



**PERTH AND KINROSS LICENSING BOARD,  
Council Building, 2 High Street, Perth, PH1 5PH**

**APPLICATION FOR A 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.</b>	
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
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>	

Address for correspondence associated with this application (if different to the address above)

Post town

Post code

## 2. Your licensing qualification

### 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. Online only electronic certificates are not accepted.

## 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

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

**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**

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

**5. CHECKLIST**

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.

Yes

No

- Enclosed a copy of any licensing qualification I hold. Online only electronic certificates are not accepted. You must submit a scan or pdf of the Training Certificate you are sent by the training provider

- Enclosed my current personal licence (renewal only)

- Made or enclosed payment of the fee for the application
- Please state if paid by phone or BACS if fee not enclosed

<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" in the box below. 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 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.

#### HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information be shared with Police Scotland in order to determine if you are a fit and proper person to hold a licence.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

*For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.*