

Licensing (Scotland) Act 2005 Application for Replacement Licence



This application should only be completed by the Licence Holder of the appropriate Premises Licence/Personal Licence or their Agent.

Please complete all relevant sections of the application form.

SECTION 1: LICENCE TYPE (See note 1)

This application is for replacement-
(Tick all relevant boxes)

- Personal Licence (Complete Section 2)
- Premises Licence(s) (Complete Section 3)

SECTION 2: REPLACEMENT PERSONAL LICENCE

2(a) Personal Licence Number

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2(b) Name and Home Address

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Post Code		Phone No.	
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2(c) Reason Replacement Required

A replacement Personal Licence is required due to the fact that the original has been-

- Lost Stolen
- Damaged Destroyed
- Other (provide details)

.....

If lost or stolen has the matter been reported to the relevant Police Force?

- YES NO (See Note 2)

The fee for replacement Personal Licence is **£20**

SECTION 3: REPLACEMENT PREMISES LICENCE

If applying to replace more than one Premises Licence this section should be duplicated for each replacement licence required.

3(a) Premises Licence Number

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3(b) Name and Address of Premises

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Post Code		Phone No.	
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3(c) Full Name and Address of Current Licence Holder

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Post Code		Phone No.	
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3(d) Reason Replacement Required

A replacement Premises Licence or Summary Premises Licence is required due to the fact that the original has been-

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Lost | <input type="checkbox"/> Stolen |
| <input type="checkbox"/> Damaged | <input type="checkbox"/> Destroyed |
| <input type="checkbox"/> Other (provide details) | |

.....

If lost or stolen has the matter been reported to the relevant Police Force?

- | | |
|------------------------------|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO (See Note 3) |
|------------------------------|---|

3(e) Documents Required (See note 3)

The following documents require replacements-
(Tick all relevant boxes)

- | | |
|--|---|
| <input type="checkbox"/> Premises Licence
(This includes the Operating Plan
and layout Plan) | <input type="checkbox"/> Summary Premises Licence |
|--|---|

The fee for a replacement Premises Licence is **£40**

The fee for a replacement Summary Premises Licence is **£20**

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee of £ is enclosed.

Signature

..... * (See note 4 below)

Date

.....

Capacity: APPLICANT / AGENT (delete as appropriate)

**If agent, please provide name, address,
phone number and (if applicable) email address**

.....

.....

Note 1:

Application for replacement Personal Licence must be made to the Licensing Board which **issued** the Personal Licence.

Note 2:

Section 53(2)(b) of the Licensing (Scotland) Act 2005 requires that in the event of loss or theft of a Premises Licence or Summary Premises Licence the matter must be referred to the relevant Police Force.

Note 3:

Section 26(2)(e) of the Licensing (Scotland) Act 2005 defines that a Premises Licence includes the Operating Plan and Layout Plan. In addition Section 26 of the Act also defines the Summary Premises Licences as a separate document.

If a replacement summary or licence is not requested, the Board will interpret this as confirmation that the original is in the possession of the applicant.

Note 4:

Data Protection Act 1998

The information on this form may be used to update the appropriate Personal Licence or Premises Licence. Accordingly, 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:

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