Licensing Board



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				
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							

I hold an accredited qualification	YES NO COPY OF YOUR		
QUALIFICATION WITH YOUR APPLICATION 3. FIRST APPLICATIONS ONLY			
This section should only be completed if you are submit application to this Licensing Board. If answering YES to please provide details below.			
Note: YOU MAY ONLY HOLD ONE PERSONAL LICENCE AT	A TIME		
Do you currently hold a personal licence?	YES NO		
Do you currently have any outstanding applications for a personal licence with this or any other Licensing Board			
Has any personal licence held by you been forfeited in the last 5 years?	YES	NO	
Licensing Board			
Licence Number			
Date of Expiry			
Date of Issue			
Any Further Details			
Any Further Details 4. RENEWAL ONLY			
Any Further Details 4. RENEWAL ONLY This section should be completed only if you are applyi	ng for a r	enewal	
Any Further Details 4. RENEWAL ONLY	a renewal	. If you	
Any Further Details 4. RENEWAL ONLY This section should be completed only if you are applyi of your existing licence. Your personal licence must accompany your application for are unable to send your personal licence, you must explain	a renewal	. If you	
Any Further Details 4. RENEWAL ONLY This section should be completed only if you are applyi of your existing licence. Your personal licence must accompany your application for are unable to send your personal licence, you must explain do so in the box provided below	a renewal	. If you	
Any Further Details 4. RENEWAL ONLY This section should be completed only if you are applyi of your existing licence. Your personal licence must accompany your application for are unable to send your personal licence, you must explain do so in the box provided below DETAILS OF CURRENT PERSONAL LICENCE	a renewal	. If you	
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Licensing Board



OTHER PERSONAL LICENCE									
Note: You may only hold one personal licence at a time									
	ot hold any persona	YES	NO						
the one submitted for renewal									
5. CHECKLIST									
I have		Please Tic	k Yes						
	photographs of myse								
endorsed as a true likeness of me by a person of standing in									
the community. Read note 3									
Enclosed a copy of any licensing qualification I hold									
 Enclosed my current personal licence (renewal only) Made or enclosed payment of the fee for the application 									
		e for the a	application						
6. PREVIOUS CO		1 11 6							
You must provide det	tails below of any con-	viction for	a relevant or to	oreign offen	ce				
	d spent under the Rehite sheet if necessary.								
			deciaring that	you nave no	Sucii				
OFFENCE	onvictions please write "none" Read note 4. OFFENCE COURT DATE PENALTY								
OFFERE	COURT	DATE		FLINA	PENALIT				
7. DECLARATION									
The contents of this application are true to the best of my knowledge									
and belief	T		T						
CICNATUDE			DATE						
SIGNATURE			DATE						
(read note 5)			1						

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

Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the protection and detection of fraud. For more details, please contact the Senior Auditor, on telephone number 01259 45000

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. Licensing Qualifications

Licensing qualifications are dealt with in section 91 of 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.

3. Photographs

One of the photographs submitted with your application should be endorsed on the back. This endorsement should contain 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.

4. 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.

5. 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.

Licensing Board



Extract from The Personal Li cence (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 licensing @clacks.gov.uk