

## Application for a Personal Licence

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

<p><b>Clerk to the Licensing Board West Lothian Council West Lothian Civic Centre Howden South Road Livingston West Lothian EH54 6FF</b></p> <p>Telephone No: 01506 281632 e-mail: <a href="mailto:licensingboard@westlothian.gov.uk">licensingboard@westlothian.gov.uk</a> Legal Post: DX 552560 Livingston 7</p>	
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**ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED LEGIBLY IN BLOCK CAPITALS AND RETURNED TO THE ADDRESS ABOVE. THE FEE FOR THIS APPLICATION IS £50. INCOMPLETE APPLICATIONS OR APPLICATIONS WHICH DO NOT HAVE THE CORRECT DOCUMENTS ENCLOSED WILL NOT BE ACCEPTED AND WILL BE RETURNED BY ORDINARY POST.**

**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.</b>	
<b>TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)</b>	
<b>Surname</b>  <b>Forenames</b>  <b>Date and Place of Birth</b>  <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>	
<b>Daytime</b>  <b>Evening</b>  <b>Mobile</b>	

E-mail address (if you would prefer us to correspond with you by e-mail)	
Address for correspondence associated with this application (if different to the address above)	
Post town	Post code

<b>2. Your licensing qualification</b>		
Read note 2	(Please tick)	
I hold an accredited qualification	Yes	No
If you have ticked yes please provide a copy of your qualification with your application.		

<b>3. FIRST APPLICATIONS ONLY</b>		
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?	Yes	No
Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	Yes	No
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No
Licensing Board		
Licence number		
Date of issue		
Date of expiry		
Any further details		

<b>4. RENEWAL ONLY</b>	
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			
Other personal licence			
Note: You may only hold one personal licence at a time			(Please tick)
I confirm that I do not hold any other personal licences other than the one submitted for renewal	Yes	No	
<b>5. CHECKLIST</b>			
I have			(Please tick)
• 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.			
• 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			
<b>6. Previous Convictions</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 " <b>NONE</b> ". Read Note 4.			
Offence	Court	Date	Penalty
<b>7. Declaration</b>			
The contents of this application are true to the best of my knowledge and belief			
SIGNATURE (read note 5)		DATE	

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

## Privacy Statement – Data Protection

All personal information that you supply will be used to process your application in accordance with data protection law and the Licensing (Scotland) Act 2005. In terms of the 2005 Act we are required to share this information with the following bodies and individuals:-

- Police Scotland
- West Lothian Council's Licensing Standards Officer

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

The information provided by you on this form will be held on an electronic register which will be available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

## **GUIDANCE NOTES FOR PERSONAL LICENCE APPLICATIONS**

### **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 issued 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 within the day on which the application was received by the Licensing Board unless that licence was revoked due to a failure to undertake a refresher training.

### **3. Photographs**

One of the photographs submitted with your application should be endorsed on the back by a person of standing in the community. 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.

The two photographs of the applicant must –

- (i) measure 44 millimetres by 35 millimetres;
- (ii) be on photographic paper;
- (iii) be taken against a light background; and
- (iv) 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)

### **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 being determined by the Licensing Board. Furthermore, section 82 of the Act requires personal licence holders to notify their Licensing Board of any conviction for relevant or foreign offences within one month of the licence holder being convicted.

Relevant offences are defined in the Licensing (Relevant Offences) Scotland Regulations 2007. Foreign offences are defined in section 129 of the Act.

5. A personal licence application or a personal licence renewal application must be made in writing or sent by electronic transmission.

6. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament.

## **7. Lodging your application**

**The application fee is £50, your application together with a cheque can be submitted by post to:-**

**West Lothian Licensing Board, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF**

**Please DO NOT send cash by post. There are no facilities to accept cash or cheques at the Civic Centre. If you wish to make payment of your fee in person by cash or cheque, you should take your application to:-**

**Livingston CIS, Payments Facility, Arrochar House, Civic Square, Almondvale Boulevard, Livingston, EH54 6QJ**

**Payment can be accepted at West Lothian Connected at the following times:-**

**8.30am – 4.30pm, Monday, Tuesday and Thursday**

**10.00am – 4.30pm, Wednesday**

**8.30am – 3.30pm, Friday**

**PAYMENTS TO ARROCHAR HOUSE MUST BE MADE IN PERSON AND NOT BY POST.**

**Information on fees and the supporting documents to be submitted with each application is available on the Board's webpages at [www.westlothian.gov.uk](http://www.westlothian.gov.uk) and search for personal licence.**