

**City of Glasgow Licensing Board Publication Scheme**

**Produced as required by the  
Freedom of Information (Scotland) Act 2002**

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## **SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME**

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. Public authorities are also obliged to review their schemes from time to time.

The purpose of this scheme is to provide you with details of the range of information that the City of Glasgow Licensing Board routinely publishes. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

This scheme identifies key areas of information the public may require. These areas form the basis of the Licensing Board's classes of information.

The Licensing Board is committed to delivering an open and transparent service wherever possible and it is intended to publish information that the public has an interest in viewing.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that the Licensing Board holds.

Where information is not published under this scheme, you can request it from the Licensing Board under FOISA. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme*.

## **SECTION 2: ABOUT THE CITY OF GLASGOW LICENSING BOARD**

Under the Licensing (Scotland) Act 2005 (“the 2005 Act”), Licensing Boards continue to be entrusted with the administration and regulation of the liquor licensing system in Scotland. Schedule 1 to the 2005 Act provides that a Licensing Board shall consist of such number of members (being not fewer than five and not more than ten) as may be determined by the relevant Council. Members of the Licensing Board must be appointed by the Council from amongst its councillors. However, it is important to note that the Licensing Board is a separate legal entity from the Council, having its own constitution and statutory procedures which are distinct from those applicable to the Council and its committees.

There are presently eight members of the City of Glasgow Licensing Board and the quorum for any meeting is four. The Clerk to the Licensing Board is Stewart Ferguson, Glasgow City Council’s Executive Legal Manager for Licensing. The staffing and administrative costs of the Board are met by Glasgow City Council.

- The Board has regard to the public interest in relation to the information it publishes, and is mindful of the value of openness and transparency. Owing to its “quasi-judicial” nature (i.e. it makes legally enforceable decisions), the Board is alert to the need to ensure the licensing function is independent of the political activities of the Council.

The Licensing Board receives and processes applications for premises licences and personal licences under the 2005 Act, as well as a number of other applications, including:-

- Provisional Premises Licences
- Occasional Licences
- Extended Hours
- Temporary Licences
- Transfers of Licences
- Variations of Licences
- Substitutions of new Premises Managers

The Licensing Board is committed to carrying out all of its liquor licensing functions in pursuance of the five licensing objectives set out in the 2005 Act:

- Preventing crime and disorder
- Securing public safety
- Preventing public nuisance
- Protecting and improving public health; and
- Protecting children from harm.

It is also responsible for the administration and regulation of premises licences under the Gambling Act 2005 which authorise the provision of facilities on:-

- Casino premises
- Bingo premises
- Betting premises, including tracks
- Adult Gaming centres; and
- Family Entertainment centres

Certain non-contentious matters under both the Licensing (Scotland) Act 2005 and the Gambling Act 2005 are delegated to the Clerk to the Board and the Assistant Clerk. Under the Licensing (Scotland) Act 2005 these include the granting of applications for the transfer of a licence (from one person to another), applications for extended hours, and applications for minor variations. Under the Gambling Act 2005 delegated powers cover matters such as granting applications for premises licences, transfers of premises licences and variations of premises licences where no representations have been made. Details of delegated matters are contained within the appropriate Licensing Policy Statement referred to within the classes of information section of the Scheme. .

In addition to receiving and processing applications for licences, the Licensing Board has an important policy making role, addressing a wide variety of licensing issues under both liquor licensing and gambling legislation.

The Licensing (Scotland) Act 2005 requires the Licensing Board to prepare and publish a Licensing Policy Statement on liquor licensing matters every three years with respect to the exercise of its functions under the Act. The first Licensing Policy Statement was published on 30 November 2007, following a comprehensive consultation process. During each three year period the Licensing Board will keep the Policy Statement under review and make such revisions to it as and when it considers it necessary and appropriate. Where revisions are made, the Licensing Board will carry out a further consultation process before publishing a supplementary Licensing Policy Statement.

The Gambling Act 2005 requires the Licensing Board to prepare and publish a three year Licensing Policy Statement with respect to gambling matters. The first Licensing Policy Statement was published on 16 March 2007 following consultation.

Both Policy Statements are available on the Licensing Board's pages of the Council's website at the following link:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Application forms and guidance notes are also available on line for download.

Meetings of the Licensing Board are generally held at:-

The Burgh Court Hall, 40 John Street, Glasgow

All administration matters connected with the Board are carried out from:-

Glasgow City Council  
235 George Street  
City Chambers  
Glasgow

Telephone:- 0141 287 4569

Fax:- 0141 287 5569

E-mail: [LicensingBoard@ced.glasgow.gov.uk](mailto:LicensingBoard@ced.glasgow.gov.uk)

The office is open during normal business hours.

### **SECTION 3: PREPARING THE PUBLICATION SCHEME**

When preparing or reviewing its publication scheme, the Licensing Board is obliged by FOISA to have due regard to the public interest in providing access to the information that it holds which relates to:

- **the services it provides;**
- **the costs of those services;**
- **the standard of those services;**
- **the facts that inform the important decisions it takes; and**
- **the reasoning that informs its decisions.**

The content of this Publication Scheme was prepared with the agreement of members of the Licensing Board after full consultation with it.

The classes of information identified in the Scheme have been arrived at based on the knowledge of the types of questions and enquiries made of the Licensing Board over a number of years, together with a consideration of the type of requests which have been made since the previous scheme was introduced in 2004, though no specific public consultations have taken place.

As a matter of routine, consideration will be given to any views expressed by members of the public as to the contents of the Scheme, which will be the subject of periodic review.

As explained earlier, members of the Licensing Board are appointed by the Council. As such, there may be some duplication as between the Licensing Board's and the Council's publication schemes because the Council's function is to appoint and provide sufficient support for the Licensing Board to carry out its statutory duties. The publication scheme for the Council may, therefore, provide details related to those functions that the Licensing Board is responsible for. The costs of providing the service will be found in the scheme published by the Council. A copy of this Publication Scheme can be obtained from the Council's Freedom of Information Officer. Contact details are as follows:

Glasgow City Council  
Freedom of Information  
City Chambers  
George Square  
Glasgow G2 1DU

Telephone:- 0845 270 1555  
E-mail: [foi@glasgow.gov.uk](mailto:foi@glasgow.gov.uk)

## SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under the Licensing Board's publication scheme will normally be available through the routes described below. *Section 12 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance on how the information falling within each "class" may be accessed.

### **Online:**

Some of the information listed in the Licensing Board's publication scheme is available to download from the Licensing Board's pages of Glasgow City Council's website. In many cases a link within *Section 12: Classes of Information* will direct you to the relevant page or document. Where no such link is present, you can use the Council's website's "Search" facility at <http://www.glasgow.gov.uk/>. If you are still having trouble finding any document listed under its scheme, then please call 0141 287 4569 for further assistance.

### **By e-mail:**

If the information you seek is listed in the publication scheme but is not published on the Licensing Board pages of the Council's website, it can be sent to you by email, wherever possible. When requesting information from the Licensing Board, please provide a telephone number so that a member of staff can telephone you to clarify details, if necessary.

### **By phone:**

Information can also be requested from the Licensing Board over the telephone. Please call 0141 287 4569 to request information available under this scheme.

### **By post:**

Information under the scheme will normally be available in paper copy form. Please address your request to:

The Clerk  
City of Glasgow Licensing Board  
235 George Street  
City Chambers  
Glasgow  
G1 1QZ

When writing to the Licensing Board to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Charging Policy* for further information on fees). Please also include a telephone number so a member of staff can telephone you to clarify any details, if necessary.

### **Advice and assistance:**

If you have any difficulty identifying the information you want to access, then please contact a member of staff on 0141 287 4569 who will be happy to help.

## **SECTION 5: INFORMATION THAT THE LICENSING BOARD MAY WITHHOLD**

All information covered by the Licensing Board's publication scheme can either be accessed through Glasgow City Council's website, or will be provided promptly following its receipt of your request.

The Licensing Board's aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in *Section 12 – Classes of Information*. Information will only be withheld where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld the Licensing Board will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

## **SECTION 6: CHARGING POLICY**

Unless otherwise stated in *Section 12 – Classes of Information*, all information contained within the Licensing Board's scheme is available from it free of charge where it can be downloaded from Glasgow City Council's website or where it can be sent to you electronically by email.

The Licensing Board reserves the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

### ***Reproduction costs:***

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom.

### ***Postage cost:***

The Licensing Board will pass on postage charges to the requester at the cost to it of sending the information by first class post.

For the avoidance of doubt these costs will apply to any information in the scheme which is issued by post.

### ***Fixed Charge Publications:***

There are a small number of pre-printed publications for which the Licensing Board makes a charge:-

- City of Glasgow Licensing Board's Statement of Licensing Policy as required under the Licensing (Scotland) Act 2005: £10.00.
- City of Glasgow's Licensing Board's Statement of Licensing Policy as required under the Gambling Act 2005: £2.30.

## SECTION 7: COPYRIGHT POLICY

The Licensing Board holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without its formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may, however, contain information where the copyright holder is not the Licensing Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where the Licensing Board does not own the copyright on documents within *Section 12 – Classes of Information*.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). The Licensing Board can provide you with a copy of this information if you do not have internet access.

### ***Re-Use of Public Sector Information***

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to the Licensing Board in writing to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please contact Mairi Millar, Assistant Clerk on 0141 287 4569.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psi-regulations/index.htm>. The Licensing Board can provide you with a copy of this information if you do not have internet access.

## **SECTION 8: RECORDS MANAGEMENT AND DISPOSAL POLICY**

To ensure that records are managed properly, the Licensing Board aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002 and intends to adopt a Records Policy by the end of 2009 detailing how it intends to manage its records. This will detail the Licensing Board's commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary, or as required by licensing legislation.

For further information on Records Management, please contact Mairi Millar, Assistant Clerk on 0141 287 4569.

## SECTION 9: FEEDBACK

FOISA requires that the Licensing Board reviews its publication scheme from time to time. As a result, the Licensing Board welcomes feedback on how it can develop its scheme further. If you want to comment on any aspect of this publication scheme, then please contact Mairi Millar. You may, for example wish to tell the Licensing Board about:

- **other information that you would like to see included in the scheme;**
- **whether you found the scheme easy to use;**
- **whether you found the publication scheme useful;**
- **whether Licensing Board staff were helpful;**
- **other ways in which the publication scheme can be improved.**

Please send any comments or suggestions to:

Mairi Millar  
Assistant Clerk to the Licensing Board  
235 George Street  
Glasgow  
G1 1QZ

E-mail: [LicensingBoard@ced.glasgow.gov.uk](mailto:LicensingBoard@ced.glasgow.gov.uk)

Telephone: 0141 287 4569  
Fax: 0141 287 5569

## SECTION 10: COMPLAINTS

The Licensing Board's aim is to make its publication scheme as user-friendly as possible, and it hopes that you can access all the information it publishes with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact the Licensing Board, and it will try and resolve your complaint as quickly as possible. You can contact:

Mairi Millar  
Assistant Clerk to the Licensing Board  
235 George Street  
Glasgow  
G1 1QZ

E-mail: [LicensingBoard@ced.glasgow.gov.uk](mailto:LicensingBoard@ced.glasgow.gov.uk)

Telephone: 0141 287 4569  
Fax: 0141 287 5569

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with the Licensing Board's response. These rights apply only to information requests made in writing\* or another recordable format. If you are unhappy with the Licensing Board's responses to your request you can ask it to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

**Scottish Information Commissioner**  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

**Tel:** 01334 464610  
**Email:** [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
**Website:** [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## **SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from the Licensing Board. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information it holds, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to the environmental information the Licensing Board holds, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that it holds. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that the Licensing Board holds that is not available under this scheme, please write to:-

Mairi Millar  
Assistant Clerk to the Licensing Board  
235 George Street  
Glasgow  
G1 1QZ

E-mail: [LicensingBoard@ced.glasgow.gov.uk](mailto:LicensingBoard@ced.glasgow.gov.uk)

Telephone: 0141 287 4569

Fax: 0141 287 5569

### ***Charges for information which is not available under the scheme:***

The charges for information which *is* available under this scheme are set out under *Section 6 –The Licensing Board’s Charging Policy*. If you submit a request to the Licensing Board for information which *is not* available under the scheme the charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost £100 or less to process.
- Where information costs between £100 and £600 to provide, you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- The Licensing Board is not obliged to respond to requests which will cost over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

- The Licensing Board does not charge for the time to determine whether it holds the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that the Licensing Board decides to impose a charge it will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

***Charges for environmental information:***

The Licensing Board do not charge for the time to determine whether it holds the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that the Licensing Board decides to impose a charge, it will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the Licensing Board of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide, you will be asked to pay 10% of the cost. That is, if you were to ask for information that costs £600 to provide, you would be asked to pay £50, calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, the Licensing Board will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

***Requests for your own personal data:***

You are entitled to request your personal data from the Licensing Board, which reserves the right to charge £10 for requests for an individual's own personal data.

## **SECTION 12: CLASSES OF INFORMATION**

The Freedom of Information (Scotland) Act, 2002 requires a Publication Scheme to specify the classes of information the Public Authority already publishes or intends to publish. The Licensing Board's intention is to publish as much information as possible on subjects where there is known to be public interest. However, exemptions under the Freedom of Information (Scotland) Act 2002 may allow it to withhold some information, as indicated in Section 5.

The Licensing Board publishes, or intend to publish, information under the Classes listed below:-

### **Class One – Licensing Board Decisions**

- a) Agendas for Licensing Board Meetings**
- b) Transcript of Licensing Board Meetings**
- c) Minutes of Meetings of the Licensing Board**
- d) Appeal Decisions within the past two years**
- e) Statements of Reasons**
- f) Notices for the Grant or Rejection of an application for a Premises Licence, or Provisional Statement, under the Gambling Act 2005**

### **Class Two - Application Processes**

- a) Reports to the Licensing Board by the Clerk regarding applications, complaints and requests for review hearings**
- c) Complaints, Objections and Representations regarding licensed premises, licence holders or applications for licences**
- c) Application Forms**
- d) Application Criteria and Guidelines**
- e) Notice of Applications under the Licensing (Scotland) Act 2005**
- f) Information relating to Licensing Board Fees.**

### **Class Three - Statutory Registers**

- a) Registers under the Licensing (Scotland) Act 2005 and the Gambling Act 2005**

## **Class Four – Licensing Policies, Equality Scheme and Statistical Information**

- a) **Licensing Policy Statement – Licensing (Scotland) Act 2005**
- b) **Licensing Policy Statement – Gambling Act 2005**
- c) **Statistical Returns**
- d) **Combined Equality Scheme**
- e) **Membership of the City of Glasgow Licensing Board**

## **Class One – Licensing Board Decisions**

### **a) Agendas for Licensing Board Meetings**

Class Definition:

“Agendas showing matters to be considered at a meeting of the Licensing Board.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

### **b) Transcript of Licensing Board Meetings**

Class Definition:

“Transcripts of proceedings at public meetings of the Licensing Board prepared by a firm of shorthand writers.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

### **c) Minutes of Licensing Board Meetings**

Class Definition:

“Minutes of meetings of the Licensing Board in relation to matters such as development of policy under the Licensing (Scotland) Act 2005 and the Gambling Act 2005.”

Availability  
Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

**d) Appeal Decisions**

“Appeal decisions from Scottish Courts in cases involving decisions of the Licensing Board on liquor licensing and gambling applications and review hearings.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

**e) Statements of Reasons**

Class Definition:

“Statements of reasons issued in response to a request by an applicant or objector under sections 51(2), 61(2), 70(5) or 79(3) of the Licensing Scotland Act 2005 explaining decisions by the Licensing Board to grant or refuse liquor licensing applications.”

Availability:

Email, Post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

**f) Notices for the Grant or Rejection of an application for a Premises Licence, or Provisional Statement, under the Gambling Act 2005.**

“Notices issued under sections 164 and 165 of the Gambling Act 2005 in relation to the grant or rejection of an application for a premises licence or a provisional premises licence under the Gambling Act 2005.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

**Class Two – Application Processes**

a) **Reports to the Licensing Board by the Clerk regarding applications, complaints and requests for review hearings.**

Class Definition:

“Reports prepared by the Clerk regarding applications before the Licensing Board for decision; Certain material may be withheld or “blanked out” where it is exempt under FOISA e.g confidential and/or personal information protected by the Data Protection Act 1998.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

b) **Complaints and Objections regarding licensed premises, licence holders or applications for licences**

Class Definition:

“Copies of complaints, objections and representations which have been lodged with the Licensing Board in respect of licensed premises; licence holders, or applications for licences: Certain material may be withheld or “blanked out” where it is exempt under FOISA e.g confidential information and/or personal information protected by the Data Protection Act 1998.”

Availability:

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

c) **Application Forms**

Class Definition:

“Applications forms in respect of applications under the Licensing (Scotland) Act 2005 or the Gambling Act 2005.”

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post inspection.

Cost:

No charge for inspection, email or hard-copies; charge for postage.

**d) Application Criteria and Guidelines**

Class Definition:

“Application Criteria and Guidelines in respect of applications under the Licensing (Scotland) Act 2005 or the Gambling Act 2005.”

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post inspection.

Cost:

No charge for inspection, email or hard-copies; charge for postage.

**e) Notice of Applications under the Licensing (Scotland) Act 2005**

Class Definition:

“Statutory notice of applications for premises licences, provisional premises licences, variations of premises licences and occasional licences required to be published on the Licensing Board pages of the Council’s website under the Licensing (Scotland) Act 2005.”

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

**f) Information relating to Licensing Board Fees**

Class Definition:

“A table of fees charged by the Licensing Board for applications under the Licensing (Scotland) Act 2005 and the Gambling Act 2005. ”

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or by email; 10p per A4 sheet for photocopying; charge for postage.

### **Class Three – Statutory Registers**

a) **Registers, and Extracts of Registers, under the Licensing (Scotland) Act 2005 and the Gambling Act 2005.**

Class Definition:

“Statutory registers of applications made to the Licensing Board and the decisions made on these:-

- Premises Licences (Liquor)
- Personal Licences (Liquor)
- Occasional Licences (Liquor)
- Premises Licences (Gambling)
- Gaming Machine Permits (Gambling)
- Club Gaming and Club Machine Permits (Gambling)

Extracts of the above registers can be obtained on request.

Availability:

Email, post, inspection

Cost:

No charge for inspection or email; 10p per A4 sheet for photocopying; charge for postage.

### **Class Four – Licensing Policies, Equality Scheme and Statistical Information**

a) **Licensing Policy Statement – Licensing (Scotland) Act 2005**

Class Definition:

“In terms of section 6 of the Licensing (Scotland) Act 2005, the Licensing Board is required to publish a three year statement of its licensing policy with respect to the exercise of its functions under the Act. The first Licensing Policy Statement was published on 30 November 2007. The Licensing Policy Statement contains information and guidance on the application processes under the Act, and also sets out the Board’s policies on the following matters:-

- The conduct, suitability, convenience and use of premises providing an off-sale facility;
- The use of toughened glass and plastic in late opening premises;
- The provision of Adult Entertainment in licensed premises;
- The prevention of racial, political, religious or sectarian conduct associated with the management of licensed premises; and
- The management of outside drinking areas.

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or copy requested by e-mail; £10.00 for hard copy. (118 pages)

**b) Licensing Policy Statement – Gambling Act 2005**

Class Definition:

“In terms of section 349 of the Gambling Act 2005, the Licensing Board is required to publish a three year statement of its licensing policy with respect to the principles it will apply in exercising its functions under the Act. The Licensing Policy Statement sets out that the Licensing Board, in exercising its functions under the Act, will promote the following licensing objectives:-

- Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or copy requested by e-mail; £2.30 for a hardcopy.

**c) Statistical Returns for the City of Glasgow Licensing Board**

Class Definition

“Statistical returns for the City of Glasgow Licensing Board detailing the number of licences in force, the number of applications granted, refused or withdrawn, under either the Licensing (Scotland) Act 2005, or the Gambling Act 2005, issued to the Scottish Government or the Gambling Commission (as the case may be) from time to time. “

Availability:

Email, post, inspection

Cost:

No charge for inspection or email; 10p per A4 sheet for photocopying; charge for postage.

**d) Combined Equality Scheme**

Class Definition

“A Combined Equality Scheme setting how the Licensing Board will promote equality, and eliminate discrimination, in terms of its duties as a public authority under the Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005, the Race Relations Act 1976 (Statutory Duties) (Scotland) Order 2002, and the Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007.”

Availability:

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or copy requested by e-mail; 10p per A4 sheet for photocopying; charge for postage.

e) **Membership of the City of Glasgow Licensing Board**

Class Definition

“A list of the Council’s elected members who are currently appointed to the City of Glasgow Licensing Board.”

Availability

Website:

<http://www.glasgow.gov.uk/en/Business/Licences/LicensingBoard/>

Email, post, inspection

Cost:

No charge for inspection or copy requested by e-mail; 10p per A4 sheet for photocopying; charge for postage.