

Clerk to the Licensing Board  
 West Lothian Council  
 West Lothian Civic Centre  
 Howden South Road  
 Livingston  
 West Lothian  
 EH54 6FF

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 Legal Post: DX 552560 Livingston 7



**Completion of Refresher Training – Notice to Licensing Boards**

**Licensing (Scotland) Act, 2005, Section 87**

ALL SECTIONS OF THE NOTICE MUST BE COMPLETED AND RETURNED TO THE ADDRESS ABOVE. THERE IS NO FEE FOR THIS NOTIFICATION. THE NOTICE SHOULD BE ACCOMPANIED BY THE PRINCIPAL PERSONAL LICENCE TO WHICH THE NOTICE RELATES – COPIES CANNOT BE ACCEPTED - AND A COPY OF YOUR REFRESHER TRAINING CERTIFICATE – FAILURE TO RETURN ALL THE DOCUMENTS REQUIRED WITH THIS NOTICE, WILL RESULT IN THE NOTICE BEING RETURNED TO YOU AND NOT PROCESSED.

**QUESTION 1 – PERSONAL LICENCE HOLDER INFORMATION**

*Full Name of Personal Licence Holder (as it appears on the personal licence)*

*Licence Holders Home Address including Postcode, telephone number and e-mail address*

*Date of Birth*

*Place of Birth*

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**Question 2 – Personal Licence Information**

*Personal Licence Number (this can be found on your personal licence)*

If your original personal licence has been lost or stolen this should be reported to Police Scotland and an application for a duplicate licence must be made. This can be found on our website - <https://www.westlothian.gov.uk/article/3085/Personal-Licence>

Checklist of documents that **must** accompany application

Principal Personal Licence	
Copy of Refresher Training Certificate	

**DECLARATION BY PERSONAL LICENCE HOLDER OR AGENT ON BEHALF OF LICENCE HOLDER**

I confirm that the contents of this application are true to the best of my knowledge and belief.

**IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

Signature of Personal Licence Holder .....

Print Name .....

Date ..... Telephone number .....

e-mail address of licence holder .....

If this form was completed by someone authorised to make the application on behalf of the licence holder i.e. an agent, please complete

Name of Agent .....

Signature of Agent .....

Date ..... Telephone number .....

e-mail address of Agent .....

**Privacy Statement – Data Protection**

All personal information that you supply will be used to process your notice in accordance with data protection law and the Licensing (Scotland) Act 2005. Your contact details will be retained and may be used in the future to contact you regarding your licence.

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

Some of the information provided by you on this form will be held on an electronic register which will be available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.