



76962

EL 2475

PC/USD 29/4

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 Rigby _____

Forenames Jack Maxwell _____

Date and place of birth [redacted] _____

National Insurance No. [redacted] _____

Address where ordinarily resident to be used for correspondence purposes

[redacted] _____

Post town [redacted] Post code [redacted] _____

www.eastlothian.gov.uk

East Lothian Council Licensing

28 APR 2026

Received

1. PERSONAL DETAILS (cont)

Telephone Numbers

Daytime Tel. _____ Evening Tel. _____

Mobile No. [REDACTED] _____

Fax No. _____ Email [REDACTED] _____

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

Licensing Training

21a Rutland Square

Post town Edinburgh Post code EH1 2BB

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

14. 4. 26

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.



I CERTIFY THIS IS A
TRUE LIKENESS OF
JACK RIGBY

JILL DUNN
LICENSING TRAINING
14.04.2026

Highfield Qualifications

Certifies that

Jack M Rigby

has successfully passed an assessment in

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

Qualification number R654 04

Date of award 23 April 2026

Certificate number PLH8829625

LICENSING TRAINING SERVICES LTD

Course Director

Training Organisation



Jason Sprenger - Chief Executive
Highfield Qualifications



This qualification has been SCQF credit rated by Qualifications Scotland Accreditation.

06/05/2026

Your Ref: EL2475

Our Ref: 1011224

The Clerk of the Licensing
Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Gregg Banks
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PERSONAL LICENCE
JACK MAXWELL RIGBY, [REDACTED]**

I refer to the above application and in terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005, I have to advise you that, based upon the information provided to Police Scotland, the applicant has been convicted of the following relevant offence.

Date	Court	Crime/Offence	Disposal
[REDACTED]			

The details of this offence are as follows:

- [REDACTED]
- [REDACTED]

OFFICIAL



The applicant disclosed this conviction on his application form. Other than this conviction, the applicant has had no other dealings with police.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

Yours faithfully



Gregg Banks
Divisional Commander

For enquiries, please contact the Licensing Department on 0300 424 0033

Herkes, Gillian

From: Licensing Standards Officer
Sent: 29 April 2026 15:15
To: Licensing
Subject: RE: EL2475

Hi,

No LSO comment. I note the conviction however police discretion as to report on application

Thanks,

Karen

Karen Harling
Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships

Email: LSO@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Tel: 01620 827827 (switch board)

I am working in an agile way – the best way to contact me is by email

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 29 April 2026 10:59
To: Lothian Scot Borders Licensing East Mid Lothian
<lothianscotborderlicensingeastmid@scotland.police.uk>; Licensing Standards Officer
<lso@eastlothian.gov.uk>
Subject: EL2475

Hi

Personal licence application for Jack Rigby EL2475 for report.

Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council