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HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 24/43

Notification of Conviction: Applicant or Premises Licence Holder

This notification must be lodged with the Licensing Board within one month of the following occurrence:-

- (a) the applicant of a premises licence application has been convicted of a relevant or foreign offence;
- (b) the holder of a premises licence has been convicted of a relevant or foreign offence
- (c) any connected person has been convicted of a relevant or foreign offence

This application should be completed by the Premises Licence Holder of the appropriate Premises or their Agent.

SECTION 1 – PREMISES LICENCE DETAILS

- a) Name, address and postcode of premises

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|---|--|
| Premises Licence No. | |
| Name of premises | |
| Address of premises (including postcode) | |
| E-mail Address: | |
| Telephone Number: | |

SECTION 2 – APPLICANT INFORMATION

- a) Particulars of premises licence holder

| | |
|------------------------------------|--|
| Name of premises licence holder | |
| Address (including postcode) | |
| E-mail Address: | |
| Telephone Number: | |

SECTION 3 – NOTIFICATION OF CONVICTION

In terms of section 24/43 of the Licensing (Scotland) Act 2005, the applicant of a premises licence or premises licence holder or connected person must, not later than **ONE MONTH** after the date of conviction, give notice of it to the licensing board. (See note 1)

a) Please indicate who has been convicted:-

- Applicant for a Premises Licence
- Premises Licence Holder
- Connected Person

b) Please indicate the conviction details below:-

| | |
|------------------------------|--|
| Name and address: | |
| Nature of Offence(s): | |
| Date of Conviction: | |
| Address of Court: | |

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief.

Signature:Print Name:

Capacity: APPLICANT/AGENT (delete as appropriate)

Date:

Telephone number and email address of signatory:

| | |
|--------------------------|--|
| Telephone Number: | |
| E-mail Address: | |

Postal Address of Agent (if appropriate)

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DATA PROTECTION ACT 1998 The information on this form may be held on an electronic register which may be available to members of the public on request.

LICENSING (SCOTLAND) ACT 2005

Notification of dismissal, resignation, death etc of premises manager Guidance Notes

Note 1: Section 54(4)(b)

In terms of Section 24, within the period of weeks beginning with the day on which the event occurs, a premises licence variation application (Section 31) must be lodged so as to substitute another individual as the premises manager.

If no such application is made within the period mentioned, then at the end of that period, the Licensing Board must vary the premises licence so that there is no longer any premises manager specified in it.

Note 2: Submission of Application

Completed applications may be lodged at the relevant address below:

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 Sgìre 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 |