

FEE: £
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**HIGHLAND LICENSING BOARD**

..... DIVISION

**Personal Licence**

**FIRST APPLICATION/RENEWAL APPLICATION (*delete as appropriate*)**

**Licensing (Scotland) Act 2005, section 20**

**Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in black capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary. You may wish to keep a copy of the completed form for your records.**

<b>1. Your personal details. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read note 1.</b>	
TITLE ( <i>delete as appropriate</i> ): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
Date and Place of Birth	
NI Number	
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-mail address (if you would prefer us to correspond with you by email)	

Address for correspondence associated with this application (if different to the address above)

Post town

Post code

## 2. Your licensing qualification

Read note 2

Please tick

I hold an accredited qualification

Yes

No

If you have ticked yes please provide a copy of your qualification with your application.

## 3. FIRST APPLICATIONS ONLY

This section should only be completed if you are submitting your first application to this Licensing Board. If answering Yes to any question please provide details below.

**NOTE: You may only hold one personal licence at a time.**

Please tick

Do you currently hold a personal licence?

Yes

No

Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?

Yes

No

Has any personal licence held by you been forfeited in the last 5 years?

Yes

No

Licensing Board

Licence Number

Date of issue

Date of expiry

Any further details

4. RENEWAL ONLY		
<p><b>This section should be completed only if you are applying for a renewal of your existing licence.</b></p>		
<p>Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below.</p>		
<p>Details of current personal licence</p>		
<p>Licensing Board</p> <p>Licence Number</p> <p>Date of issue</p> <p>Date of expiry</p> <p>Any further details</p>		
<p>If you cannot provide your personal licence, provide a statement explaining why</p>		
Other personal licence		
<b>Note: You may only hold one personal licence at a time</b>		<b>Please tick</b>
I confirm that I do not hold any other personal licences other than the one submitted for renewal	Yes	No

5. CHECKLIST (see note 4)	
I have	Please tick yes
<ul style="list-style-type: none"> <li>Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community.</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed a copy of any licensing qualification I hold</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed my current personal licence (renewal only)</li> </ul>	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	

## 6. PREVIOUS CONVICTIONS

You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none". Read note 3.

Offence	Court	Date	Penalty

## 7. DECLARATION

The contents of this application are true to the best of my knowledge and belief

<b>SIGNATURE</b>		<b>DATE</b>	
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**PLEASE NOTE - IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

### **DATA PROTECTION ACT 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request. This will be maintained in accordance with the Data Protection Act 1998 and will not be sold or passed on to any organisation without your prior approval unless this is a legal requirement.

### **GUIDANCE**

#### **1. CHANGE OF NAME OR ADDRESS**

Section 88 of the Licensing (Scotland) Act 2005 requires that a personal licence holder must, no later than one month after any change in the licence holder's name or address, give the Licensing Board which issues the licence notice of the change. It is an offence not to do so.

## 2. LICENSING QUALIFICATIONS

Licensing qualifications are dealt with in Section 91 of the Licensing (Scotland) Act 2005. In summary, to be eligible for a personal licence, an applicant must be aged 18 or over and possesses a licensing qualification, and no personal licence previously held by the applicant must have been revoked within the period of 5 years ending with the day on which the application was received by the Licensing Board. There are a number of training providers in the Highlands. Contact the Board for details.

## 3. CONVICTIONS

Section 75 of the Act places a duty on an applicant for a personal licence to notify the Licensing Board if he or she has been convicted or any relevant or foreign offence during the time between making the application and the application being determined by the Licensing Board. Furthermore, Section 82 of the Act requires personal licence holders to notify their Licensing Board of any convictions for relevant or foreign offences within one month of the licence holder being convicted.

## 4. PHOTOGRAPHS

Two photographs of the applicant. Photographs must be;

- (a) 45mm by 35mm
- (b) be on photographic paper
- (c) be taken against a light background and show the full face of the applicant, without the applicant wearing sunglasses or any head covering (unless the applicant wears such a covering on account of a religious belief).

One photograph must have on the back a statement by a person appearing to the Highland Licensing Board to be a person of standing in the community with the words "I certify that this is a true likeness of (insert name of applicant)", followed by the name of the person endorsing the photograph.

When completed the application for should be sent to the Clerk's office in the area where you normally reside.

### **Inverness, Nairn, Badenoch & Strathspey Divisional Licensing Board at**

Town House  
High Street  
Inverness  
IV1 1JJ  
Tel (01463) 724265

Council Offices  
Ruthven Road  
KINGUSSIE  
PH21 1EJ  
Tel (01540) 664542

The Court House  
High Street  
Nairn  
IV12 4AU  
(01667) 458516

### **Caithness, Sutherland & Easter Ross Divisional Licensing Board at**

Council Offices  
Market Square  
WICK  
KW1 4AB  
Tel (01955) 607724

Council Offices  
Drummuie  
GOLSPIE  
KW10 6TA  
Tel (01408) 635205

**Ross, Skye &, Lochaber Divisional Licensing Board at**

Council Offices  
Tigh na Sgìre  
Park Lane  
PORTREE  
IV51 9GP  
Tel (01478) 613826

Council Offices  
Lochaber House  
High Street  
FORT WILLIAM  
PH33 6EL  
Tel (01397) 707256

Council Offices  
High Street  
DINGWALL  
IV15 9QN  
Tel (01349) 868541