



The Moray Licensing Board
Council Offices, High Street, Elgin, IV30 1BX
Licensing (Scotland) Act 2005

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.

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 (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
Date and Place of Birth	
NI Number	
ADDRESS WHERE 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	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-mail address (if you would prefer us to correspond with you by e-mail)	

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code

2. Your licensing qualification		
Read note 2	Please tick	
I hold an accredited qualification	Yes	No
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 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 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		
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

5. CHECKLIST	
I have	Please tick yes
• Enclosed one photograph of myself, which is endorsed as a true likeness of me by a person of standing in the community. Read note 3.	
• 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
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

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

PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(Criminal Law (Consolidation) (Scotland) Act 1995 S.44(2)(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>)

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.

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. Photograph

The application must be accompanied by one passport-style photograph of the applicant which must measure 45 millimetres by 35 millimetres, be on photographic paper, be taken against a light background and 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).

The photograph 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 2018

The information on this form may be held on an electronic public register which may be available to members of the public on request, for details search the Moray Council website for Licensing Privacy Statement.

LICENSING (SCOTLAND) ACT 2005

FORM FOR ATTACHMENT AND ENDORSMENT OF PHOTOGRAPHS FOR APPLICATION FOR GRANT OR RENEWAL OF PERSONAL LICENCE

What do I do with Photo?

Please **staple** the photograph in the space below **after** it has been endorsed with a statement verifying the likeness of the photograph to the applicant. Please then ask the person endorsing the photograph to complete the details below.

Who Can Sign My Photo?

Please see the list overleaf for examples of suitable counter signatories.

What Size Should the Photo Be?

Regulations specify 45mm by 35mm which should fit into the spaces below. Standard passport photos are suitable.

What Will Happen to My Photo?

For Data Protection purposes you are advised that: Your photograph will be scanned onto our computer system for storage and use along with your application. The scanned image will be printed on to your personal licence, photo card ID and returned to you; The paper application will be securely destroyed 6 months after receipt.

NB. You should notify us if your appearance significantly changes.



Name of the applicant in the above photograph	
Address of applicant in the above photograph	
Name of the person who has endorsed the back of the photograph	
Address of the person who has endorsed the back of the photograph	
Status/Qualifications of the person who has endorsed the back of the photograph	

Below is a list (taken directly from the Passport Office's website) of persons who are deemed to be suitable to countersign a passport application. It follows that such persons would also be suitable to countersign a photograph for a licence application. In the event that a photograph is signed by someone who does not fall into one of the categories on this list then he/she should clearly indicate their status in the community and any qualifications held.

Accountant	Legal secretary (members and fellows of the Institute of legal secretaries)
Airline Pilots	Local government officer
Articled clerk of a limited company	Manager/Personnel officer (of limited company)
Assurance agent of recognised company	Member of Parliament
Bank/building society official	Merchant Navy officer
Barrister	Minister of a recognised religion
British Computer Society (BCS) - Professional grades which are Associate (AMBCS), Member (MBCS), Fellow (FBCS) (PN 25/2003)	Nurse (RGN and RMN)
Broker	Officer of the armed services (active or retired)
Chairman/director of limited company	Optician
Chemist	Person with honours (e.g. OBE MBE etc.)
Chiropodist	Personal Licensee Holders
Christian Science practitioner	Photographer (professional)
Commissioner of oaths	Police officer
Councillor: local or county	Post Office official
Civil servant (permanent)	President/Secretary of a recognised organisation
Dentist	Salvation Army officer
Designated Premises Supervisors (Licensing Act 2003)	Social worker
Director/Manager of a VAT registered Charity	Solicitor
Director/Manager/Personnel Officer of a VAT registered Company	Surveyor
Engineer (with professional qualifications)	Teacher, lecturer
Fire service official	Trade union officer
Funeral director	Travel agency (qualified)
Insurance agent (full time) of a recognised company	Valuers and auctioneers (fellow and associate members of the incorporated society)
Journalist	Warrant officers and Chief Petty Officers
Justice of the Peace	