

Licensing (Scotland) Act 2005, Section 71 Application for Personal Licence



This is an application to apply for a Personal Licence made under section 71 of the Licensing (Scotland) Act 2005.

Before completing this form please read the 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.

SECTION 1: TYPE OF APPLICATION

Specify the type of Personal Licence you are applying for:

- Application for New Licence
- Application for Renewal of Licence

Please Tick One Box Only

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SECTION 2. PERSONAL DETAILS

Title (delete as appropriate): Mr Mrs Miss Ms Other (please state)

Surname

Forenames

Previous Names

Provide details of any previous names (e.g. Maiden Name)

Date and Place of Birth

NI Number

Address Where Ordinarily Resident

Post Town

Postcode

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

Address for Correspondence

Post Town

Postcode

Correspondence Numbers / Email Address			
Daytime Phone No.	Evening Phone No.	Mobile Phone No.	Fax No.
Email Address			

SECTION 3: LICENCE QUALIFICATION		
Please confirm that you hold a Scottish Certificate for Personal Licence Holder Qualification		
I hold an accredited SCPLH qualification (See Note 2)	<i>Please Tick One Box Only</i>	
	YES <input type="checkbox"/>	No <input type="checkbox"/>
You must provide a copy of your qualification with this application		

SECTION 4: NEW APPLICATIONS ONLY		
This section should only be completed if you are submitting a new 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	<i>Please Tick</i>	
Do you currently hold a Personal Licence?	YES <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a Personal Licence, with this or any other Licensing Board?	YES <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	YES <input type="checkbox"/>	No <input type="checkbox"/>
Licensing Board Licence Number Date of Issue Date of Expiry Any Further Details		

SECTION 5: RENEWAL APPLICATIONS 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	<i>Please Tick One Box Only</i>	
I confirm that I do not hold any other Personal Licences other than the one submitted for renewal	YES <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 6: 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. (See Note 3) If you are declaring that you have no such convictions please write "None".			
Date of Conviction or Sentence	Court	Offence	Penalty
CONTINUE ON A SEPARATE SHEET IF NECESSARY			

SECTION 7: CHECKLIST	
I confirm that I have enclosed the following:	
<ul style="list-style-type: none"> 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 4) Copy of my Scottish Certificate of Personal Licence Holder qualification My current Personal Licence (Renewal Applications Only) Payment of £50 in respect of the fee for this application 	<i>Please Tick</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SECTION 7: DECLARATION BY APPLICANT			
I confirm that (a) the content of this Application is true to the best of my knowledge and belief; and (b) the appropriate fee of £50 is enclosed.			
Only the applicant can sign this application form			
SIGNATURE		DATE	
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

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 with the day on which the application was received by the Licensing Board.

3. 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.

4. 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.

5. Data Protection:

The information contained on this form may be held on an electronic public register which may be available to members of the public on request.

Contact Us:

City of Glasgow Licensing Board
City Chambers
George Square
Glasgow G2 1DU

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Email: LicensingBoard@glasgow.gov.uk

FOR OFFICE USE ONLY		
<i>Received & Receipt No.</i>	<i>System Updated</i>	<i>Licence Issued</i>