**FIFE LICENSING BOARD**

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

**Completion of Refresher Training for Personal Licence holders**

**Notice to Licensing Boards**

Please use this form to notify your Local Licensing Board that you have completed the “refresher” training required under section 87 of the Licensing (Scotland) Act 2005. You must complete your training and notify your Licensing Board otherwise your Personal Licence will be revoked.

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| **Guidance Note:** Personal Licences are issued for a period of 10 years. However, in terms of Section 87 of the Licensing (Scotland) Act 2005, there is a legal requirement for all personal licence holders to undertake refresher training within five years of the date of issue of their personal licence and, thereafter, produce evidence of this training to the Licensing Board which issued their personal licence, not later than three months after the expiry of the period of five years from when the personal licence was issued e.g. for those personal licences which were issued with effect from 1st September 2009, refresher training will be required to be completed by 31st August 2014 with notification to the relevant Licensing Board by 30th November 2014.  Please note that Personal Licences with an issue date prior to 1st September 2009 are classed as having been issued on 1st September 2009 as that is when the Licensing (Scotland) Act 2005 came into “effect”. |

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| **Personal Details** | | | |
| **NAME (as it appears on your Personal Licence)** | |  | |
| **Changes to Name (If any)** | |  | |
| **Date of Birth** | |  | |
| **Current Address** | | | |
|  | | | |
| **Post Town** | | **Postcode** | |
| **Previous Address (If any)** | | | |
|  | | | |
| **Post Town** | | **Postcode** | |
| **Telephone Numbers / Email Address** | | | |
| **Daytime Phone No.** | **Evening Phone No.** | **Mobile Phone No.** | **Fax No.** |
|  |  |  |  |
| **Email Address** |  | | |

|  |  |
| --- | --- |
| **PERSONAL LICENCE NUMBER (FI Number)**  **(this can be found on your Personal Licence)** |  |
| **Date of Personal Licence Issue** |  |
| **Date of Refresher Training** |  |

**Please attach a physical or scanned copy of your SCPLH(R) Certificate to this form and send or email this to:**

**Fife Licensing Board**

**Fife Council**

**North Street**

**Glenrothes**

**Fife**

**KY7 5LT**

**Or email to** [**Liquor.admin@fife.gov.uk**](mailto:Liquor.admin@fife.gov.uk)

**Our contact number is: 03451 55 11 77**

“How we use your information

The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue and information will be obtained from Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue. Further information on how your information is used and why can be found here: <https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence.> The Licensing Board’s Data Protection Officer can be contacted on: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk)”.