contact for the tenant in relation to matters arising under the tenancy;
g) making arrangements with a person to carry out repairs or maintenance;
h) making arrangements with a tenant or occupier of the dwelling to secure access i) to the dwelling for any purpose;
j) checking the contents or condition of the dwelling, or arranging for them to be checked as part of a current tenancy or for one that has ended;
k) serving notice to terminate a tenancy.

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**Staff / connected persons**

If an individual or company applying for a licence has employees (defined as 'connected persons in the legislation) whose work involves doing letting and management work at rental properties in Wales, they must be declared on the licence application by the applicant and they must all complete agent training in order for the applicant to obtain a licence.

The full definition of a connected person is provided in Section 2 of the Regulation of Private Rented Housing (Training Requirements)(Wales) Regulations 2015.

Generally speaking this is a staff member who you pay a salary to or who is an 'employee' for payroll purposes. People you pay for the services they provide (e.g. contractors) are not counted as 'connected persons' and they do not have to be trained in order for you as an agent to obtain a licence.

**Training options and evidence**

An applicant and all relevant connected persons must undertake approved training either delivered by Rent Smart Wales directly or through an authorised provider. If you have completed training with an authorised provider, you should enclose the certificates as part of your application submission.

The requirements for training differ, depending on whether you have completed a first-time licence course in the past. If not, the person needs to complete first-time licence training. If yes, the person can either:

1) repeat the first-time **Agent Licence Training** - within 1 year before submitting a renewal application; OR

2) complete **Agent Re-licensing Training** - within a year of application submission; OR

3) complete **Continued Professional Development (CPD)** training modules over the 5 year period prior to licence application submission (80 points are needed for an agent licence)

If you are applying as a corporate body, or trust, you must ensure you have a suitably trained director, or lead trustee, connected to your application.

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## Licence fees

All licence applications made to Rent Smart Wales incur a fee. It is important that you pay the correct application fee, as any discrepancy will result in processing delays

Agent licence fees are graduated to reflect the portfolio size. A discount also applies if an Agent is a member of a recognised professional body. These bodies are currently: UKALA, ARLA, RICS, Safeagent, NAEA.

A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is also eligible for the Professional Membership Discount.

Applications made online benefit from a reduced fee. The fees set out below relate only to paper applications. Most fees can be split into two parts, which incurs an additional administrative charge of £48.00. For further information, view the Fee Policy here: rentsmart.gov.wales/feepolicy/

| Application type | Number of properties | Single payment | Split fee |
|---|---|---|---|
| Agent licence - less than 20 managed properties | 0-4 | £368 | Part 1: £156<br>Part 2: £260 |
| | 5-10 | £471 | Part 1: £194<br>Part 2: £325 |
| | 11-20 | £540 | Part 1: £220<br>Part 2: £368 |
| Agent licence - let only (no properties managed) | 0-20 (let only) | £368 | Part 1: £156<br>Part 2: £260 |
| | 21+ (let only) | See 21 - 50 category below according to professional body membership | |
| Agent licence – **No** professional body membership, 21 or more managed properties | 21 - 50 | £3,850 | First instalment: £1,566<br>Next four: £571 |
| | 51 - 100 | £4,880 | First instalment: £1,986<br>Next four: £723.50 |
| | 101 - 500 | £6,170 | Part 1: £2,530<br>Part 2: £3,688 |
| | 501 - 1000 | £7,890 | Part 1: £3,230<br>Part 2: £4,708 |
| | 1001+ | £9,010 | Part 1: £3,686<br>Part 2: £5,372 |

| | | | |
|---|---|---|---|
| Agent licence – **with** professional body membership, 21 or more managed properties | 21 - 50 | £3,465 | First instalment: £1,410<br>Next four: £513.75 |
| | 51 - 100 | £4,392 | First instalment: £1,787<br>Next four: £651.25 |
| | 101 - 500 | £5,553 | Part 1: £2,279<br>Part 2: £3,322 |
| | 501 - 1000 | £7,101 | Part 1: £2,909<br>Part 2: £4,240 |
| | 1001+ | £8.109 | Part 1: £3,319<br>Part 2: £4,838 |

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## Data processing notice

A full copy of Rent Smart Wales Data Processing Notice is available at rentsmart.gov.wales/en/privacy-policy/ or can be provided upon request.

**Why personal data is collected and stored as part of Rent Smart Wales:** In order to meet the obligations of Part 1 of the Housing (Wales) Act 2014, the Licensing Authority is required to develop and maintain a system that allows for the collection of information.

**What personal data we hold and how we obtain it:** The types of personal data held and processed by Rent Smart Wales may include:

- Contact details including name, address, telephone numbers, and email address
- Identifying details, including date of birth, National Insurance number, passport number, driving licence number
- Information about convictions

There is also a voluntary monitoring form to ensure that Rent Smart Wales is making sure that its service is accessible to everyone. This contains additional questions that provide further personal data, however this information is only processed anonymously for statistical and reference purposes.

**How we will use your personal data:** Rent Smart Wales may process personal data to fulfil its obligations under the Housing (Wales) Act 2014, and this can include the processing of personal data for a number of purposes including the following purposes:

- To make contact
- To issue a landlord with a registration; to grant a landlord a licence, or an agent a licence
- To make an assessment on the fitness and propriety of an applicant as per the licence requirements set out in the Housing (Wales) Act 2014
- For the purposes of enforcing non-compliance with the Housing (Wales) Act 2014
- For the purposes of ensuring and monitoring continued compliance with the Housing (Wales) Act 2014 including licence conditions

- For the purposes of ensuring and monitoring continued compliance with the Code of Practice
- To display (to members of the public who search the Register) if a landlord is registered; and if the landlord or agent (or both) identified as undertaking letting or management tasks at the property is licensed
- To facilitate the delivery of training courses
- To process financial transactions for payments made for registration, licensing and training costs
- To assist Local Authorities and the Licensing Authority to carry out their legal duties under the Housing (Wales) Act 2014
- For statistical and reference purposes
- To address queries and respond to any actual or potential disputes.
- In rare cases or exceptional circumstances Rent Smart Wales may use the Rental Property addresses to correspond directly with tenants (contract-holders) for purposes outside of the Housing (Wales) Act 2014 when required.

Rent Smart Wales works in partnership with the 22 Local Authorities in Wales to fulfil its functions under the Act, and therefore information held by Rent Smart Wales will be accessible by the Local Authorities. In addition, Local Authorities may share relevant information they hold with Rent Smart Wales to help determine whether an applicant is fit and proper to act as a licensed landlord or licensed agent.

**Organisations we may share your personal data with:** Your information will only be used for the purposes of the Rent Smart Wales Scheme, however on occasions Rent Smart Wales may also share personal data with other organisations. A full list can be obtained on our website.

**How long we keep your personal data:** Information collected by Rent Smart Wales will not be kept for any longer than necessary. The Rent Smart Wales retention period is 6 + 1 years after licence and/or registration expires. Following the end of this period, the information collected will be securely destroyed.

**Who is the Data Controller for Rent Smart Wales:** Rent Smart Wales is operated by Cardiff Council. Cardiff Council is therefore the Data Controller in respect of any personal data provided for these purposes. All information provided will be treated in confidence and processed in accordance with the Data Protection Act 2018 at all times. For further information on the Council's data protection requirements, contact the Data Protection Officer by emailing dataprotection@cardiff.gov.uk.

**Your Rights:** You are entitled to exercise your individual rights, including access to information, correcting inaccurate information or objecting to the processing of your personal data. For more information on your rights, visit cardiff.gov.uk/dataprotection.

## Additional Sheets: Training Details

**Employee**

Title | First name | Middle name(s)

Surname | Date of birth (DD/MM/YYYY) | Role (job title)

Language preference ☐ Welsh ☐ English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? ☐ Yes ☐ No

If yes which training option has been completed?* ☐ First-time licence training
☐ Re-licensing training
☐ CPD for renewal

If completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

**Employee**

Title | First name | Middle name(s)

Surname | Date of birth (DD/MM/YYYY) | Role (job title)

Language preference ☐ Welsh ☐ English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? ☐ Yes ☐ No

If yes which training option has been completed?* ☐ First-time licence training
☐ Re-licensing training
☐ CPD for renewal

If completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date