

The Highland Licensing Board

Meeting – 13 January 2026

Agenda Item	7.1
Report No	HLB/05/26

Application for personal licence – Samantha Dorothy Maree Box

Report by the Clerk to the Licensing Board

Summary

This report invites the Board to hold a hearing to consider and determine an application for a personal licence under Section 72 of the Licensing (Scotland) Act 2005 (the Act).

1. Background

- 1.1 A personal licence is required to allow any individual to supervise or authorise the sale of alcohol.
- 1.2 On 27 October 2025, an application for a personal licence was received from Samantha Dorothy Maree Box.
- 1.3 This application was originally considered by the Highland Licensing Board at its meeting on 02 December 2025. The Board agreed to defer consideration of the application to the meeting on 13 January 2026 to allow the applicant a further opportunity to attend the meeting, due to the technical difficulties encountered.
- 1.3 Under section 73 of the Act, Police Scotland have timeously given notice confirming that the applicant has convictions for relevant or foreign offences. A copy of the notice received from Police Scotland dated 12 November 2025 is attached (Appendix 1).
- 1.4 Police Scotland have not included in their notice a recommendation under section 73(4) that the personal licence application be refused.

They have included additional information under section 73(5) which they consider may be relevant to consideration by the Board of the application.
- 1.5 Under section 73A of the Act, the Licensing Standards Officer (LSO) has also been given notice of the application and has offered no further information which he considers relevant to the consideration by the Board of the application.
- 1.6 The applicant is entitled to be heard and has been invited to attend the hearing along with Police Scotland.

2. Legal position

- 2.1 Section 74(6) of the Act requires that at the hearing the Board must refuse the application if, after having had regard to the Police Scotland notice, any information provided by Police Scotland under section 73(5) and any information provided by the LSO under section 73A(2), the Board is satisfied that a ground of refusal applies. If not so satisfied, the Board must grant the application.
- 2.2 The grounds of refusal are-
- (a) that, having regard to the licensing objectives, the applicant is not a fit and proper person to be the holder of a personal licence,
 - (b) that it is otherwise necessary to refuse the application for the purposes of any of the licensing objectives.
- 2.3 For the purposes of the Act, the licensing objectives are-
- (a) preventing crime and disorder,
 - (b) securing public safety,
 - (c) preventing public nuisance,
 - (d) protecting and improving public health, and
 - (e) protecting children and young persons from harm.

Recommendation

The Board is invited to determine the application as follows:-

- (a) If, having had regard to the Police Scotland notice, any information provided under section 73(5) or 73A(2) and any submissions made by the applicant and/or the Police Scotland representative at the hearing, the Board is satisfied that a ground of refusal applies, the Board must refuse the application.
- (b) If the Board is not so satisfied, the Board must grant the application.

Ref.: HC/INBS/9778

Author: Kata Somogyi

Date: 03 December 2025

Appendices: Appendix 1 - Letter from Police Scotland dated 12 November 2025

12/11/2025

Your Ref:

Our Ref: 964786

Highland Council
Licensing Office
Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX



North East Division
Marischal College
Broad Street
Aberdeen
AB10 1AB

FOR THE ATTENTION OF Claire McArthur

Dear Madam,

LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A PERSONAL LICENCE. SAMANTHA DOROTHY MAREE BOX, [REDACTED]

I refer to the above application and in terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005, I have to advise you that, based upon the information provided to Police Scotland, the applicant has been convicted of the following relevant offence. This was not declared in the application form.

Date	Court	Crime/Offence	Disposal
24/05/2024 PGP0298871221	Elgin Sheriff Court	Theft	Fine £450. Victim Surcharge £20.

In terms of Section 73(5) of the 2005 Act the Chief Constable provides the following information in relation to the applicant which is relevant to the Board's consideration of the application: -

On the 28th of December 2021 officers from the Police Service of Scotland executed a warrant at an address where it was believed stolen property was located.

Samantha Box and another were within the property and items which had been stolen were found within. The items included furniture, pictures, kitchen white goods and utensils obtained from a different rental property.

OFFICIAL

On the 24th of May 2024 Ms Box was convicted of theft at Elgin Sheriff Court and fined £450. She was also subject to a £20 victim surcharge.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

Yours faithfully



Chief Superintendent Rob Shepherd
Divisional Commander

For enquiries please contact the Licensing Department.