

## What Do I Need to Do to Renew My Personal Licence?

Evidence that you hold a relevant accredited Training Certificate from any of the awarding bodies below must be submitted with your renewal application. Demand is likely to be high therefore you should ensure you are able to secure a date to attend the relevant training course **as soon as possible**.

Once you receive your accredited training certificate, you should submit the following to the address on the application form to ensure there is sufficient time to process:

- Your completed application form [Personal Licence](#), 2 passport sized photographs (one photograph to be endorsed as detailed in the notes attached to the enclosed pro forma)
- Your current Personal Licence or if that is not practical, a statement of reasons for failure to produce the licence
- £50 renewal application fee; and
- Evidence that you hold an accredited Training Certificate.

## What Else Do I Need to Do?

Section 87 of the 2005 Act also applies in relation to all Personal Licences requiring holders to submit evidence of qualification for the Scottish Certificate for Personal Licence Holders (Refresher) course (to be obtained within the 5 year period prior to the expiry date of your Personal Licence). It is recommended that you submit this alongside your renewal application. This will also ensure compliance with your refresher training requirements.

## Accreditation and Awarding Bodies

The following accredited Training Certificates are acceptable for a renewal application and one certificate must be submitted to the Licensing Board alongside your renewal application:

- Scottish Certificate for Personal Licence Holders (first introduced 1 August 2013)
- Scottish Certificate for Personal Licence Holders
- Scottish Certificate for Personal Licence Holders (On Sales)
- Scottish Certificate for Personal Licence Holders (Off Sales)
- Scottish Certificate for Personal Licence Holders (Refresher) (if obtained by you within the 5 year period prior to the expiry date of your Personal Licence being renewed).

### Awarding Bodies

- [SQA](mailto:customer@sqa.org.uk) (customer@sqa.org.uk)
- [City and Guilds](mailto:centresupport@cityandguilds.com) (centresupport@cityandguilds.com)
- [Highfield](mailto:info@highfield.co.uk) (info@highfield.co.uk)
- [BIIAB](mailto:customersupport@bii.org) (customersupport@bii.org)

## What If I need more Information?

Further information including a useful Question and Answer section can be found on the Scottish Government's website as follows: <https://www.gov.scot/publications/licensing-scotland-act-2005-personal-licence-holder-communications-document/> or you can contact the Licensing Team direct.