

Renewal of Personal Licences and Requirement for Refresher Training.

With the approach of 2019 we will see the requirement for hundreds of Highland based Scottish personal licence holders required to renew their licences by 1st September, 2019.

Currently the Scottish Government are consulting on this process and hopefully definitive guidance and advice will be available in the very near future.

The Licensing (Scotland) Act 2005 requires that renewal applications are lodged no earlier than twelve months prior to expiry and no later than three months before expiry. The first personal licences issued under the Act have an expiry date of 1 September 2019. Therefore, the window for first renewal applications opens on 31 August 2018 and closes on 31 May 2019 with a large number of applications being anticipated based on the number of licences due to expire on the same date.

In terms of section 87 of the Act the holder of a personal licence must complete a refresher training course prior to the expiry of each five year period of their licence. The licence holder must provide evidence of that training to the licensing board that issued their personal licence, no later than three months after the expiry of the five year period. Most licence holders will leave the completion of refresher training until the last year of their licence, which means in terms of dates they require to complete refresher training by 31st August 2019, and at the very latest provide evidence of a successful pass by 1st December 2019.

As you will see these two processes outlined above run almost, but not quite, co-terminously and are likely to cause confusion and non-compliance.

Therefore it is suggested in the very strongest terms that Personal Licence Holders with Licences expiring on 1st September, 2019, take the following action.

- Do your refresher training **asap** so you are in possession of your pass certificate. When the process for personal licence renewal is briefed to personal licence holders those wishing to renew should submit their renewal form enclosing their refresher training certificate so that the new Licence will be fully up to date and complete.
- It is very likely refresher courses are going to be heavily subscribed due to the high demand so book as early as you can.

Renewal Fee

The Scottish Government are consulting on the level of a fee for renewal applications. It is expected to be at least £50 but details will be published on the HC website when a decision is made.