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| **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 OR E-MAILED TO** [**licensingservices@westlothian.gov.uk**](mailto:licensingservices@westlothian.gov.uk) **THE FEE FOR THIS APPLICATION IS £25. INCOMPLETE APPLICATIONS OR APPLICATIONS WHICH DO NOT HAVE THE CORRECT DOCUMENTS ENCLOSED (IF APPLICABLE) WILL NOT BE ACCEPTED AND WILL BE RETURNED. THIS COULD DELAY THE APPLICATION PROCESS.**

**PERSONAL LICENCE HOLDER INFORMATION**

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

|  |
| --- |
|  |

*Licence Holders Home Address including Postcode and Telephone Contact*

|  |
| --- |
|  |

*Date of Birth* *E-mail address*

|  |  |
| --- | --- |
|  |  |

*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 and 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) |  |
| Paid or enclosed the fee of £25.00 for the application (see below for payment information) |  |

**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 …………………………………………

Capacity - APPLICANT/AGENT (delete as appropriate)

Date ……………………………………………….

**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. In terms of the 2005 Act we may be required to share this information with the following bodies and individuals:-**

* **Police Scotland**
* **West Lothian Council’s Licensing Standards Officer**

**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.**

**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**](https://www.westlothian.gov.uk/licensing)**. A hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email:** [**licensingservices@westlothian.gov.uk**](mailto:licensingservices@westlothian.gov.uk)**, telephone: 01506 281632**

**Lodging your application –**

* **By email: You should download a copy of the most recent version of the form from our website and complete it by typing the information into the boxes on the form. You must sign the form to confirm that the information is correct by typing your name in the declaration section. The council accepts this as a signature. You should then check that the form has been fully completed and email it along with any supporting documentation to** [**licensingservices@westlothian.gov.uk**](mailto:licensingservices@westlothian.gov.uk) **You will receive an emailed acknowledgement if it has been successfully delivered. Once your form and documents have been checked by the Licensing Team you will be emailed with information about how to make an online payment of the fee. Details of fees are available at the bottom of the webpage for each licensing scheme.**
* **By post: You should download a copy of the most recent version of the form from our website and complete it by hand and sign the form to confirm that the information is correct at the declaration section. You should then check the form has been fully completed and post it along with any supporting documentation and a cheque for the fee which is applicable to the Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF. Details of fees are available at the bottom of on the webpage for each licensing scheme.**

**APPLICATIONS CANNOT BE SUBMITTED AT THE CIVIC CENTRE OR AT ARROCHAR HOUSE**

**Information on fees and the supporting documents to be submitted with each application is available on the Board’s webpages at** [**www.westlothian.gov.uk**](http://www.westlothian.gov.uk) **and search for premises licence.**