



## HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 72

### Personal Licence

### GUIDANCE NOTES

#### 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.** Application forms are available on the Highland Council Web Site:

[https://www.highland.gov.uk/downloads/file/3700/change\\_of\\_name\\_or\\_address\\_-\\_personal\\_licence\\_holders\\_section\\_88](https://www.highland.gov.uk/downloads/file/3700/change_of_name_or_address_-_personal_licence_holders_section_88)

#### 2. LICENSING QUALIFICATIONS

Licensing qualifications are dealt with in Section 91 of the Licensing (Scotland) Act 2005. In summary, to be eligible for a personal licence, an applicant must be aged 18 or over and possess a licensing qualification, and no personal licence previously held by the applicant must have been revoked within the period of 5 years ending with the day on which the application was received by the Licensing Board. There are a number of training providers in the Highlands. Contact the Licensing Board for details.

Every five years from the date of issue of a Personal Licence, the personal licence holder is obliged to undertake a **refresher Scottish Certificate for Personal Licence Holders Course**. Each Personal Licence Holder must, within the period of five years of their Personal Licence being issued, (and each subsequent period of five years during which the licence has effect) undertake Refresher Training and provide evidence (by means of certification) to the Licensing Board of completion of the training.

The Licensing Board will notify you of this requirement as each 5 year point approaches.

#### 3. CONVICTIONS

Section 75 of the Act places a duty on an applicant for a personal licence to notify the Licensing Board if he or she has been convicted of any relevant or foreign offence during the time between making the application and the application being determined by the Licensing Board. Furthermore, Section 82 of the Act requires personal licence holders to

notify their Licensing Board of any convictions for relevant or foreign offences within one month of the licence holder being convicted.

#### 4. PHOTOGRAPHS

Two photographs of the applicant. Photographs must be;

- (a) 45mm by 35mm
- (b) be on photographic paper
- (c) be taken against a light background and show the full face of the applicant, without the applicant wearing sunglasses or any head covering (unless the applicant wears such a covering on account of a religious belief).

One photograph must have on the back a statement by a person appearing to the Highland Licensing Board to be a person of standing in the community with the words "I certify that this is a true likeness of (insert name of applicant)", followed by the name of the person endorsing the photograph.

#### 5. 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**

<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) 868538 <a href="mailto:claire.mcarthur@highland.gov.uk">claire.mcarthur@highland.gov.uk</a>	Highland Licensing Board Glenurqhart Road Inverness IV3 5NX  Tel: 01463 702259 <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:-

LICENSING AREA	LSO	CONTACT DETAILS
<b>SOUTH</b> Inverness, Nairn, Badenoch & Strathspey and Lochaber	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, Ross- shire	Garry Cameron	Tel: 01408635217 E-mail: <a href="mailto:garry.cameron@highland.gov.uk">garry.cameron@highland.gov.uk</a>
<b>WEST</b> Lochaber, Skye & Lochalsh	Chris MacKinnon	Tel: <a href="tel:07760703222">07760 703 222</a> E- mail: <a href="mailto:ewenchristopher.mackinnon@highland.gov.uk">ewenchristopher.mackinnon@highland.gov.uk</a>

## 6. WAYS TO PAY

### **By Debit or Credit Card**

- In Person at any Service Point
- Online via the Internet Log on to [www.highland.gov.uk](http://www.highland.gov.uk) 24 hours a day, 7 days a week and go to Online Payments via the self-service menu.
- By Telephone to a member of Council staff. Please telephone the payment line on 01349 886609 and a member of staff will be able to take your payment. This service is available Monday-Friday 9 am to 5 pm

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

Please pay to the Clydesdale 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.