

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

Telephone No: 01506 281632

Legal Post: DX 552560 Livingston 7



**Application for Replacement Personal Licence**

**Licensing (Scotland) Act, 2005, Section 92**

ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED LEGIBLY IN BLOCK CAPITALS AND RETURNED TO THE ADDRESS ABOVE. THE FEE FOR THIS APPLICATION IS £25.00. INCOMPLETE APPLICATIONS OR APPLICATIONS WHICH DO NOT HAVE THE CORRECT DOCUMENTS ENCLOSED WILL NOT BE ACCEPTED AND WILL BE RETURNED BY ORDINARY POST.

**PERSONAL LICENCE HOLDER INFORMATION**

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

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

*Date of Birth*

*Place of Birth*

<input type="text"/>	<input type="text"/>
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*Personal Licence Number If Known (this can be found on your personal licence)*

Please confirm if your personal licence has been:

Tick relevant box below

Lost  Stolen  Damaged  Destroyed

If your licence has been lost or stolen you **must** report this to the Police you must complete the following section:

Name and Address of Police Station where loss or stolen report was made	
Police Reference Number or Date Reported	

Checklist of documents that **must** accompany application

Original Personal Licence (only if damaged) and £25 fee	
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**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**If signing on behalf of the applicant please state in what capacity.**

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

Signature ..... Date .....

Name in Block Letters .....

Capacity ..... APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory.....

**Completed application forms should be returned to West Lothian Licensing Board, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. Please do not send cash by post. There are no facilities to accept cash or cheques at the Civic Centre. If you wish to make payment of your fee in person by cash or cheque, you should take your application to: -**

**West Lothian Connected, Arrochar House, Civic Square, Almondvale Boulevard, Livingston**

**Privacy Statement – Data Protection**

All personal information that you supply will be used to process your application in accordance with data protection law and the Licensing (Scotland) Act 2005.

This information will not be routinely shared by the Licensing Board and will only be used to contact you regarding the application.

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

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 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.