

# Licensing Board



**Clackmannanshire Council**

www.clacksweb.org.uk

## PERSONAL LICENCE

### First Application or 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.

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.			
Full Name	Title	Surname	First Name
	MR	MCARA	SHAUN
National Insurance Number			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Home Address (Including Postcode)			
Telephone Number	Daytime		
	Evening		
Fax Number	-		
Email Address			
Address for Correspondence if different from above			

PAID

22 FEB 2024

<b>2. YOUR LICENSING QUALIFICATION</b>		
Read Note 2.		
I hold an accredited qualification	<input checked="" type="radio"/> YES	<input type="radio"/> NO
<b>IF YOU HAVE TICKED YES PLEASE PROVIDE A COPY OF YOUR QUALIFICATION WITH YOUR APPLICATION</b>		
<b>3. FIRST APPLICATIONS ONLY</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>Note: YOU MAY ONLY HOLD ONE PERSONAL LICENCE AT A TIME</b>		
Do you currently hold a personal licence?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Do you currently have any outstanding applications for a personal licence with this or any other Licensing Board	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Has any personal licence held by you been forfeited in the last 5 years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Licensing Board		
Licence Number		
Date of Expiry		
Date of Issue		
Any Further Details		
<b>4. RENEWAL ONLY</b>		
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		
<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>		
If you cannot provide your personal licence, provide a statement explaining why		



<b>OTHER PERSONAL LICENCE</b>					
Note: You may only hold one personal licence at a time					
I confirm that I do not hold any personal licences other than the one submitted for renewal			<table border="1"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				
<b>5. CHECKLIST</b>					
I have			Please Tick Yes		
<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.					
<b>OFFENCE</b>	<b>COURT</b>	<b>DATE</b>	<b>PENALTY</b>		
<b>7. DECLARATION</b>					
The contents of this application are true to the best of my knowledge and belief					
<b>SIGNATURE</b> (read note 5)		<b>DATE</b>	19/2/24		

**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))

**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>

Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the protection and detection of fraud. For more details, please contact the Senior Auditor, on telephone number 01259 45000

## 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 issues 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 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. 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 1998

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