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| Falkirk Council Crest  FALKIRK COUNCIL LICENSING BOARD | **Licensing Unit**  **Falkirk Council**  **The Foundry**  **4 Central Park**  **Central Boulevard**  **Larbert, FK5 4RU**  **Telephone: 01324 501575**  **e-mail: licensing@falkirk.gov.uk**  **DX 556562** |

**APPLICATION FOR REMOVAL OF ENDORSEMENT(S)**

**FROM A PERSONAL LICENCE**

**Before completing this form, please read the guidance notes at the end.**

**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.**

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| 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  Forenames |  |
| **PERSONAL LICENCE NUMBER** | FC |
| **DATE ENDORSEMENT EXPIRES** |  |

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| **ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence address box below)** |
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|  |  |
| --- | --- |
| **Post town** | **Postcode** |

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| **TELEPHONE NUMBERS** |

|  |  |
| --- | --- |
| Daytime  Evening  Mobile |  |

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| **Email address (if you would prefer us to correspond with you by email)** |
| **Address for correspondence associated with this application (if different from above)** |

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| **Post town** | **Postcode** |

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| 2. Return of Personal Licence |
| **If you cannot provide your personal licence, provide a statement explaining why.** |
| **Other personal licence** |

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| **Note: You may only hold one personal licence at a time** | **Please tick** |
| **I confirm that I do not hold any other personal licences other than the one submitted for update** |  |

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| **3. CHECKLIST** |

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| **I have** | **Please tick** |
| * **Enclosed my current personal licence** |  |

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| **4. Declaration** |
| **The contents of this application are true to the best of my knowledge and belief** |

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| **SIGNATURE**  **read note 2** |  | **DATE** |  |

**PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))

Your privacy is important to us. You can find out how we deal with your personal information here: <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

**NOTES**

**Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament**

**(**[**http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm**](http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm)**)**

**1. Change of Name or Address**

**Section 88 of the Licensing (Scotland) Act 2005 requires that a personal licence holder must, no later than one month after any change in the licence holder’s name or address, give the Licensing Board which issued the licence notice of this change. It is an offence not to do so.**

**2. Data Protection Act 1988**

**The information on this form may be held on an electronic public register which may be available to members of the public on request.**

**LICENSING (SCOTLAND) ACT 2005 (as amended)**

**Guidance for Personal Licence Holders**

* Licence holders are under a duty to maintain and produce their licence for examination at any premises where they are working
* Licence holders are required to take refresher training courses every subsequent five (5) years after issue of their licence
* Licence holders must inform the relevant licensing board of any relevant convictions
* Licence holders must inform the relevant licensing board of new relevant convictions within 30 days
* Licence holders must inform the relevant licensing board of any change in their name or address no later than one (1) month after the change

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| **For use by the Licensing Board only**  **Application checklist** |

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| **Date received** |  |
| **Received by *(INITIALS)*** |  |