



**PERTH AND KINROSS LICENSING BOARD,
Council Building, 2 High Street, Perth, PH1 5PH**

Completion of Refresher Training by Personal Licence Holders

Please use this form to notify Perth and Kinross Licensing Board that you have completed the refresher training required under the Licensing (Scotland) Act 2005, Section 87. You must complete your training every 5 years and a copy of the training certificate produced to the Licensing Board within 3 months following the end of the 5 year period. Failure to comply with the timescales notified to you will result in the personal licence being revoked.

If your personal licence was issued by a licensing board other than Perth and Kinross Licensing Board, you should contact that board.

Please complete the following:

Details	Please complete in block capitals
Name (as it appears on your Personal Licence)	
Change of Name (if appropriate)	
Address (as it appears on your Personal Licence)	
Current Address (if different)	
Date of Birth:	

Email Address	
Contact Phone Number	
Personal Licence Number	
If the original Personal Licence has been lost or misplaced, please provide an explanation	

The following documents must be submitted:

Document	Submitted – tick as appropriate
Copy Scottish Certificate for Personal Licence Holder (Refresher) Certificate	
Original Personal Licence	
If change of name, evidence of change, ie copy marriage or divorce certificate	
If original Personal Licence is not available, one passport style photographs, endorsed on the back as a true likeness of you by a person of standing in the community. See Note 1 below	
If original Personal Licence not available, £10 fee. If by cheque, please make payable to 'Perth and Kinross Council'.	

Note:

1. Photograph

If a photograph is to be submitted, the photograph should be endorsed on the back. This endorsement should contain the words "I certify that this is a true likeness of (*name of licence holder*)", followed by the full name of the person endorsing the photograph.

Return this form and all necessary documents to:

liquorlicensing@pkc.gov.uk or

Perth and Kinross Licensing Board
 Council Building
 2 High Street
 Perth
 PH1 5PH