



SCHEDULE 2

APPLICATION FOR A PERSONAL LICENCE

FIRST APPLICATION / RENEWAL APPLICATION (delete as appropriate)

Before completing this form please read the guidance notes.

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 _____

National Insurance No. _____

Address where ordinarily resident to be used for correspondence purposes

Post town _____ Post code _____

1. PERSONAL DETAILS (cont)

Telephone Numbers

Daytime Tel. _____ Evening Tel. _____

Mobile No. _____

Fax No. _____ Email _____

Address for correspondence associated with this application
(if different to the address above)

Post town _____ Post code _____

2. YOUR LICENSING QUALIFICATION (Read note 2)

I hold an accredited qualification (please tick) 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.**

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

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 if yes)

- 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

- Enclosed a copy of any licensing qualification I hold YES

- Enclosed my current personal licence (renewal only) YES

- 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

NAME	DATE	COURT	OFFENCE	SENTENCE

7. Declaration

The contents of this application are true to the best of my knowledge and belief

Signature (read Note 5) _____

Applicant / Agent (Delete as appropriate)

Date _____

I understand that East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. East Lothian Council may also share this information with other bodies responsible for auditing or administering public funds for these purposes.