

**The fee for a Personal Licence is £50 and cheques should be made payable to Angus Council**

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

**Application for a personal licence**

1. (1) A personal licence application or a personal licence renewal application is to be—
    - (a) in the form set out in Schedule 2; and
    - (b) accompanied by—
      - (i) 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).
  - (2) The two photographs of the applicant must—
    - (c) measure 45 millimetres by 35 millimetres;
    - (d) be on photographic paper;
    - (e) be taken against a light background; and
    - (f) 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).
  - (3) 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, the photograph must be dated and have the wording “I certify that this is a true likeness of (*name of applicant*)”, followed by the full name of the person endorsing the photograph.
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2. 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.

# ANGUS LICENSING BOARD

## Application for a personal licence

FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)

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.

Completed applications should be sent to Angus House, Orchardbank Business Park, Forfar, DD8 1AN

<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>Post code</b>	
<b>TELEPHONE NUMBERS</b>		
Daytime		
Evening		
Mobile		
<b>FAX NUMBER</b>		
<b>Personal e-mail address (mandatory)</b>		
<b>Address for correspondence associated with this application (if different to the address above)</b>		
<b>Post town</b>	<b>Post code</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.		

**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  
tick

Please

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 forfeited in the last 5 years?	Yes	No

Licensing Board	
Licence number	
Date of issue	
Date of expiry	
Any further details	

**4. RENEWAL 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. Please be advised that a replacement licence which incurs a fee of £32 will be required before we are able to process this application

**Other personal licence**

Note: You may only hold one personal licence at a time  
tick

Please

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. CHECKLIST		
I have	Please tick yes/no	
• Enclosed a copy of any licensing qualification I hold		
• Enclosed my current personal licence (renewal only)		
• Made or enclosed payment of the fee for the application		

6. Previous Convictions			
<p>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</p>			
Offence	Court	Date	Penalty

**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)

7. Declaration			
The contents of this application are true to the best of my knowledge and belief			
<b>SIGNATURE</b> – read note 5		<b>DATE</b>	

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by The Angus Licensing Board (the “data controller”) in compliance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in order to process your Licensing Application.

For the purpose of dealing with your Application (in order to process your application), we will share your information in accordance with the Licensing (Scotland) Act 2005 and other applicable licensing legislation with internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public safety, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the Angus Licensing Board’s Full Privacy Statement which is accessible on the council’s website at:

[https://www.angus.gov.uk/council\\_and\\_democracy/council\\_information/information\\_governance/council\\_and\\_services\\_privacy/angus](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy/angus)

I understand that Angus Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk).

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

## 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

One of the photographs submitted with your application should be endorsed on the back. The photograph must be dated and 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 2018

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