

EL2463

44799



Pdca/L50  
25/3/26

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 Gargaro \_\_\_\_\_

Forenames Richard \_\_\_\_\_

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] \_\_\_\_\_

**1. PERSONAL DETAILS (cont)**

Telephone Numbers

Daytime Tel. \_\_\_\_\_ Evening Tel. [REDACTED]

Mobile No. [REDACTED]

Fax No. \_\_\_\_\_ Email book@thebistrobar.com

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
NONE				

**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 11<sup>th</sup> MARCH 2020

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  
RICHARD GARGARO

JILL DUNN  
LICENSING TRAINING  
11.03.2026

**Highfield Qualifications**

Certifies that

*Richard Gargaro*

has successfully passed an assessment in

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

Qualification number R654 04

Date of award 24 March 2026

Certificate number PLH8829607

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.

13/05/2026

Your Ref: EL2463

Our Ref: 1002368

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  
RICHARD GARGARO, [REDACTED]**


[REDACTED],  
[REDACTED]

I refer to the above application.

In terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005 (the 2005 Act) I give notice that, based upon the information provided and as far as the Chief Constable is aware, the applicant has a pending case for the following offences

Date	Court	Crime/Offence	Disposal
[REDACTED]			

**OFFICIAL**

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

In terms of Section 73(5) of the 2005 Act the Chief Constable provides the following information in relation to the applicant which is relevant to the Board's consideration of the application:-

Police are of the opinion that this licence should not be granted in light of this pending case, and would recommend any decision in respect of this application be continued until the criminal case has run its course.

The Chief Constable accordingly makes a recommendation to that effect in terms of section 73(4) of the 2005 Act.

Yours faithfully



Gregg Banks  
Divisional Commander

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

## Herkes, Gillian

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**From:** Licensing Standards Officer  
**Sent:** 01 April 2026 13:02  
**To:** Licensing  
**Subject:** RE: EL2463 Personal Licence Application Richard Gargaro

Hi,

No LSO comment.

Thanks,

Karen

### **Licensing Standards Officer**

Trading Standards  
Protective Services  
Communities & Partnerships

Email: [LSO@eastlothian.gov.uk](mailto:LSO@eastlothian.gov.uk)  
Website: [www.eastlothian.gov.uk](http://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.*

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**From:** Licensing <[licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)>  
**Sent:** 25 March 2026 11:47  
**To:** Lothian and Borders Police ([lothianscotborderslicensingeastmid@scotland.pnn.police.uk](mailto:lothianscotborderslicensingeastmid@scotland.pnn.police.uk))  
<[lothianscotborderslicensingeastmid@scotland.pnn.police.uk](mailto:lothianscotborderslicensingeastmid@scotland.pnn.police.uk)>; Licensing Standards Officer  
<[lso@eastlothian.gov.uk](mailto:lso@eastlothian.gov.uk)>  
**Subject:** EL2463 Personal Licence Application Richard Gargaro

Good Morning, please find attached personal licence application for Richard Gargaro for report.

Kind Regards

Arlene

**| Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664**  
**| E. [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**