

For Official Use: Cash Office/Service Point

APPLICATION FEE:	£11.00
RECEIPT NO:	
DATE RECEIVED:	
RECEIVED BY: (SERVICE POINT & INITIALS)	



HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 92

Personal Licence -

Notification of theft/loss etc of personal licence

Where a personal licence has been lost, stolen, damaged or destroyed, the holder may apply for a replacement. In the case of loss or theft, the matter must have been reported to the Police. The Licensing Board must then issue a certified copy of the appropriate document(s).

1. PLEASE STATE REASON FOR REPLACEMENT

Lost *

Stolen *

Damaged

Destroyed

* Please provide date loss or theft was reported to the Police:

Police lost property or incident reference number:

Address of Police Station:.....

.....

2. PERSONAL LICENCE HOLDER DETAILS

Personal Licence Number (if known)	
Name of Personal Licence Holder	
Address of Personal Licence Holder (including Post Code)	
Telephone Number:	
E-mail :	
Fax Number:	

Signature: Print Name:

Capacity: APPLICANT/AGENT (delete as appropriate)

Date:

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.

3. CHECKLIST

Please tick	
<ul style="list-style-type: none">I have made payment of the application fee of £11. <p>(Please note that the Council can no longer accept payment of applications by cheque or cash).</p> <p>See guidance note – ways to pay below.</p>	

GUIDANCE

1. SUBMISSION OF APPLICATION

When completed the application form should be sent to the Clerk's office in the area where you normally reside:-

HIGHLAND LICENSING BOARD CONTACT ADDRESSES AND PAYMENT DETAILS

Clerk to the Board	Inverness, Nairn, Badenoch and Strathspey areas	Lochaber
Claire McArthur Highland Licensing Board Council Offices High Street Dingwall IV15 9QN Tel: (01349) 868541 claire.mcarthur@highland.gov.uk	Highland Licensing Board Highland Council Headquarters Glenurquhart Road Inverness IV3 5NX Tel: (01463) 785087 licensing@highland.gov.uk	Highland Licensing Board Council Offices Charles Kennedy Building Achintore Road Fort William PH33 6RQ Tel: (01397) 707233 licensing@highland.gov.uk
Caithness and Ross areas	Sutherland	Skye and Lochalsh
Highland Licensing Board Caithness House Market Place Wick KW1 4AB Tel: (01955) 608214 licensing@highland.gov.uk	Highland Licensing Board Council Offices Drummuie Golspie KW10 6TA Tel: (01408) 635205 licensing@highland.gov.uk	Highland Licensing Board Council Offices Tigh na Sgire Park Lane Portree, IV51 9GP Tel: (01478) 613824 licensing@highland.gov.uk

If you wish any additional guidance or advice, please contact your **Licensing Standards Officer** in your area:

LICENSING AREA	LSO	CONTACT DETAILS
SOUTH Inverness, Nairn, Badenoch & Strathspey	Shonnie Campbell	Tel: 01463 702259 E-mail: shonnie.campbell@highland.gov.uk
NORTH Caithness, Sutherland and Ross	Garry Cameron	Tel: 01408 635217 E-mail: garry.cameron@highland.gov.uk
WEST Skye and Lochalsh and Lochaber	Chris MacKinnon	Tel: 07760 703222 E-mail: ewenchristopher.mackinnon@highland.gov.uk

WAYS TO PAY:

By Debit or Credit Card

- In Person at any Service Point
- By Telephone to a member of Council staff. Please telephone the payment line on 01349 886605/09 and a member of staff will be able to take your payment. This service is available Monday-Friday 8 am to 5 pm,

By Bank Credit Transfer, Telephone or Online Banking or Standing Order

Please pay to the: Virgin Bank, 15 Academy Street, Inverness, IV1 1JN
 Bank Sort Code: 82:70:13
 Bank Account Number: 30000542
 Please quote: Name of Premises/Type of Application or Invoice Number with all payments.