

Licensing (Scotland) Act 2005
The Personal Licence (Scotland) Regulations 2007, Regulation 3(1)(a)
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.

To:

**The Depute Clerk
Aberdeenshire Licensing Board
Aberdeenshire Council
Legal & People
Viewmount
Arduathie Road
Stonehaven
AB39 2DQ**

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	
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

- | | |
|--|-----|
| <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. | YES |
| <ul style="list-style-type: none"> Enclosed a copy of any licensing qualification I hold | YES |
| <ul style="list-style-type: none"> Enclosed my current personal licence (renewal only) | YES |
| <ul style="list-style-type: none"> Made or enclosed payment of the fee for the application | YES |

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 and I have read and understood the terms of the attached privacy notice

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 Section 44(2)(b))

GDPR

The applicant MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

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 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 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. 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.

PRIVACY NOTICE

The Data Controller of the information being collected is the Aberdeenshire Licensing Board. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a personal licence
- The determination of your application for a personal licence
- The issue of any Personal Licence Granted
- Inclusion on the Register of Personal Licences available for public inspection
- Ensuring compliance with the terms of your Personal Licence
- The processing of any complaints made in respect of your Personal Licence
- The determination of any complaints made in respect of your Personal Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- *Police Scotland*
- *Some information will also be shared with the Public as part of the online processing of applications for Personal Licences or investigation of complaints/reviews of licences and via the Register of Personal Licences*
- *Licensing Standards Officers*
- *Scottish Government*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- (1) Where an application relating to the grant of a personal licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the **date of refusal** and thereafter will be destroyed.
- (2) In all other cases, information relating to personal licences will be retained on the Licensing Register for a period of 5 years from the date the personal licence **ceases to have effect** and thereafter will be destroyed.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.