

**The Licensing (Scotland) Act 2005
The Personal Licence (Scotland)
Regulations 2007
Regulation 3(1)(a) Schedule 2
Application for **PERSONAL
LICENCE/RENEWAL****

For Office Use Only	
Enclosures	
IDOX No.	
Amount Paid	
Copy to Police	
Granted/Refused	

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

Question 1 – PERSONAL DETAILS

TITLE	Mr	Mrs	Miss	Ms	Other (please state)
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1(a).	Please provide details below If relevant please enter details of any previous names or maiden names. (see note 1)							
Name								
Address								
Post Town								
Postcode								
NI Number								
Age, Date & Place of Birth	Age		Date of Birth			Place of Birth		

All correspondence will be sent to the address provided above unless an alternative correspondence address is detailed below. Agents/Solicitors should enter their details in this box.

Address and Postcode:	
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1(b).	Contact Details – TELEPHONE NUMBERS & EMAIL
Daytime	
Evening	
Mobile	
Email	

Question 2 – Licensing Qualifications

2.	Your Licensing Qualifications (see note 2)	
I hold an accredited qualification	YES	NO
If you have ticked YES please provide a copy of your qualification with your application		

Question 3 – FIRST APPLICATIONS ONLY

3. 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.		
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 been held by you been forfeited in the last 5 years?	YES	NO
Licensing Board:		
Licence Number:		
Date of ISSUE:		
Date of EXPIRY:		

Question 4 – RENEWAL ONLY

4(a)	You may only hold ONE personal licence at a time		
I confirm that I DO NOT hold any other personal licences other than the one submitted for renewal		YES	NO

4(b).	This section should be completed only if you are applying for a renewal of your existing licence.		
Licensing Board			
Licence Number			
Date of ISSUE			
Date of EXPIRY			

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.

Question 5 – 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”. (See note 4.)

Offence	Court	Date	Penalty

Question 6 - CHECKLIST

6.	I have (please tick)	
	a) Enclosed TWO photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. (See note 3)	
	b) Enclosed a copy of any licensing qualification I hold	
	c) Enclosed my current personal licence (renewal only) – If you cannot supply or have lost your current Personal Licence – the fee for a replacement Personal Licence is £25)	
	d) Made or enclosed payment of the fee for the application - £50	

SIGNATURE AND DECLARATION BY APPLICANT (see note 3)

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)]

The contents of this Application are true to the best of my knowledge and belief.

Signature (see note 5)

Date

Please note that we cannot process your application form unless all the necessary documentation has been submitted.

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

The two photographs of the applicant must – measure 46 millimetres by 35 millimetres and be on photographic paper, be taken against a light background, 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).

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.

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تایپا افراد کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

Data Protection Act 1998

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If you would like to know how Midlothian Licensing Board collects, uses and shares your personal information, please visit Midlothian Council's website www.midlothian.gov.uk/privacy to access our online Privacy Notice.