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HIGHLAND LICENSING BOARD
Licensing (Scotland) Act 2005, section 87
Completion of Refresher Training (Personal Licence)
Notice to Licensing Board

Please use this form to notify your Local Licensing Board that you have completed the “refresher” training required under section 87 of the Licensing (Scotland) Act 2005. You must complete your training and notify your Licensing Board otherwise your Personal Licence will be revoked automatically.

Guidance Note: Personal Licences are issued for a period of 10 years. However, in terms of Section 87 of the Licensing (Scotland) Act 2005, there is a legal requirement for personal licence holders to undertake refresher training within five years of the date of issue of their personal licence and, thereafter, produce evidence of this training to the Board which issued their personal licence not later than three months after the expiry of the period of five years from when the personal licence was issued eg. for those personal licences which were issued with effect from 1 September 2009, refresher training will require to be completed by 31 August 2014 with notification to the relevant Board by 30 November 2014. Further advice can be found at www.scplh.info

Please note that Personal Licences with an issue date prior to 1 September, 2009 are classed as having been issued on 1 September 2009 as that is when the Licensing (Scotland) Act 2005 came into “effect”.

Name (as it appears on your Personal Licence):

Current address: House / Flat Number (or) House name

Street

City / Town / Village

County / Region

Postcode Tel No. Mobile No.

Date of Birth: E-mail address:

Personal Licence Number (this can be found on your personal licence)

Date of Personal Licence Expiry Date of refresher training

SUBMISSION OF NOTIFICATION:

Please attach a physical or scanned copy of your SCPLH(R) Certificate to this form and send to your undernoted Local Licensing Office or email to: licensing@highland.gov.uk

Please note that there is no requirement to return your principal Personal Licence to the Licensing Board, **unless there has been any change in your name and/or address.**

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