

## Personal Licence

### Why do I need a personal licence?

You need a personal licence under the Licensing (Scotland) Act 2005 if you wish to be the designated Premises Manager of a licensed premises or if you are training staff to work in a licensed premises.

### Who can apply for a personal licence?

Any persons at least 18 years old.

### What documents do I need to apply for a personal licence?

The application must be accompanied by two passport photographs one which must be signed by a person of good standing in the community together with a copy of your Personal Licenceholder Certificate issued by a relevant training provider (ie BIIB, City & Guilds, EDI, Servewise etc). The Personal Licenceholder Certificate cannot be older than 5 years from the date of issue, if it is, a certified refresher course is required to be carried out.

### How do I apply for a personal licence?

You can apply in person at the Customer Service Centre or post your application to us at the address below, with the appropriate fee and documents enclosed. You must answer every question on the form. If a question is irrelevant, mark it as 'not applicable'

### Application Fees

Payment is due at the time of lodging. For application fees please refer to the liquor licensing application fees on our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

### Processing the Application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Strathclyde Police who have 21 days to respond. They will carry out their own investigations and report back to the Licensing Board.

If an objection or representation is received in relation to your application the Licensing Board must give notice of the objection or representation to the applicant and thereafter will be considered at a meeting of the Licensing Board. You will be formally cited to attend the meeting and a copy of the letter of objection or representation will be sent out to you with the citation letter.

### Right of Appeal

If your application is refused you are entitled to ask the Licensing Board within 14 days to give reasons for such refusal, and you are entitled to appeal to the Sheriff Court within 21 days of the date of the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Licensing Board to give reasons for such grant and is also entitled to appeal to the Sheriff Court.

You may wish to seek independent legal advice in relation to any appeal.

## Duration of Licence

The Personal Licence lasts for ten years.

## Issue of Licence

Once you are in receipt of your licence you must ensure that it is not altered, erased or defaced in any way. It should be kept clean and legible and must not be lent to or used by any other person. Should the licence be lost or become defaced or illegible you must obtain a replacement from Renfrewshire Licensing Board on payment of the appropriate fee.

## Any Further Questions

Should you have a query that is not covered in these guidance notes please feel free to contact the licensing section for further information.

### Contact Details

**Phone:** 0141 842 4499

**Fax:** 0141 840 3566

**Email:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

**Website:** [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

### Customer Service Opening Hours

Monday - Friday 8.00am - 6.00pm

### Or write to:

Renfrewshire Licensing Board

Licensing Section

Renfrewshire House

Cotton Street

Paisley

PA1 1TT



# Renfrewshire Licensing Board

## Application for a Personal Licence FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)

Please return completed form to:- Renfrewshire Licensing Board, Licensing Section, Renfrewshire House, Cotton Street, Paisley PA1 1TT

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	
NI Number	
<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>Postcode</b>
<b>Telephone Numbers</b>	
Daytime	
Evening	
Mobile	
<b>Fax Number</b>	
<b>Email address (if you would prefer us to correspond with you by email)</b>	
<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post town</b>	<b>Postcode</b>

<b>2. Your licensing qualification</b>		
<b>(Read note 2.)</b>	<b>Please tick</b>	
I hold an accredited qualification	<b>Yes</b>	<b>No</b>
If you have ticked yes please provide a copy of your qualification with your application.		

<b>3. First Application Only</b>		
<b>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.</b>		
<b>Note: You may only hold one personal licence at a time</b>	<b>Please tick</b>	
Do you currently hold a personal licence?	<b>Yes</b>	<b>No</b>
Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	<b>Yes</b>	<b>No</b>
Has any personal licence held by you been forfeited in the last 5 years?	<b>Yes</b>	<b>No</b>
<b>Licensing Board</b>		
<b>Licence number</b>		
<b>Date of issue</b>		
<b>Date of expiry</b>		
<b>Any further details</b>		

<b>4. Renewal Only</b>	
<b>This section should be completed only if you are applying for a renewal of your existing licence</b>	
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	
<b>Details of current personal licence</b>	
<b>Licensing Board</b>	
<b>Licence number</b>	
<b>Date of issue</b>	
<b>Date of expiry</b>	
<b>Any further details</b>	
<b>If you cannot provide your personal licence, provide a statement explaining why</b>	

<b>Other personal licence</b>		
<b>Note: You may only hold one personal licence at a time</b>		<b>Please tick</b>
I confirm that I do not hold any other personal licences other than the one submitted for renewal	<b>Yes</b>	<b>No</b>

<b>5. Checklist</b>	
<b>I have</b>	<b>Please tick</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed a copy of any licensing qualification I hold</li> </ul>	
<ul style="list-style-type: none"> <li>Enclosed my current personal licence (renewal only)</li> </ul>	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	

<b>6. Previous Convictions</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". (Read note 4.)

Offence	Court	Date	Penalty

<b>7. Declaration</b>			
<b>The contents of this application are true to the best of my knowledge and belief</b>			
<b>Signature</b> (Read note 5.)		<b>Date</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 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. Photographs

The two photographs of the applicant must:-

- a) Measure 45mm by 35mm
- b) Be on photographic paper
- c) Be taken against a light background; and
- d) Show the full face of the applicant, without wearing sunglasses or any head covering (unless the applicant wears such a covering on account of a 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.

### 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.