

ABERDEEN CITY LICENSING BOARD
 Legal Services
 Governance
 Aberdeen City Council,
 Business Hub 6 L1S
 Marischal College, Broad Street
 Aberdeen, AB10 1AB
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)

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Post town:		Post code:	
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2. Your licensing qualification

Read note 2 **Please tick**

I hold an accredited qualification	Yes	No
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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
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Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	Yes	No
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Has any personal licence held by you been forfeited in the last 5 years?	Yes	No
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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			<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
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. 					
<ul style="list-style-type: none"> • Enclosed a copy of proof of age document. Read note 6. 					
<ul style="list-style-type: none"> • Enclosed a copy of any licensing qualification I hold 					
<ul style="list-style-type: none"> • Enclosed my current personal licence (renewal only) 					
<ul style="list-style-type: none"> • 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			

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.

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. Proof of Age

Applicants for a personal licence must be aged 18 or over. The Board will expect applicants to submit evidence of this along with the application. **Copies** of the following documents are acceptable:

- a) a passport;
- (b) a European Union photocard driving licence;
- (c) a Ministry of Defence Form 90 (Defence Identity Card);
- (b) a photographic identity card bearing the national Proof of Age Standards Scheme hologram;
- (c) a national identity card issued by a member State (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland; and
- (d) a Biometric Immigration Document.

How we use your information

This privacy notice relates to applications for and renewals of a personal licence under the Licensing (Scotland) Act 2005.

Aberdeen City Licensing Board collects and records the personal information you provide in this form, along with supporting documentation, in order to process your licence application.

In processing and determining your application, the Licensing Board will share the information you have provided with (1) the Chief Constable, Police Scotland and (2) the members of the Licensing Board if they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Board, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

The Licensing Board will keep a licensing register, which is available for public inspection, this will include a record of your application. The record will show

your name, and details of the final decision. It will also note the type and the terms of the licence granted and will subsequently show any endorsement, suspension, revocation, or surrender of the licence.

The Licensing Board doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

Sharing with The National Fraud Initiative in Scotland

The Licensing Board is obliged to participate in the National Fraud Initiative in Scotland and in terms of this passes information to Audit Scotland for data matching to detect fraud or possible fraud. You can find details of this exercise on [Audit Scotland's website](#).

How long we keep your information for

If your application for a personal licence is granted, the application for and related documents will be retained by the Licensing Board for a period of 5 years, from the date this licence expires.

If your application is withdrawn or refused the application form and related documents will be retained for a period of 5 years from the date of withdrawal or refusal.

If your application is considered by the Licensing Board, the Board meeting agenda, minutes and accompanying papers, including limited details of your application, are published on Aberdeen City Council's website indefinitely.

Your rights

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your data page](#) for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Wherever the Licensing Board processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Licensing Board understands our basis for processing personal data in relation to your application for a licence is Article 6(e), Article 9(g) and Article 10 of the General Data Protection Regulation (GDPR) in that the Licensing Board is exercising its official authority and function under Sections 72 to 79 of the Licensing (Scotland) Act 2005 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.

The Licensing Board has a legal obligation under Part 2A of the Public Finance and Accountability (Scotland) Act 2000, to provide Audit Scotland with data to carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud.



ABERDEEN LICENSING BOARD

Why are we asking these questions?

The Licensing Board wishes to ensure that its services are available to everyone who lives in Aberdeen, including persons who have protected characteristics in terms of the Equality Act 2010. Relevant protected characteristics may be in relation to Age, Disability, Gender reassignment, Marriage and civil partnership, Race, Religion or belief, Sex or Sexual orientation.

This questionnaire helps us to see who is using the Board's services and where we may be required to act to ensure a wider range of people can access our services.

How will this information be used?

The information on this form will be confidential and anonymous. It will be stored and analysed separately from any other personal information you may give. Any information you provide on this form will be used by Aberdeen City Council for statistical reporting in connection with analysing service use, and will only be processed in accordance with the Data Protection Act 1998. The results will be published in such a way that individuals who have contributed to the survey cannot be identified.

The information will have no bearing whatsoever in respect of applications or other processes under the Licensing (Scotland) Act 2005 and shall be processed completely separately.

Do I have to give this information?

You do not have to fill this form in but doing so will help us monitor and improve our services.

Questionnaire

1. What is your date of birth

2. Are you male or female? Please tick.

- Male
 Female

3. What is your ethnic group?

Choose ONE section from A to F, and then tick ONE box which best describes your ethnic group or background.

A: WHITE

- Scottish
 Other British
 Irish
 Gypsy/Traveller
 Polish
 Other White ethnic group, please write in the box below

B: MIXED or MULTIPLE ETHNIC GROUPS

- Any mixed or multiple ethnic groups, please write in the box below

C: ASIAN, ASIAN SCOTTISH or ASIAN BRITISH

- Pakistani, Pakistani Scottish or Pakistani British
 Indian, Indian Scottish or Indian British
 Bangladeshi, Bangladeshi Scottish or Bangladeshi British
 Chinese, Chinese Scottish or Chinese British
 Other, please write in box below

D: AFRICAN

- African, African Scottish or African British
- Other, please write in the box below

E: CARRIBEAN OR BLACK

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please write in the box below

F: OTHER ETHNIC GROUP

- Arab, Arab Scottish or Arab British
- Other, please write in the box below

4. Do you have a physical or mental health condition or illness lasting, or expected to last, 12 months or more

- Yes
- No

5. If the answer to question 4 is yes, does this condition or illness affect you in any of the following areas? Tick all that apply

- Vision (for example blindness or partial sight)
- Hearing (for example deafness or partial hearing)
- Mobility (for example walking short distances or climbing stairs)
- Dexterity (for example listing or carrying objects, using a keyboard)
- Learning or understanding or concentrating
- Memory
- Stamina or breathing fatigue
- Socially or behaviourally (for example associated with autism, attention deficit disorder or Asperger's Syndrome)
- Other, please specify below

6. What religion, religious denomination or body do you belong to?

- None
- Church of Scotland
- Roman Catholic
- Other Christian
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Pagan
- Another religion, please write in the box below

7. Which of the following best describes how you think of yourself?

- Heterosexual/straight
- Gay/Lesbian
- Bisexual
- Transgender
- Other

Completed forms can be returned anonymously along with application forms (in a separate envelope if you wish) or separately to the address or email address below.

Aberdeen Licensing Board
Equalities and Human Rights
Corporate Governance
Aberdeen City Council
Business Hub 6
L1S Marischal College
Aberdeen
AB10 1AB

Email:
licensing@aberdeencity.gov.uk