



PERSONAL LICENCE
First Application or Renewal Application

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in **BLACK INK**. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

1. Your Personal Details			
If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read Note 1.			
Full Name	Title	Surname	First Name
	MISS	WILLIAMS	LINDOS
National Insurance Number			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Home Address (Including Postcode)			
Telephone Number	Daytime		
	Evening		
Fax Number	#		
Email Address			
Address for Correspondence if different from above			

2. YOUR LICENSING QUALIFICATION Read Note 2.		
I hold an accredited qualification	<input checked="" type="radio"/> YES	<input type="radio"/> NO
IF YOU HAVE TICKED YES PLEASE PROVIDE A COPY OF YOUR QUALIFICATION WITH YOUR APPLICATION		
3. FIRST APPLICATIONS ONLY This section should only be completed if you are submitting your first application to this Licensing Board. If answering YES to any question please provide details below.		
Note: YOU MAY ONLY HOLD ONE PERSONAL LICENCE AT A TIME		
Do you currently hold a personal licence?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Do you currently have any outstanding applications for a personal licence with this or any other Licensing Board	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Has any personal licence held by you been forfeited in the last 5 years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Licensing Board		
Licence Number		
Date of Expiry		
Date of Issue		
Any Further Details		
4. RENEWAL ONLY This section should be completed only if you are applying for a renewal of your existing licence.		
Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below		
DETAILS OF CURRENT PERSONAL LICENCE		
LICENSING BOARD		
LICENCE NUMBER		
DATE OF ISSUE		
DATE OF EXPIRY		
ANY FURTHER DETAILS		
If you cannot provide your personal licence, provide a statement explaining why		

Licensing Board



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OTHER PERSONAL LICENCE					
Note: You may only hold one personal licence at a time					
I confirm that I do not hold any personal licences other than the one submitted for renewal			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				
5. CHECKLIST					
I have		Please Tick Yes			
<ul style="list-style-type: none"> Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3 		✓			
<ul style="list-style-type: none"> Enclosed a copy of any licensing qualification I hold 		-			
<ul style="list-style-type: none"> Enclosed my current personal licence (renewal only) 					
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the application 		✓			
6. PREVIOUS CONVICTIONS					
You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none" Read note 4.					
OFFENCE	COURT	DATE	PENALTY		
NONE					
7. DECLARATION					
The contents of this application are true to the best of my knowledge and belief					
SIGNATURE (read note 5)		DATE	15-8-23		

PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))

NOTES

Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament
<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

Licensing Board



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Extract from The Personal Licence (Scotland) Regulations 2007 (SSI 2007/77)

Application for a Personal Licence

1.—(1) A personal licence application or a personal licence renewal application is to be—

- (a) in the form set out in Schedule 2; and
- (b) accompanied by—
 - (i) evidence that the applicant possesses a licensing qualification; and
 - (ii) two photographs of the applicant which comply with paragraph (2) and one of which has a statement on it in accordance with paragraph (3).

(2) The two photographs of the applicant must—

- (a) measure 45 millimetres by 35 millimetres;
- (b) be on photographic paper;
- (c) be taken against a light background; and
- (d) 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).

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

2. A personal licence application or a personal licence renewal application must be made in writing or, if the Licensing Board to which the application is made so agrees, by electronic transmission.

Please return the completed form together with the relevant fee to:

**The Licensing Administrator
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB**

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address

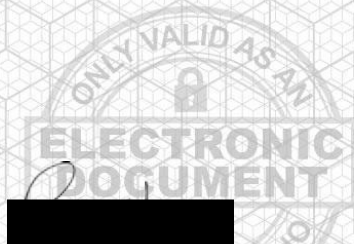


LLINOS JANE WILLIAMS

has been awarded the

Scottish Certificate for Personal Licence Holders at SCQF Level 6

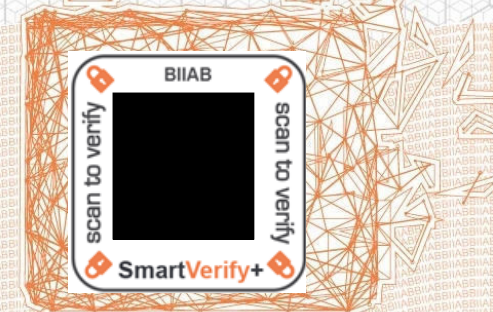
At: CJBN Consulting Ltd
Award Date: 31 July 2023
Qualification No: R650 04



Paul Eeles
Chief Executive
BIIAB Qualifications Limited



Enrolment Number: [REDACTED] | Certificate Number: [REDACTED]





Memo

To:	The Clerk to the Licensing Board Clackmannanshire Council Kilncraigs Greenside Street Alloa FK10 2AD	From:	Paul Fair Licensing Standards Officer
		Extension:	2091
		Email:	pfair@clacks.gov.uk
		Our Ref:	PF/LSO/PL-Rep
		Your Ref:	23/00354/PERLIC
		Date:	20 October, 2023

**Licensing (Scotland) Act, 2005
Application for a Personal Licence
Llinos Williams, [REDACTED]**

1. In terms of Section 73A(2) of the Licensing (Scotland) Act, 2005 (the Act) I wish to make a representation in relation to the application for a personal licence made by the abovenamed.
2. This representation asks that the Licensing Board consider the information contained in paragraphs 3-28 before coming to a decision as to whether or not to grant a personal licence to the applicant.
3. The applicant (Ms Williams) completed a Scottish Certificate for Personal Licence Holders at SCQF Level 6 (SCPLH) course and qualification on 31 July, 2023
4. This course includes a statutory input on the role and powers of the Licensing Standards Officer, as well as a clear explanation of the Licensing (Scotland) Act, 2005, Section 14 Compliance Notice process.
5. The course also details the requirements in relation to staff training, and includes a detailed section that makes it clear that all staff working on licensed premises in a capacity where they are authorised to serve or sell alcohol must have received at least 2 hours of training covering 16 statutory topics of learning. Unless that person is the holder of a personal licence granted by a Scottish Licensing Board.
6. The course also provides detailed information about the premises manager on Licensed Premises and the course material explains clearly that alcohol cannot be sold on licensed premises at a time when no premises manager is named in connection with the premises.
7. Ms Williams submitted her application for a personal licence on 15 August 2023
8. At some point around mid July 2023, information provided to the LSO suggests that Ms Williams took over the lease for the Woolpack Public House, Glassford Square, Tillicoultry.
9. The premises licence holder should have made the applicant aware of the details of the premises manager and the terms of the premises licence. However as a recently qualified SCPLH qualification holder the applicant should have known that she would need to seek that information out, if it was not readily supplied.

10. On or around the 27 July 2023, it came to my attention, that there were some concerns connected with compliance matters at the Woolpack Inn.
11. I made contact with the named premises manager who advised that he had left the premises a week before and was on holiday in England and that he would not be back at the premises. He advised me that his employer (whom I assumed to be the premises licence holder) was aware of his departure.
12. On 27 July, I was unaware of Ms Williams formal connection to the premises.
13. In effect the premises, in the absence of premises manager, could not be used to make sales of alcohol.
14. The premises licence holder did not comply with the notification requirements of Section 54 of the Licensing (Scotland) Act, 2005.
15. On Thursday 31 August, 2023, I carried out a joint visit at the Woolpack Inn, along with an officer from Police Scotland.
16. The premises were open, although there were no sales of alcohol taking place and I was met by an individual who identified himself as a handyman carrying out tasks for Ms Williams who he described as the licence holder.
17. He made it very clear that he had no responsibility for the running of the bar, and as such I did not discuss the concerns with him (This is a matter I now know to be untrue, and I consider the conduct of this individual to be obstructive. I am now aware that the individual is the partner of the applicant, and I am advised that he is a joint leaseholder for the premises).
18. The following day (Friday 1 September, 2023) I made telephone contact with Ms Williams, and discussed the joint visit I had made the previous day.
19. Ms Williams confirmed that neither she nor the other member of staff that she employed held a current training record. Ms Williams admitted that she had been making sales of alcohol on the premises. I advised her that she should not make any further sales of alcohol until, she had been suitably trained or until her personal licence had been granted.
20. I made her aware that the premises did not have a premises manager and that any sales of alcohol made since his departure were unlawful. I made it very clear that no further sales should be made until a competent application to nominate a replacement premises manager had been made.
21. I served the attached notice created in accordance with Section 14 of the Licensing (Scotland) Act, 2005. A copy of the notice was left at the premises and communicated to the premises licence holder.
22. Ms Williams, acknowledged receipt of the notice, that she was clear that she understood its terms, and that she understood the potential consequences of breaching that notice. Ms Williams assured me that the premises would not open that day or for the rest of the weekend.
23. At 2200hrs that night, Police Scotland attended at the premises and found it to be in full operation under the control of Ms Williams, 20-30 customers with alcohol were on the premises and Ms Williams admitted that she and another staff member had made the sales of that alcohol.

24. The other staff member was not a personal licence holder and neither was able to produce a training record.
25. The information in relation to this police visit was passed to me in an operational statement from the attending Police Officer.
26. At the time of the Police visit, the Section 14 notice had not been complied with to the satisfaction of the issuing Licensing Standards Officer. In accordance with the terms laid out in the Licensing (Scotland) Act, 2005
27. The breach of the notice triggered a premises licence review application in relation to the Woolpack Inn.
28. The Licensing Board are asked to consider the contents of this report and any other information presented to them and determine whether or not Llinos Williams is a fit and proper person to hold a personal licence.

Paul Fair

Licensing Standards Officer.