



SCHEDULE 2

STIRLING 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.

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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a Personal Licence, with this or any other Licensing Board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

5. CHECKLIST	
I have	Please tick yes
<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
<ul style="list-style-type: none"> Enclosed a copy of any licensing qualification I hold 	<input type="checkbox"/>
<ul style="list-style-type: none"> Enclosed my current personal licence (renewal only) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the Application (Fee £50.00) 	<input type="checkbox"/>
<ul style="list-style-type: none"> All cheques should be made payable to Stirling Council 	<input type="checkbox"/>

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	

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. Applications should be completed and returned to:

Licensing
Stirling Council
Old Viewforth
Stirling
FK8 2ET

2. 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.

3. 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 application must be aged 18 or over and possess a licensing qualification, and no personal licence previously held by the application must have been revoked with the period of 5 years ending with the day on which the application was received by the Licensing Board.

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. Convictions

Section 75 of the Act places a duty on an application 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.

6. National Fraud Initiative

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Audit Scotland conducts data matching exercises to assist in the prevention and detection of fraud and other crime. This is one of the ways in which Audit Scotland meets its responsibility of promoting economy, efficiency and effectiveness in the use of public money.

Audit Scotland currently requires us to participate in a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data (which may include contact details) to the Cabinet Office, who undertake the data matching on Audit Scotland's behalf. The main match types and the organisations to which they refer are set out in the National Fraud Initiative Privacy Notice which can be found at: [National Fraud Initiative - Privacy Notice](#)

Data matching is subject to a Code of Practice. This may be found at: [Audit Scotland - Code of Data Matching Practice 2018](#)

For further information on data matching at this authority, please contact the Counter Fraud Officer, Internal Audit, Teith House, Kerse Road, Stirling, FK7 7QA , email reportfraud@stirling.gov.uk or see <https://www.stirling.gov.uk/licensing-legal/national-fraud-initiative-nfi/> .