**APPLICATIONS FOR A FIRST / RENEWAL PERSONAL LICENCE**

**Please note that applications will NOT be processed until payment has been made and all relevant documentation has been received.**

**Any application is to be accompanied by the following:**

(1) **Evidence that the applicant possesses a licensing qualification:**

For a **First Application**, please enclose:

**The qualification, first introduced as of 1 December 2020, and known as**

**The Scottish Certificate for Personal Licence Holders at SCQF Level 6**

For a **Renewal Application**, please enclose:

**An updated Scottish Certificate for Personal Licence Holders (Refresher) at SCQF Level 6 along with your current Personal Licence**

(2) **Two photographs of the applicant:**

(a)The two photographs of the applicant 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).

(b) 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, with 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.

(3) **Photographic evidence by means of either:**

* Passport
* Photographic Driving Licence
* Cards bearing the PASS hologram

**Photocopies of any of the above would be sufficient.**

(4) **Application Fee of** **£50.00** -

This payment can be made by Cheque made payable to Fife Council or

Online at [www.fife.gov.uk](http://www.fife.gov.uk); click **Make a payment** then click on the **Licences and permits** button. On this page, you’ll see a link to **Pay for a Licence Online**. Click on it, select Personal Licence from the drop-down list, complete the reference as either FIRST (then your Surname) or RENEWAL (then your surname), and add in the amount payable then select pay.

**If paying online, please enclose proof of any payment by way of a receipt number and date paid with your Application Form.**

**APPLICATIONS SHOULD BE RETURNED TO:**

**THE CLERK TO THE LICENSING BOARD,**

**FIFE HOUSE, NORTH STREET, GLENROTHES, FIFE, KY7 5LT**

**Tel No: 03451 55 11 77**

**Email:** **Liquor.Admin@fife.gov.uk**

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| **FIFE LICENSING BOARD** |
| **Application for a 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. Use additional sheets, if necessary. You may wish to keep a copy of the completed form for your records.****Please tick the type of Personal Licence you are applying for:****FIRST APPLICATION** **[ ]** **RENEWAL APPLICATION** **[ ]**

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| **Section 1. Personal Details - Read Note 1** |
| **Title** (delete as appropriate): Mr Mrs Miss Ms Other (please state) |
| **Surname** |  |
| **Forenames** |  |
| **Previous Names** | *Provide details of any previous names (e.g. Maiden Name)* |
| **Date of Birth** |  |
| **Place of Birth** |  |
| **NI Number** |  |
| **Address Where Ordinarily Resident** |
|  |
| **Post Town** | **Postcode** |
| **All correspondence will be sent to the address provided above unless an alternative correspondence address is detailed in the box below.**  |
| **Address for Correspondence** |
|  |
| **Post Town** | **Postcode** |
| **Telephone Numbers / Email Address** |
| **Daytime Phone No.** | **Evening Phone No.** | **Mobile Phone No.** | **Fax No.** |
|  |  |  |  |
| **Email Address** |  |

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| **Section 2: Licence Qualification – Read Note 2**  |
|  | *Please Tick One Box Only* |
| I hold an accredited qualification  | YES [ ]  | No [ ]  |
| **If you have ticked Yes, please provide a copy of your qualification with your application.** |

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| **Section 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** |  |

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| **Section 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:** |  |

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| 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 One Box Only* |
| I confirm that I do not hold any other Personal Licences other than the one submitted for renewal | YES [ ]  | No [ ]  |

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| **Section 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. Read note 3** |
| **If you are declaring that you have no such convictions please write “NONE”** |
| **Offence** | **Court** | **Date** | **Penalty** |
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**Continue on a Separate Sheet if Necessary**

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| **Section 6: Checklist** |
| I confirm that 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 4)**
 | [ ]  |
| * Enclosed a copy of any licensing qualification I hold
 | [ ]  |
| * Enclosed my current Personal Licence **(Renewal Applications Only)**
 | [ ]  |
| * Made or enclosed payment of the **£50.00** fee for the application
 | [ ]  |

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| **Section 7: Declaration by Applicant** |
| I confirm that the content of this Application is true to the best of my knowledge and belief |
| **Only the applicant can sign this application form** |
| **SIGNATURE – read note 5** |  | **DATE** |  |

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**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))**

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| **For Office Use Only****Application checklist** |
| **Date Application received** |  |
| **Fee Amount** | **£50.00** |
| **Date Paid** |  |
| **Receipt number** |  |
| **Received by *(INITIALS)*** |  |

**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. 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.**

**4. 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.**

**5.** “**How we use your information**

**The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue and information will be obtained from Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue. Further information on how your information is used and why can be found here:**

[**https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence**](https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence)

**The Licensing Board’s Data Protection Officer can be contacted on:** **dataprotection@fife.gov.uk****”.**