

Information about attending a Licensing Board meeting

What is Edinburgh Licensing Board?

The Licensing Board is made up of ten Councillors. They consider applications for Personal and Premises Licences, for the sale of alcohol. The Board is also responsible for considering Premises Licence applications for gambling activities (Betting Shops, Bingo, Casinos, etc).

Board meetings are held in public and begin at 9.30am. Meetings are usually held on the last Monday in every month. Agendas are published online, [here](#) (click link), five working days prior to the Board meeting. A copy of the Agenda is also available on the day of the meeting for viewing, and can be made available in alternative formats upon request made in advance, as required.

The main monthly business of the Board is dealing with applications for variation of existing Premises Licences, and applications for new Premises licences, for the sale of alcohol. Details of forthcoming applications are published online for at least 21 days – [here](#) (click link).

A large amount of Board business is dealt with by individual Board members at a delegated level.

Attending a Licensing Board Meeting

All Board meetings are held in public and anyone may attend. It is only possible to speak about a particular application being considered by the Board if you have made a written submission about the application (whether in favour or against it), and have submitted this in time for consideration by the Board.

The Board considers each application on the agenda in turn. The Board will usually hear from:-

- Police Scotland,
- the Council's Licensing Standards Officers and
- the Council's Building Standards Officers.

The Board will also hear from:-

- the Health Board (if they have commented on an application)

- from anyone who has made a written submission objecting to or supporting the application, and
- from the applicant (and/or their agent).

The Board is required to provide applicants with copies of any reports or letters of objection that the Board will take into account, ahead of the meeting, to ensure they have fair notice of the matters which may be taken into account in considering their application.

Late submissions

The Board may consider late written submissions, but reasons must be provided to the Board for their lateness. If the Board agree that good reasons have been stated for late submission, the application may be continued to a later meeting.

When should I attend the Licensing Board?

If your objection or representation has been received in time, you will receive a letter advising you of the date and the time to attend the meeting. Edinburgh Licensing Board deals with a number of applications at each meeting so be prepared for a wait until the application is called. The letter will advise of approximate timing, and where the meeting will be held.

If you are unable to attend the meeting you may arrange for someone else to represent you and speak on your behalf. You must provide that person with written consent, otherwise your representation or objection may not be considered. It is essential that your representative can answer any questions that the Board may have in relation to the terms of your objection or representation.

Once a decision has been made about the application, the Depute Clerk will confirm the details of the Board's decision and then you are free to leave.

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Where should I sit?

The layout of the Licensing Board meeting is dependent upon the location of the meeting – either in the Dean of Guild Room, or the Council Chamber, both on the 7th Floor of the City Chambers.

Dean of Guild: Approximate layout is shown below. Public seating is available on the right-hand side of the Dean of Guild Room.

Council Chamber: Approximate layout is shown below. Public seating is available to the left and right of the Council Chamber.

Once an application is called the Convener will invite the applicant and their agent, and any persons making an objection or representation to come forward and sit next to a microphone.

Mobile phones **MUST** be switched to silent mode, or off, once the meeting has started.

What happens when an application is called?

The Depute Clerk will announce each application in turn, in the order shown on the Agenda. The applicant &/or their agent should at this time move forward and sit beside a microphone. If there are any objections or representations to an application, the Depute Clerk will ask if anyone is present and will invite them to come forward to the table.

There should be enough microphones to enable everyone to speak. The meeting room has a closed loop system. Only a limited number of microphones may be activated at any one time. Each microphone can be switched on and off by tapping the operating a button.

The Board will generally hear from the parties present in the following order:-

- Police,
- Licensing Standards,
- Building Standards,
- Health Board

This is dependent on whether or not they have made any representations. The Board will then hear from any persons who have made objections or representations, who are asked to make their points. Finally the applicant and/or their legal representatives are asked to speak in support of their application and may respond to the points raised so far. Board members may ask questions of all of the parties, throughout.

Once all the information has been heard the Board will consider the application. Sometimes they will adjourn (stop) the meeting, so that they can leave the room to consider the application in private. In many cases decisions are made without an adjournment. Sometimes a vote is held by the board members to come to a decision, where they are unable to reach a unanimous decision.

The objector and applicant can ask for a statement of reasons which will give the formal reason(s) for the decision. This is written by the Depute Clerk (a solicitor) and is posted out at a later date.

Once a decision has been made you can leave the meeting and you will be formally notified by the Clerk's office of the decision within 7 days. The decision of the Board has immediate effect.

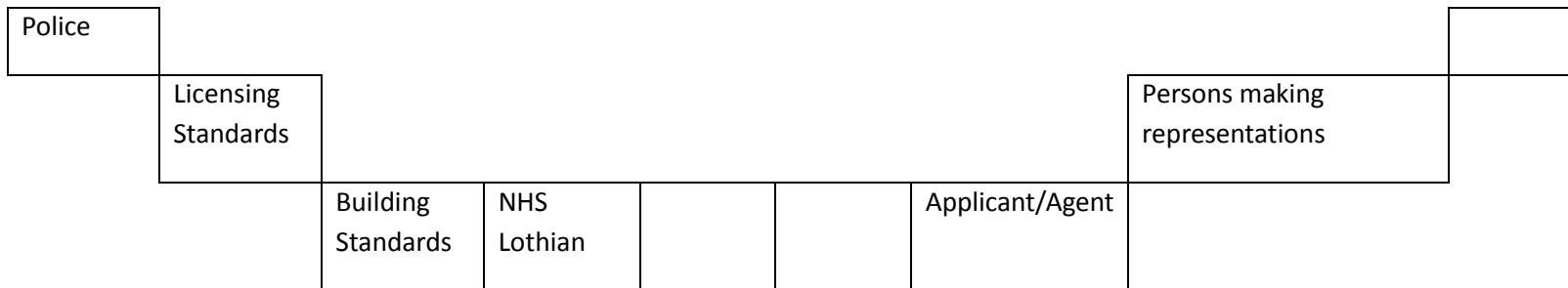
With each application, the Licensing Board must consider whether any of the statutory grounds for refusal apply and, if not, must grant the application.

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DEAN OF GUILD

Board member	Board member	Board member	Board member	Board member	Board member	Board member	Board member	Board member	Board member	Convener	Depute Clerk	Depute Clerk	Licensing Support
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PUBLIC
SEATING

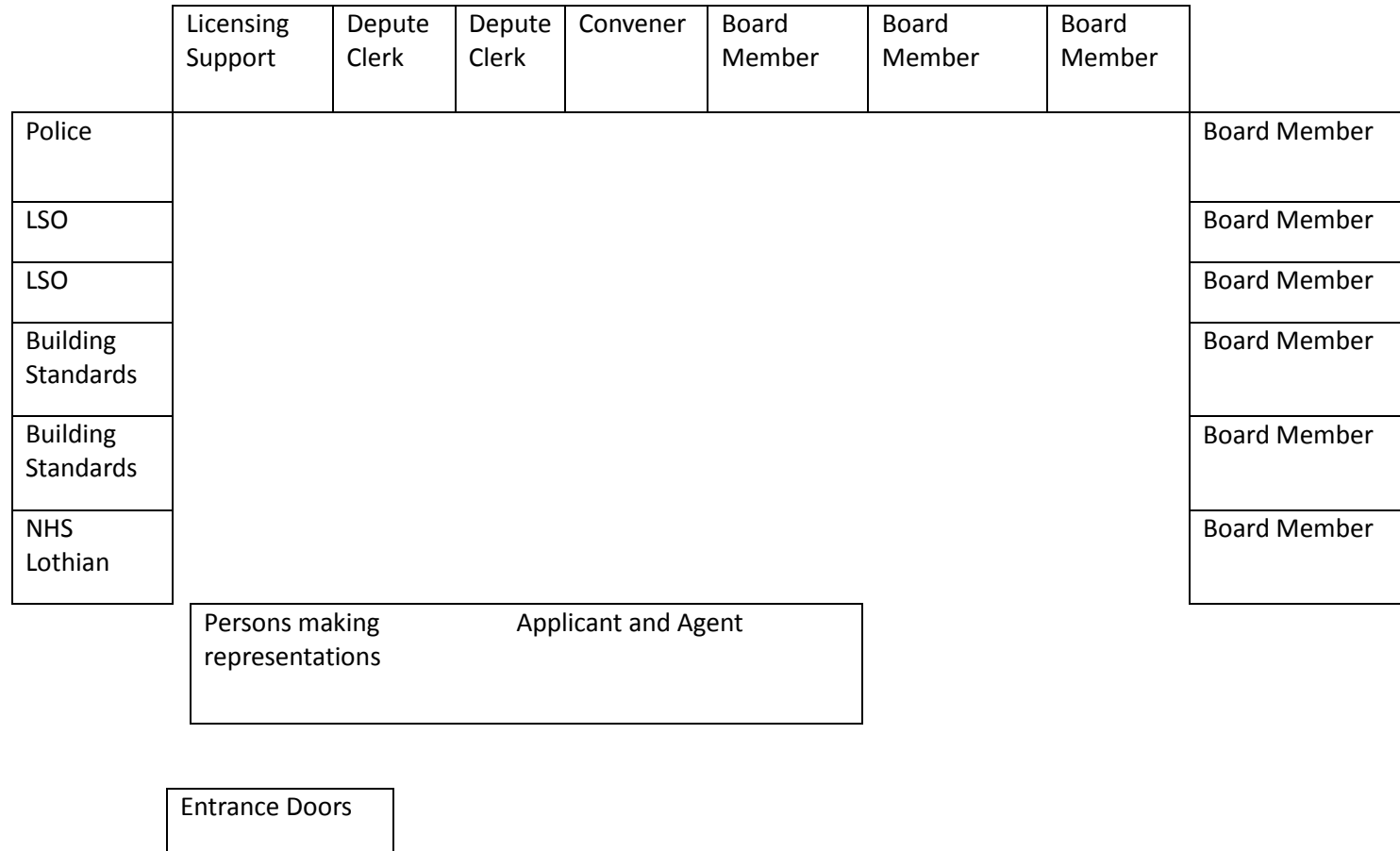


Entrance Door

Public Seating is available to the right of the Dean of Guild room, through the entrance door. The door is usually shut when the meeting is in session, but as it is a public meeting, it is expected that there will be much coming and going through the door.

Further seating is available in the Waiting Room next door to the Dean of Guild Room.

COUNCIL CHAMBER



Public Seating is available to the left and the right of the Council Chamber, through the entrance doors. The entrance doors are usually shut when the meeting is in session, but as it is a public meeting, it is expected that there will be much coming and going through the doors. Further seating is available from the balcony area overlooking the Council Chamber (to the left of the Chamber).