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| **North Ayrshire Licensing Board**  **Licensing (Scotland) Act 2005**  **Personal Licence Application**  Please select type of application: |
| APPLICATION FOR A PERSONAL LICENCE  APPLICATION FOR RENEWAL OF PERSONAL LICENCE |
| 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.  If the boxes are not big enough for your reply, please add a separate note at the end of the form, detailing which question your reply relates to. You should start each page with your name and the type of Licence applied for, and you should sign each extra page.   |  |  |  |  | | --- | --- | --- | --- | | **1. Your personal details.** If relevant please enter details of any **PREVIOUS NAMES** or **MAIDEN** name. Please continue on a separate sheet if necessary. Read note 1 | | | | | **TITLE** (**delete as appropriate**): Mr / Mrs / Miss / Ms / Other (**please state**) | | | | | Surname  Forenames  Date of Birth  Place of Birth  NI Number |  | | | | **ADDRESS WHERE YOU ARE ORDINARILY RESIDENT** (We will use this address to correspond with you unless you complete the separate correspondence box below) | | | | |  | | | | | Post town | | Post code | | | **TELEPHONE NUMBERS AND EMAIL** | | | | | Day time  Mobile  Email |  | | | | Address for correspondence associated with this application (if different to the address above) | | | | | Post town | | | Post code | |

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| **2. Your licensing qualification** | | |
| Read note 2 **Please tick** | | |
| I hold an accredited qualification | Yes | No |
| **If you have ticked yes please provide the original qualification 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 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| Has any Personal Licence held by you been revoked in the last 5 years?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 only if you are applying for a renewal of your existing licence | | | |
| Details of current Personal Licence | | | |
| Licensing Board  Licence number  Date of issue  Date of expiry  Any further details |  | | |
| 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 |

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| **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”**. Read note 4 |

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| 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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| 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)** |  |
| * Enclosed the original licensing qualification I hold (for new application) or a copy of qualification (for renewal application) |  |
| * Made or enclosed payment of the fee for the application (**Read Note 7**) |  |

**Completed application forms and enquiries to:**

North Ayrshire Council, Licensing Office, 1st Floor, Cunninghame House, Irvine, KA12 8EE

**Telephone:** 01294 324305 **Email:** licensing@north-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 and the Licensing Qualification (Scotland) Regulations 2007/98, as amended by SSI 2007/313. The Personal Licence (Training) (Scotland) Regulations 2013/261 are relevant in relation to refresher training requirements. 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.

A qualification obtained or Personal Licence issued in a part of the U.K. outside Scotland is not valid in Scotland. If you hold a Personal Licence from outside Scotland, you do not have to surrender it before you get a Scottish Licence.

3. Photographs

The photographs should be 45mm x 35mm (Passport style), and should show you without sunglasses or head covering (unless a head covering is worn for 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. That person must be a ‘person of standing in the community’. Examples would be Councillors, J.P.s, doctors, lawyers. The endorsement should state what that person is.

4. Convictions

(a) The terms ‘Relevant Offence’ and Foreign Offence’ are defined by section 129, and the relevant Offences are listed in the Licensing (Relevant Offences) (Scotland) Regulations 2007 No.513. The list includes Assault, Theft, Breach of the Peace, and many offences under the Road Traffic Act and other statutes. Convictions outside Scotland for offences which are similar to ‘Relevant Offences’ are ‘Foreign Offences’ and this means that convictions in the rest of the United Kingdom, or abroad, might be required. If you are in doubt as to whether or not a conviction should be included, do so. The Application will be copied to the Police and checked against their records.

(b) Under the heading ‘Offence’, if the conviction is under a statutory provision, add an explanation of the offence; for example, ‘Road Traffic Act 1988, section 178 (taking a motor vehicle without authority)’.

(c) 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 2018

The information on this form may be held on a public register, which may be available to members of the public.

6. Audit Scotland

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 www.north-ayrshire.gov.uk/council/data-protection-and-foi/national-fraud-initiative.aspx or contact Senior Manager, Legal Services, Cunninghame House, Irvine KA12 8EE, Tel No. 01294-324305.

7. Fee

**The fee is £50.00** (The Licensing (Fees) (Scotland) Regulations 2007/553, Reg.17).

8. Duration of Licence

A Personal Licence lasts for 10 years unless revoked earlier by the Licensing Board (Section 77).