



## 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.

<b>1. Your Personal Details</b>			
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			

**2. YOUR LICENSING QUALIFICATION**  
**Read Note 2.**

I hold an accredited qualification	<b>YES</b>	<b>NO</b>
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**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?	<b>YES</b>	<b>NO</b>
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Do you currently have any outstanding applications for a personal licence with this or any other Licensing Board	<b>YES</b>	<b>NO</b>
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Has any personal licence held by you been forfeited in the last 5 years?	<b>YES</b>	<b>NO</b>
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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**

<b>LICENSING BOARD</b>	
<b>LICENCE NUMBER</b>	
<b>DATE OF ISSUE</b>	
<b>DATE OF EXPIRY</b>	
<b>ANY FURTHER DETAILS</b>	

If you cannot provide your personal licence, provide a statement explaining why



## 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.



## **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 [licensing@clacks.gov.uk](mailto:licensing@clacks.gov.uk)*