

For Official Use: Cash Office/Service Point

APPLICATION FEE:	£11.00
DATE RECEIVED:	
RECEIVED BY: (SERVICE POINT & INITIALS)	



## HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 88

### Personal Licence

### Notification of change of name or address

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 issued the licence notice of the change.

#### 1. PERSONAL LICENCE DETAILS

Issuing Licensing Board

Personal Licence Number

Date of expiry

#### 2. CHANGE OF PERSONAL DETAILS

(If relevant please enter details of any previous names or maiden names)

**TITLE** (*delete as appropriate*): Mr Mrs Miss Ms Other (please state)

Previous Surname

New Surname

Forenames

#### NEW ADDRESS DETAILS

(including postcode)

#### 3. CONTACT DETAILS

	Day-time	Evening	Mobile
Telephone Numbers			
Fax No			
E-mail Address			

**4. PERSONAL LICENCE -**

Your personal licence must accompany this application. If you are unable to return your personal licence, you must explain why you cannot do so in the box provided below.

If you cannot provide your personal licence, provide a statement explaining why:

**5. CHECKLIST**

**Please tick**

- I enclose my current personal licence
  - I have made payment of the application fee of £11. See guidance note 2 below – payment.
- (Please note that the Council can no longer accept payment of applications by cheque or cash).

**6. 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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**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. PAYMENT

#### 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.

### 3. 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

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

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

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