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| SACLicensing Board Black | Remit Code | J304 |
| Ref No. |  |
| Previous number  (if appropriate) |  |
| Date Received |  |
| Fee Paid |  |
| Receipt No. |  |

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| **How your personal information will be used**  It’s up to us to keep your information safe. We will only collect the minimum amount of personal information we need to process your licensing application.  We will only share your information with Police Scotland to ensure your fitness to hold a licence.  We also have a duty to manage public funds, prevent and detect fraud so we may share the information you have provided with relevant bodies as is permitted by law. To see the full privacy notice please visit our public website <https://www.south-ayrshire.gov.uk/privacy-notices/> |

**APPLICATION FOR A PERSONAL LICENCE**

**FIRST APPLICATION 🞏**

**RENEWAL APPLICATION 🞏**

**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.**

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| **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.** | | | | | | |
| **TITLE:** (please tick) | | **Mr** | **Mrs** | | **Miss** | **Ms** | **Other (please state)** |
| **SURNAME:** (including maiden name(s) if appropriate) | |  | | | | | |
| **FORENAMES:** | |  | | | | | |
| **DATE OF BIRTH:** | |  | | | | | |
| **PLACE OF BIRTH:** | |  | | | | | |
| **NATIONAL INSURANCE NUMBER:** | |  | | | | | |
| **ADDRESS WHERE ORDINARLY RESIDENT: (We will use this address to correspond with you unless you complete the separate correspondence box below)** | | | | | | | |
| **Address:** | |  | | | | | |
| **Post Town:** | | | | **Post Code:** | | | |
| **CONTACT INFORMATION:** | | | | | | | |
| **Telephone (Daytime):** | |  | | | | | |
| **Telephone (Evening):** | |  | | | | | |
| **Telephone (Mobile):** | |  | | | | | |
| **Email:** | |  | | | | | |

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| **Address:** *(for correspondence associated with this application if different from the address above)* | |  | | | |
| **Post Town:** | | | **Post Code:** | | |
| **2.** | **YOUR LICENSING QUALIFICATION (Read Note 2)** | | | | |
| **I hold an accredited qualification:** *(please tick)*  **Qualifications must have been gained after 1 August 2013 and show the qualification SCPLH Level 6. Certificates issued before that date will not be accepted.** | | | | **YES** | **NO** |
| If you have ticked yes please provide **your original qualification** (which will be copied and returned to you) with your application. | | | | | |

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| **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 questions please provide details below. (NOTE: You may only hold one personal licence at a time)** | | | |
| **Do you currently hold a personal licence?:** *(please tick)* | | | **YES** | **NO** |
| **Do you current have any outstanding applications for a personal licence with this, or any other, Licensing Board?:** (*please tick)* | | | **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:** | |  | | |

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| **4.** | **RENEWAL ONLY**  **This section should be completed if you are applying for a renewal of your existing licence.** | |
| Your personal licence must accompany your application for 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 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: | | |

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| **OTHER PERSONAL LICENCE:**  **(Note: You may only hold one personal licence at a time)** | | |
| **I confirm that I do not hold any other personal licence other than the one submitted for renewal (please tick appropriate answer)** | **YES** | **NO** |

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| **5.** | **APPLICATION CHECK-LIST** | |
| **Prior to submitting your application please confirm check you have:** | | **Please tick YES** |
| * **Enclosed two passport size 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 the original licensing qualification I hold** | |  |
| * **Enclosed my current personal licence (renewal only)** | |  |
| * **Made or enclosed payment of the fee for the application** | |  |

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| **6.** | **PREVIOUS CONVICTIONS** | | | |
| **You must provide below details 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 YOU HAVE NO SUCH CONVICTIONS PLEASE WRITE “NONE” BELOW** | | | | |
| **Offence** | | **Court** | **Date** | **Penalty** |
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| **7.** | **DECLARATION** | |
| **The contents of this application are true to the best of my knowledge and belief:** | | |
| **Signature:**  **(Read Note 5)** | |  |
| **Date:** | |  |

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| This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.south-ayrshire.gov.uk/council-and-government/fraud-initiative.aspx> or contact Data Protection Officer, South Ayrshire Council, County Buildings, Wellington Square, Ayr, KA7 1DR. Email: [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk) |

**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 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 issued after 1 August 2016, 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. South Ayrshire Licensing Board policy states that the original qualification certificate must be exhibited with your application form.

**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.

**5. Data Protection Act 1988**

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

**6. Cost**

The cost of a Personal licence is £50. Please make cheques payable to South Ayrshire Council.

**7. Application**

Please submitting your application by post, to the following address:

**South Ayrshire Council,**

**Licensing Services, County Buildings,**

**Wellington Square, AYR, KA7 1DR**

**If you have any enquiries relating to your application please call the Licensing team on 01292 617682 or Email:** [Licensing@south-ayrshire.gov.uk](mailto:Licensing@south-ayrshire.gov.uk)

**Cheques should be made payable to “South Ayrshire Council”**

**If you cannot pay by cheque please indicate a telephone number and we will call you and take payment over the phone using either a credit or debit card.**

**Application Fee £50**

**Extract from The Personal Licence (Scotland) Regulations 2007 (SSI 2007/77)**

Application for a personal licence

1. — A personal licence application or a personal licence renewal application is to be—
   * 1. in the form set out in Schedule 2; and
     2. accompanied by—
        1. evidence that the applicant possesses a licensing qualification; and

(ii) two photographs of the applicant which comply with paragraph (2) and one of which has a statement on it in accordance with paragraph (3).

* 1. The two photographs of the applicant must—
     1. measure 45 millimetres by 35 millimetres;
     2. be on photographic paper;
     3. be taken against a light background; and
     4. 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).
  2. One photograph of the applicant must have on the back of it a statement by a person appearing to the Licensing Board to be a person of standing in the community, with 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.

1. A personal licence application or a personal licence renewal application must be made in writing or, if the Licensing Board to which the application is made so agrees, by electronic transmission.