

**EAST RENFREWSHIRE LICENSING BOARD**

**Application for personal licence**

**FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)**

**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. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read Note 1. TITLE</b>	
<b>(delete as appropriate): Mr Mrs Miss Ms Other (please state)</b>	
Surname	
Forenames	
Date and Place of Birth	
<b>NI Number</b>	
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
<b>Post Town</b>	<b>Post Code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>FAX NUMBER</b>	
<b>E-mail address (if you would prefer us to correspond with you by e-mail)</b>	
<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post Town</b>	<b>Post Code</b>

**2. Your licensing qualification**

**Read Note 2** **Please tick**

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 qualifications with your application.

**3. FIRST APPLICATION 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** **Please tick**

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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<b>Licensing Board</b>	
<b>Licence Number</b>	
<b>Date of issue</b>	
<b>Date of expiry</b>	
<b>Any further details</b>	

**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 expiry</b>	
<b>Any further details</b>	

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

<b>Other personal licence</b>		
<b>Note: You may only hold one personal licence at a time</b>		<b>Please tick</b>
<b>I confirm that I do not hold any other personal licences other than the one submitted for renewal</b>	<b>Yes</b>	<b>No</b>

<b>5. CHECK LIST</b>	
<b>I have</b>	<b>Please tick yes</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed a copy of any licensing qualification I hold</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed my current personal licence (renewal only)</li> </ul>	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	

<b>6. Previous Convictions</b>
<b>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.</b>

<b>Offence</b>	<b>Court</b>	<b>Date</b>	<b>Penalty</b>

<b>7. Declaration</b>			
<b>The contents of this application are true and to the best of my knowledge and belief.</b>			
<b>SIGNATURE (Read Note 5)</b>		<b>DATE</b>	

**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>)

**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 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.

**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.

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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 paragraphs (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.

The information you supply on this form will be used by East Renfrewshire Board to process your application for a licence. We will also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records and for certain research and statistical reasons. The Licensing Board will use this information because we need to do so in terms of the Licensing (Scotland) Act 2005. The information will be shared with Police Scotland in full and a redacted version will be shared with other statutory consultees including community councils, The NHS, the licensing standards officer, and neighbouring property owners in some cases. This is necessary to provide this service and to fulfil the council's legal obligations in terms of the Act and to perform a task carried out in the public interest. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as outlined by law.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

If you do not have access to a computer and wish a paper copy please let us know by contacting Business Support, Licensing, Chief Executives Department, Council HQ, Rouken Glen Road, G46 6UG

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to East Renfrewshire Licensing Board. We will use the information in the same way as your personal information and may verify the information you have given with the person and may use it as if it is your information and to assist in determining your application.