

THE ABERDEENSHIRE LICENSING BOARD

Licensing (Scotland) Act 2005

Section 9A: Annual Functions Report

Section 9B: Annual Finance Report

(1st of April 2020 to 31st of March 2021)



LOCAL OUTCOME IMPROVEMENT PLAN PRIORITIES



EQUALITIES – PROTECTED CHARACTERISTICS



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INTRODUCTION

The last year for the licensed trade has been like no other. There were restrictions on the hospitality industry, the like of which had never been imagined. This report reflects the work of the Aberdeenshire Licensing Board, and our Licensing Standards Officers, in supporting the trade and our communities wherever practicable. The report builds on the good work that has occurred in previous years and accounts for actions taken during 2020 as an impact of the Covid-19 global pandemic.

As reported last year, at the end of the financial year 19/20 Aberdeenshire Council decided to amalgamate the three Divisional Licensing Boards (namely **North**, **Central** and **South**) to a single Aberdeenshire Licensing Board on 5th March 2020. The new Aberdeenshire Licensing Board took effect from 29th April 2020.

The report considered by Full Council and a Minute of their decision can be found [here](#)¹.

Aberdeenshire Council appointed members to the Aberdeenshire Licensing Board at their meeting on 18th March 2020. The report and the Minute of their decision can be found [here](#)².

We have taken steps to ensure that the content is both informative and easy to follow with the use of Plain English, diagrams, and useful links throughout.

This document was approved by the Aberdeenshire Licensing Board on the [13th October 2021](#)³.

We hope that you find this report both informative and easy to follow.



Brian Topping

Convenor of the Aberdeenshire Licensing Board

¹ <http://committeesinternal.aberdeenshire.gov.uk/Committees.aspx?commid=1&meetid=19376>

² <http://committeesinternal.aberdeenshire.gov.uk/committees.aspx?commid=1&meetid=19691>

³ <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516&meetid=19758>

SECTION 1

PART A – Annual Functions Report

Statutory Duty

The Air Weapons and Licensing (Scotland) Act 2015⁴ amended the Licensing (Scotland) Act 2005⁵ to place a statutory duty on Licensing Boards to publish an “Annual Functions Report” within 3 months of the end of each financial year.

Section 9A is in the following terms:

9A Annual Functions Report

- (1) Each Licensing Board must prepare and publish a report not later than 3 months after the end of each financial year.
- (2) A report under this section must include –
 - a. A statement explaining how the Board has had regard to –
 - i. **The licensing objectives**, and
 - ii. The **licensing policy statement** and any supplementary licensing policy statement (including the Board’s statement under Section 7(1) (duty to assess overprovision)) in the exercise of their function under this Act during the financial year,
 - b. A summary of the decisions made by (or on behalf of) the Board during the financial year, and
 - c. Information about the number of licences held under the Act in the Board’s area (including information about the number of occasional licences issued during the year).
- (3) A report under this section may include such other information about the exercise of the Licensing Board’s functions under this Act as the Board considers appropriate.
- (4) At the request of a Licensing Board the relevant council must provide the Board with such information as the Board may reasonably require for the purpose of preparing a report under this section.
- (5) In discharging their duties under subsection (1) and section 9B(1) (annual finance report) a Licensing Board may, if they consider appropriate, prepare and publish a combined report containing the information required under this section and under section 9B (which combined report must be published not later than 3 months after the end of the financial year in question).

⁴ See: <http://www.legislation.gov.uk/asp/2015/10/contents/enacted>

⁵ See: <https://www.legislation.gov.uk/asp/2005/16/contents>

- (6) The Scottish Ministers may by regulations make further provision about reports under this section including, in particular, provisions about –
- a. The form and required content of reports, and
 - b. The publication of reports
- (7) In this section “financial year” means a yearly period ending on 31st March.”

Reporting Obligations

The Board therefore has the following key obligations:

- To PUBLISH an Annual Functions Report within 3 months of the end of the relevant financial year.
- To include within the Annual Functions Report:
 - A STATEMENT explaining how the Boards have had regard to (a) the licensing objectives and (b) their policy statement in the exercise of their functions.
 - A SUMMARY of the decisions taken by each Board over the relevant financial year including decisions by officers under delegated powers.
 - The NUMBER of licences held under the Act in the Board’s area, including the number of occasional licences issued during the financial year.
 - OTHER INFORMATION as determined to be necessary by the Licensing Board.

Purpose of the Annual Function Report

It is recognised that documents such as the Licensing Policy Statement, are, by their nature, complex legal documents that do not promote transparency beyond key stakeholder groups. The Board welcomes the reporting requirements as a means to increase accountability and transparency with particular focus on improving engagement with communities in the licensing process.

The Annual Functions Report is compiled with a central focus of explaining the work of the Board to our local communities. The use of plain English is promoted, and information will be provided in clear and concise terms wherever possible. Web-links will also be used to direct interested parties to more detailed information.

It is anticipated that the development of the reports will involve a process which will refine the content and approach with each publication..

Meeting the Obligations

The term “function” is used consistently within the Licensing (Scotland) Act 2005 (“The 2005 Act”) to describe the statutory duties to be carried out by relevant bodies. For context, an analytical overview of the current functions carried out by key stakeholders within the licensing system is provided in **APPENDIX 1**.

Key Stakeholders include:

	The Licensing Board
	The Licensing Standards Officers ("LSO's)
	Statutory Consultees
	The Licensing Forum
	The Public

More detailed information relating to the Key Stakeholders can be found at **APPENDIX 1** to this document.

COVID 19 REQUIREMENTS

The Coronavirus (Scotland) Regulations 2020 inserted the following provisions into the Licensing (Scotland) Act 2020 to take account of the current circumstances relating to Covid 19. These requirements remain in effect until at least the end of September 2021.

Section 9A

(1A) If, for a reason relating to coronavirus, A licensing Board is unable to comply with subsection (1), the Board must –

- (a) Not later than 3 months after the end of the financial year, publish on its website (or, if it does not have one, on the website of the council for the Board's area) –
 - (i) The fact that the Board is unable to comply with subsection (1) and the reason for that, and
 - (ii) The Board's estimate as to when it will publish the report, and
- (b) Prepare and publish the report not later than 9 months after the end of the financial year.

Due to workload priorities relating to Covid 19 and resource implications, it was not possible to collate the statistical information required in time to have the Board approve this year's Report at the Meeting of the Board in June or August 2021. The report has been compiled as quickly as possible to submit to the Board for approval on October 2021.

PART B – Annual Finance Report

Statutory Duty

The Air Weapons and Licensing (Scotland) Act 2015 amended the Licensing (Scotland) Act 2005 to place a statutory duty on Licensing Boards to publish an “Annual Finance Report” within 3 months of the end of each financial year.

Section 9B is in the following terms:

9B Annual financial report

- (1) Each Licensing Board must prepare and publish a report not later than 3 months after the end of each financial year.
- (2) A report under this section must include –
 - a. A statement of -
 - i. The amount of relevant income received by the Licensing Board during the financial year, and
 - ii. The amount of relevant expenditure incurred in respect of the Board’s area during the year, and
 - b. An explanation of how the amounts in the statement were calculated.
- (3) For the purposes of subsection (2) –

“relevant income” in relation to a Licensing Board, means income received by the Board in connection with the exercise of the Board’s functions under or by virtue of –

 - a. This Act, or
 - b. Section 14(1) of the Alcohol etc. (Scotland) Act 2010 (social responsibility levy) in so far as relating to holders of premises licences or occasional licences⁶, and

“relevant expenditure” in relation to a Licensing Board, means any expenditure -

 - a. Which is attributable to the exercise of the Board’s functions under or by virtue of –
 - i. This Act, or
 - ii. Section 14(1) of the Alcohol etc. (Scotland) Act 2010 (social responsibility levy) in so far as relating to holders of premises licence or occasional licences, and
 - b. which is incurred by –

⁶ This legislation is not yet in force in Scotland

- i. the Board
 - ii. the relevant council, or
 - iii. The Licensing Standards Officer (or Officers) for the Board's area.
- (4) At the request of a Licensing Board the relevant Council must provide the Board with such information as the Board may reasonably require for the purpose of preparing a report under this section.
- (5) The Scottish Minister may by regulations make further provision about reports under this section including provision:
 - a. About the form and contents of reports, including, in particular -
 - i. How a statement required under subsection (2) is to be set out, and
 - ii. What constitutes relevant income and relevant expenditure for the purposes of subsection 2, and
 - b. The publication of reports
- (6) Regulations under subsection (5)(a) may modify subsection (3).
- (7) In this section "financial year" means a yearly period ending on 31st March."

Reporting Obligations

The Board therefore had the following key obligations:

- To PUBLISH an annual financial report within 3 months of the end of the relevant financial year.
- To include within the Annual Financial Report:
 - A STATEMENT outlining (a) relevant income, (b) relevant expenditure and (c) an explanation of how the amounts in the statement were calculated.

Meeting the Obligations

As outlined under Section 9A (5) of the Licensing (Scotland) Act 2005 , a Licensing Board may, if considered appropriate, prepare and publish a combined report containing information relating to the Board's Annual Functions Report and their Annual Financial Report.

The Aberdeenshire Licensing Board has opted to provide a combined report so that all relevant information to comply with the duties of Section 9A and 9B can be found in one location.

The Financial Report is therefore included at **SECTION 6** of this report.

Copies will be provided to the Scottish Government each year after approval of the report by the Boards.

COVID 19 REQUIREMENTS

The Coronavirus (Scotland) Regulations 2020 inserted the following provisions into the Licensing (Scotland) Act 2020 to take account of the current circumstances relating to Covid 19.

Section 9B

(1A) If, for a reason relating to coronavirus, A licensing Board is unable to comply with subsection (1), the Board must –

- (c) Not later than 3 months after the end of the financial year, publish on its website (or, if it does not have one, on the website of the council for the Board's area) –
 - (iii) The fact that the Board is unable to comply with subsection (1) and the reason for that, and
 - (iv) The Board's estimate as to when it will publish the report, and
- (d) Prepare and publish the report not later than 9 months after the end of the financial year.

Due to workload priorities relating to Covid 19 and resource implications, it was not possible to collate the statistical information required in time to have the Board approve this year's Report at the Meeting of the Board in June or August 2021. The report has been compiled as quickly as possible to submit to the Board for approval in October 2021.

SECTION 2

The Licensing Objectives

There are 5 core licensing objectives underpinning the 2005 Act. These are:

	Preventing crime and disorder.
	Securing public safety.
	Preventing public nuisance.
	Protecting and Improving public health.
	Protecting children and young persons from harm.

The Licensing objectives provide a basis for the administration of the licensing regime. They also provide potential reasons for refusal of an application for a premises, personal or occasional licence.

Breach of the objectives can provide grounds for a request for the review of a premises or personal licence.

Conditions attaching to premises, personal and occasional licences must be based on one or more of the licensing objectives.

Licensing Policy Statement

The Board has a duty under Section 6 of the 2005 Act to publish a Statement of Licensing Policy with respect to the exercise of their functions under the Act.

The Board also has a duty under Section 7 of the 2005 Act to publish to what extent they consider there to be overprovision of licensed premises, or licensed premises of a particular description, in any locality within the area covered by the Board.

The above Policy Statement must seek to promote the licensing objectives and must comply with the Statutory Guidance for Licensing Authorities published by the Scottish Government in 2007.

The Board's current Licensing Policy Statement can be accessed [here](#)⁷.

The Aberdeenshire Licensing Board adopted the previous Licensing Policy Statement approved by the three Divisional Licensing Boards on the 29th of April 2020.

The Minute of that decision can be accessed [here](#)⁸.

Statement by the Aberdeenshire Licensing Board

During the course of 2020/2021 the Licensing Board:

- Applied the terms of their Policy Statement to Licence Applications and review applications.
- Complied with the statutory grounds of refusal as set out in the 2005 Act relative to the appropriate licence type in their decision-making.
- Applied the appropriate grounds for review of licence as set out in the 2005 Act for premises and personal licences.
- Ensured they continued to meet the statutory requirements set out in the 2005 Act and its related guidance and continuing to promote the five licensing objectives.
- Worked with partner agencies, where appropriate, to ensure compliance with the Licensing Objectives.
- Further embedded the new licensing system developing and launching the ability to apply for both occasional and personal licences online, along with some civic government licences, with the view to increasing both transparency and public participation within the licensing process and the raising of issues which are related to the Licensing Objectives.

Further evidence on how the Boards applied and promoted the Licensing Objectives can be found at **SECTION 4** of this Report.

⁷ <https://www.aberdeenshire.gov.uk/licensing/alcohol/policies/policy-statements/>

⁸ <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516&meetid=19722>

SECTION 3



Statistical Information

General

Current Position:

The Aberdeenshire Licensing Board covers the whole of Aberdeenshire.

The Board is made up of 10 Members and their details can be found [here](#)⁹.

The first meeting of the Board was held on the 29th of April 2020 by Skype.

At this meeting, the Board decided that future meetings would be held at Woodhill House, Westburn Road, Aberdeen, AB16 5GB. However, since the onset of the pandemic, all Licensing Board meetings have continued throughout using Skype. Public participation has been ensured by either live streaming the meetings or by recording the meetings and making them available on the [Council's YouTube](#) channel afterwards. Hearings have taken place with all participants being given an opportunity to be heard, both applicants, consultees and objectors and public transparency has been maintained throughout.

The Board is satisfied that by livestreaming virtual Board Meetings and publishing recordings of meeting online following Board Meetings, the public have the same access to meetings as they would have had prior to the start of the pandemic and that all Board Meetings are therefore held “in public” in terms of the provisions of paragraph 12(2) of Schedule 1 to the Licensing (Scotland) Act 2005.

The Board has ensured that, where any application requires a hearing at a virtual Board Meeting, applicants, objectors and those making representations can fully participate in the hearing by way of written submissions, skype invitation (where possible) or by telephone, and has published protocols and guidance for participation in such meetings so that the Board has, wherever possible, provided a fair hearing for all parties.

In some respects, the virtual Board meetings have ensured that there is greater transparency and those wishing to view can now watch at a time that is convenient for them, with no travel time which is an advantage both economically and sustainably.

The Board meets on a bi-monthly basis unless there is a requirement to hold a special meeting such as to review a licence or to assist with the development of policy.

Details of the Board's meetings can be found [here](#)¹⁰.

Licensing Applications and Outcomes – 1st April to 31st March

⁹ <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516>

¹⁰ <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516>

This section provides the statistics for the above year as well as providing a comparison against previous years.

New Premises / Provisional Licence		
Applications Received	2020/21	11
	2019/20	14
	2018/19	18
	2017/18	12
Broken down as follows:		
On Sales	2020/21	0
	2019/20	7
	2018/19	8
	2017/18	4
Off Sales	2020/21	8
	2019/20	6
	2018/19	3
	2017/18	4
Both	2020/21	3
	2019/20	0
	2018/19	7
	2017/18	5
Decisions made:		
Granted (Board)	2020/21	11
	2019/20	14
	2018/19	18
	2017/18	12
Summary of grounds for refusal or application of conditions:		
2020/21	<i>6 applications granted subject to additional conditions in support of the Protecting Children and Young Persons from Harm Licensing Objective.</i>	
2019/20	<i>Information not included.</i>	
2018/19	<i>2 applications granted subject to additional conditions in support of the following licensing objectives: Preventing Crime and Disorder, Preventing Public Nuisance and Protecting Children and Young Persons from Harm Licensing Objectives.</i>	
2017/18	<i>Information not included.</i>	
Trends / Comments – 2020/21		
<p>Figures down on 2019/20 but perhaps not as much as we would have expected given the effect of the pandemic.</p> <p>There is a definite trend in terms of the applications which we are receiving with these largely being in relation to off-sales premises (including online sales) rather than on-sales premises. This is not unexpected given the lockdowns during the course of this reporting year and will be monitored over the next couple of years and will provide the basis for consideration for the review of the Licensing Policy Statement.</p> <p>The figures will be monitored over the next few years to give an indication of the recovery of the hospitality sector from the Covid-19 pandemic.</p>		

Temporary Premises Licence		
Applications Received	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	0
Summary of grounds for refusal or application of conditions:		
2020/21	<i>Not Applicable.</i>	

2019/20	<i>Not Applicable.</i>
2018/19	<i>Not Applicable.</i>
2017/18	<i>Not Applicable.</i>
Trends / Comments – 2020/21	
<i>We have not received any such applications in the last 4 financial years.</i>	
<i>It may be of interest to note that Aberdeenshire has only ever had one application for this back in 2010.</i>	

Confirmation of Premises Licence		
Applications Received	2020/21	5
	2019/20	4
	2018/19	8
	2017/18	8
Decisions made:		
Granted (Officers)	2020/21	5
	2019/20	4
	2018/19	8
	2017/18	8
Summary of grounds for refusal or application of conditions:		
2020/21	<i>Not Applicable.</i>	
2019/20	<i>Not Applicable.</i>	
2018/19	<i>Not Applicable.</i>	
2017/18	<i>Not Applicable.</i>	
Trends / Comments – 2020/21		
<i>Figures slightly up on last year but not that different from previous years.</i>		
<i>There are slight fluctuations in terms of the numbers however it is a relatively stable picture across Aberdeenshire.</i>		

Minor Variations		
Applications Received	2020/21	92
	2019/20	131
	2018/19	155
	2017/18	157
Trends / Comments – 2020/21		
<i>The number of minor variations is substantially down on the previous years. This is demonstrative of the lengthy closures in licensed premises and is a result of the Covid-19 pandemic. It would be inappropriate to consider that this is a trend, however, will be closely monitored during the course of the next few years to provide information on the recovery from Covid-19.</i>		

Major Variations		
Applications Received	2020/21	20
	2019/20	38
	2018/19	51

	2017/18	53
Decisions made:		
Granted (Board)	2020/21	20 ¹¹
	2019/20	38
	2018/19	50
	2017/18	42
Ongoing	2020/21	0
	2019/20	0
	2018/19	1
	2017/18	10
Withdrawn	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	1
Summary of grounds for refusal or application of conditions:		
2020/21	<p>4 Contentious applications were received. 18 Applications were granted in full. 2 Applications were granted in Part (Both applications had their proposed outside areas refused – 1 due to non-compliance with Preventing Public Nuisance Licensing Objective and 1 due to non-compliance with the Preventing Public Nuisance and Protecting Children and Young Persons From Harm Licensing Objectives). The Board deferred 1 Application in Part so that further considerations could be made in terms respect of the Protecting Children and Young Persons From Harm Licensing Objective this was later granted by the Board. The Board applied additional conditions (outwith their local conditions) in respect of 6 applications (3 cases in respect of the Protecting Children and Young Persons from Harm Licensing Objective, 1 case in respect of the Protecting and Improving Public Health Licensing Objective, 1 case in respect of the Preventing Public Nuisance Licensing Objective and 1 case in respect of the Preventing Public Nuisance and Protecting Children and Young Persons From Harm Licensing Objectives).</p>	
2019/20	Information not included.	
2018/19	<p>13 Applications were granted subject to additional conditions in support of the following Licensing Objectives: Securing Public Safety, Preventing Public Nuisance and Protecting Children and Young Persons from Harm and 1 Application was granted subject to additional conditions in support of the following Licensing Objective: Protecting Children and Young Persons from Harm.</p>	
2017/18	Information not included.	
Trends / Comments – 2020/21		
<p>The number of applications is 55% of what it had been the previous year. Some of the applications were as a result of adding additional outdoor space to premises due to the restrictions on opening indoors. There had been the start of a potential downward trend in terms of major variations, however, this year cannot be used as a direct comparison but provides useful information in terms of the impact of the pandemic on the work of the Board.</p> <p>Some of the major variations were contentious, and the Board carefully considered the impact of the applications on the licensing objectives.</p>		

¹¹ 2 Applications were granted in part with their proposed outside areas being refused.

Transfer of Premises Licence		
Applications Received	2020/21	11
	2019/20	17
	2018/19	31
	2017/18	30
Broken down as follows:		
S.33 Transfer	2020/21	6
	2019/20	1
	2018/19	11
	2017/18	20
S.34 Transfer	2020/21	5
	2019/20	16
	2018/19	20
	2017/18	10
Decisions made:		
Granted (Board)	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	2
Granted (Officers)	2020/21	11
	2019/20	17
	2018/19	31
	2017/18	25
Refused	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	1
Ongoing	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	1
Withdrawn	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	2
Summary of grounds for refusal:		
2020/21	<i>Not Applicable.</i>	
2019/20	<i>Not Applicable.</i>	
2018/19	<i>Not Applicable.</i>	
2017/18	<i>Information not included.</i>	
Trends / Comments – 2020/21		
<p><i>A similar picture can be evidenced with transfers as with major variations. There was 64% of the previous year's applications, however going back a couple of years, the trend is definitely downward which may indicate either that the trade is stable, or that there is limited appetite for new entrants to the trade. Conclusions cannot be arrived at just on this statistic however it may be indicative.</i></p>		

Extended Hours		
Applications Received	2020/21	6
	2019/20	34
	2018/19	21
	2017/18	64
Decisions made:		
Granted (Officers)	2020/21	5
	2019/20	31
	2018/19	21
	2017/18	61
Refused	2020/21	0
	2019/20	2
	2018/19	0
	2017/18	1
Withdrawn	2020/21	0
	2019/20	1
	2018/19	0
	2017/18	2
Summary of grounds for refusal or application of conditions:		
2020/21	<i>Not Applicable.</i>	
2019/20	<i>2 applications were refused as these were contrary to the Board's Policy.</i>	
2018/19	<i>Not Applicable.</i>	
2017/18	<i>Information not included.</i>	
Trends / Comments – 2020/21		
Only 5 were granted during the course of the reporting year. This is around 25% of previous years.		

Occasional Licences		
Applications Received	2020/21	645
	2019/20	1,476
	2018/19	1,316
	2017/18	1,354
Decisions made:		
Granted (Board)	2020/21	0
	2019/20	6
	2018/19	3
	2017/18	1
Granted (Officers)	2020/21	645
	2019/20	1,375
	2018/19	1,313
	2017/18	1,315
Refused	2020/21	0
	2019/20	12
	2018/19	0
	2017/18	1
Ongoing	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	8
Withdrawn / Cancelled	2020/21	0
	2019/20	45
	2018/19	0
	2017/18	30

Summary of grounds for refusal or application of conditions:	
2020/21	No occasional licences were refused during the course of the year.
2019/20	<i>11 Applications refused on the basis of that the events in question were aimed at children contrary to the Board's Policy and on the following Licensing Objective: Protecting Children and Young Persons from Harm and 1 Application was refused on the basis of all 5 of the Licensing Objectives. 23 Events were cancelled and 22 Applications were withdrawn.</i>
2018/19	<i>1 Application granted subject to additional conditions in support of the following licensing objective: Prevention of Public Nuisance.</i>
2017/18	<i>Information not included.</i>
Trends / Comments – 2020/21	
<i>One of the biggest impacts of the Covid pandemic was on socialising including at events that require an occasional licence. Many fundraising events were cancelled therefore no licence was required.</i>	
<i>The Board received only 43% of the applications it had the previous year.</i>	
<i>Many of the applications that were received were for premises with existing premises licences to enable them to open outdoor areas.</i>	
<i>Each occasional licence can only last 14 days and so premises have applied for consecutive occasional licences which have masked the wider picture. Online occasional licences were launched this year and this contributed immensely to the licensing team being able to reduce processing time to enable us to move swiftly to respond to changes in levels to support the trade to open as quickly as possible.</i>	

Personal Licence – Grants		
Applications Received	2020/21	124
	2019/20	220
	2018/19	279
	2017/18	262
Decisions made:		
Granted (Board)	2020/21	0
	2019/20	3
	2018/19	0
	2017/18	2
Granted (Officers)	2020/21	124
	2019/20	209
	2018/19	272
	2017/18	252
Refused	2020/21	0
	2019/20	6
	2018/19	6
	2017/18	2
Ongoing	2020/21	0
	2019/20	0
	2018/19	0
	2017/18	4
Withdrawn	2020/21	0
	2019/20	2
	2018/19	1
	2017/18	2
Summary of grounds for refusal or application of conditions:		
2020/21	No new applications for a personal licence were required to be referred to the Board and were all granted under delegated powers.	
2019/20	<i>4 application refused on the grounds of the applicant not being a fit and proper person to hold a licence based on the Licensing Objective: Prevention of Crime and Disorder. 2 applications refused on the grounds of the applicant not being a fit and proper person to hold a licence based on the following Licensing Objectives: Prevention of Crime and Disorder and Securing Public Safety.</i>	

2018/19	<i>5 Applications refused on the grounds that the Board(s) were unable to satisfy themselves of the identity of the applicant and therefore could not comply with the requirements under S.72 of the 2005 Act in respect of the granting of the licence contrary to the Licensing Objective: Prevention of Crime and Disorder. 1 application refused on the grounds that this was contrary to the following Licensing Objectives: Prevention of Crime and Disorder and Prevention of Public Nuisance.</i>
2017/18	<i>Information not included.</i>

Trends / Comments – 2020/21

The figures are substantially lower than last year. This likely reflects the lack of training courses which were unavailable during the pandemic as well as the uncertainty around the hospitality trade.

There were 2583 personal licences in force across Aberdeenshire at 31st March 2021.

Personal Licence – Renewals

Applications Received	2020/21	20
	2019/20	331
	2018/19	0
	2017/18	0

Decisions made:

Granted (Board)	2020/21	0
	2019/20	1
	2018/19	0
	2017/18	0
Granted (Officers)	2020/21	20
	2019/20	318
	2018/19	0
	2017/18	0
Refused	2020/21	0
	2019/20	1
	2018/19	0
	2017/18	0
Ongoing	2020/21	0
	2019/20	9
	2018/19	0
	2017/18	0
Withdrawn	2020/21	0
	2019/20	2
	2018/19	0
	2017/18	0

Summary of grounds for refusal:

2020/21	Not applicable
2019/20	<i>1 application refused as the applicant was deemed to no longer be a fit and proper person to hold a licence.</i>
2018/19	<i>Not Applicable.</i>
2017/18	<i>Not Applicable.</i>

Trends / Comments – 2020/21:

The figures are substantially lower than last year but this is to be expected due to the fact that the ten year licence period for the initial personal licences granted under the 2005 Act came to an end last year.

Reviews

Requests for review of Premises Licence		
Applications Received	2020/21	2
	2019/20	7
	2018/19	1
	2017/18	0
Broken down as follows:		
From Police Scotland	2020/21	2
	2019/20	0
	2018/19	0
	2017/18	0
From LSO	2020/21	0
	2019/20	7
	2018/19	1
	2017/18	0
Decisions made:		
Written Warning	2020/21	2
	2019/20	0
	2018/19	0
	2017/18	0
Revocation of Licence	2020/21	0
	2019/20	7
	2018/19	1
	2017/18	0
Summary of grounds for review:		
2020/21	2 reviews sought due to acting in a manner inconsistent with the Licensing Objectives (Breakdown: 1 for acting in a manner inconsistent with the following Licensing Objectives: Prevention of Crime and Disorder and Protecting and Improving Public Health by failing to close when required to do so under the applicable coronavirus legislation and 1 for acting in a manner inconsistent with following Licensing Objectives: Prevention of Crime and Disorder and Prevention of Public Nuisance).	
2019/20	7 reviews sought as the premises' had failed to trade for a period of 3 months and the licences were treated as ceasing to have effect.	
2018/19	Review sought as the premises had failed to trade for a period of 3 months and the licence holder had indicated that there were no plans to continue trading and the licence was treated as ceasing to have effect.	
2017/18	Not Applicable.	
Trends / Comments – 2020/21		
<p>The low number of reviews continues to reflect the continuing success of the intervention approach adopted by Police Scotland and our LSOs in addressing issues as early as possible to find a workable solution enabling the business to continue in compliance with the licensing objectives.</p> <p>This supports the partnership approach approved of by the Board</p> <p>Only where a matter is not capable of being resolved by intervention is it then escalated to the Board by means of review.</p> <p>The low number in the last year is also not surprising due to the fact many premises were closed and restricted over the last year.</p>		
Requests for review of Personal Licence		
Notice of further conviction		
Applications Received	2020/21	2

	2019/20	0
	2018/19	3
	2017/18	3
Broken down as follows:		
From Police Scotland	2020/21	2
	2019/20	0
	2018/19	3
	2017/18	3
Decisions made:		
Endorsement	2020/21	2
	2019/20	0
	2018/19	2
	2017/18	1
Summary of grounds for review:		
2020/21		
2019/20	<i>Not Applicable.</i>	
2018/19	<i>A licence holder's licence was endorsed in relation to the following Licensing Objective: Preventing Crime and Disorder.</i>	
2017/18	<i>Information not included.</i>	
Conduct inconsistent with the licensing objectives		
Applications Received	2020/21	4
	2019/20	9
	2018/19	3
	2017/18	0
Broken down as follows:		
From Police Scotland	2020/21	4
	2019/20	9
	2018/19	
	2017/18	0
Decision Made:		
Endorsement	2020/21	3
	2019/20	2
	2018/19	2
	2017/18	0
Suspension of Licence	2020/21	0
	2019/20	2
	2018/19	0
	2017/18	0
Revocation of Licence	2020/21	1
	2019/20	4
	2018/19	0
	2018/17	0
No Action Taken	2020/21	0
	2019/20	1
	2018/19	0
	2017/18	0
Case Continued	2020/21	0
	2019/20	0
	2018/19	1
	2017/18	0
Summary of grounds for review:		
2020/21	<i>A licence holder's licence was endorsed for acting in a manner inconsistent with the licensing objectives of Preventing Crime and Disorder and Protecting and Improving Public Health.</i>	

	Two other review was based on conduct inconsistent with the preventing crime and disorder and preventing public nuisance objectives, with one also touching on securing public safety. Another was revoked due to no longer being deemed to be a fit and proper person when taking into account his behaviour in connection with the licensing objective of preventing crime and disorder and securing public safety.
2019/20	4 revoked as licence holder was deemed not to be a fit and proper person to hold a licence following their conduct which was inconsistent with the Licensing Objectives (Breakdown: 1 for conduct inconsistent with the following Licensing Objectives: Prevention of Crime and Disorder, Prevention of Public Nuisance and Securing Public Safety; 2 for conduct inconsistent with the following Licensing Objective: Prevention and Crime and Disorder and 1 for conduct inconsistent with the Licensing Objectives: Prevention of Crime and Disorder and Securing Public Safety). 2 suspended for a period of 3 months (Breakdown: 1 for conduct inconsistent with the Licensing Objectives: Prevention of Crime and Disorder and Securing Public Safety and 1 for conduct inconsistent with the following Licensing Objective: Prevention of Crime and Disorder). 2 endorsements (Breakdown: Both for conduct inconsistent with the following Licensing Objective: Prevention of Crime and Disorder).
2018/19	Not applicable
2017/18	Not Applicable.

Trends for 2021

The low number of reviews continues to reflect the continuing success of the intervention approach adopted by Police Scotland and our LSOs in addressing issues as early as possible to find a workable solution enabling the business to continue in compliance with the licensing objectives.

This supports the partnership approach approved of by the Board

Only where a matter is not capable of being resolved by intervention is it then escalated to the Board by means of review.

Revocation of Personal Licence for failure to provide evidence of having undertaken the required refresher training.

Revocations Made:	2020/21	169
	2019/20	706
	2018/19	149
	2017/18	141

Trends / Comments – 2020/21

The number of revocations is substantially down, however, the number last year was particularly high due to the volume of renewals of personal licences and many licence holders not renewing their licences.

This year's number is more in line with, although still higher, than the previous years. This could be due to the fact that we are now processing new licences, refreshed licences, and renewed licences.

Licences in force at the end of the financial year

Premises Licences		
Licences In Force	2020/21	614
	2019/20	643
	2018/19	636
	2017/18	633
Broken down as follows:		
On Sales	2020/21	158
	2019/20	171
	2018/19	198

	2017/18	198
Off Sales	2020/21	194
	2019/20	196
	2018/19	212
	2017/18	213
Both	2020/21	262
	2019/20	276
	2018/19	226
	2017/18	222

Trends / Comments – 2020/21

We are down by 29 premises overall through surrender of licences or non payment of annual fee (1 premises only).

Part of this reflects premises that had already ceased trading in the run up to the pandemic and some are premises that have surrendered their licences during the pandemic.

This year's figures will be monitored over the next few years to determine if there are any indicators about the trade's recovery from the pandemic

Extended Hours Applications Granted

Applications Granted	2020/21	6
	2019/20	31
	2018/19	0
	2017/18	61

Trends / Comments – 2020/21

The low number of applications reflects the inability of licensed premises to trade during lockdown

Occasional Licences Granted

Applications Granted	2020/21	645
	2019/20	1,476
	2018/19	1,316
	2017/18	1,353

Trends / Comments – 2020/21

There were 896 Occasional Licences were due to come into effect during the 2020/21 Financial Year.(including a large number 241 were held for cancelled events).

Personal Licences

Licences In Force	2020/21	2,583
	2019/20	2,112
	2018/19	2,416
	2017/18	2,411

Trends / Comments – 2020/21

The number of personal licences has increased from the previous year, and is now higher than it has been since the figures have been collated in 2017 at the beginning of this Licensing Policy Statement period.

For further information in respect of the decisions taken by the Licensing Board please feel free to use the link below:

The Aberdeenshire Licensing Board	Link ¹²
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¹² <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=516>

Statement by the Aberdeenshire Licensing Board

The Aberdeenshire Licensing Board wants to acknowledge:-

- Licence Holders for their compliance with the 5 Licensing Objectives evidenced by the continued lack of reviews sought both in terms of premises and personal licences.
- The ongoing work of Police Scotland and the Licensing Standards Officers in working proactively with the Licensed Trade when problems arise as evidenced by the compliance of the Trade and the lack of reviews sought both in terms of premises and personal licences particularly during the last year.
- The work of the Licensing Standards Officers in dealing with both their usual role and the work on Covid compliance and guidance which was exceptional and is fully recognised by the Board.

The figures for this financial year reflect the full impact on the delivery of the licensing function that the COVID 19 pandemic has had in 2020/21 and demonstrates the volume of applications was substantially reduced during the last financial year.

The impact on the Licensed Trade is unquantified at this time however is not unsubstantial.

The Board also takes this opportunity to thank The Licensing Team, Police Scotland, the Licensing Standards Officers, Environmental Health and all other services of Aberdeenshire Council for the ongoing priority work being undertaken to assist the Licensed Trade in re-opening and re-establishing themselves with the restrictions currently placed on them as a result of the COVID 19 pandemic.

During the course of the year, the licensing administration team also administered the Scottish Government Covid Support for Taxi and Private Hire operators, as well as some took an active role in the Grampian Covid Assistance Hub providing assistance to residents across Aberdeenshire.

SECTION 4



What the Licensing Board achieved in 2020-2021

Work in terms of the Licensing (Scotland) Act 2005

- i. A new licensing online application system for both occasional and personal licences was introduced which has improved and streamlined the processing of applications and facilitates online registers.
- ii. Despite the challenges facing the trade, the Annual Licence Fees were collected without the need for review of premises licences for all cases save one, which was deemed to have ceased to have effect in terms of S28 of the 2005 Act, which meant the review did not proceed.
- iii. Regular attendance by Licensing Team Members to virtual Licensing Conferences and the SOLAR Licensing Working Group which ensured best practices were implemented and the Boards were kept up to date with legislative changes which were frequent.
- iv. Regular liaison with Scottish Government on Covid-19 impacts through the Covid Impact Assessment Group in terms of the impact of easing restrictions.
- v. Responded to various Scottish Government consultations.
- vi. Weekly Licensing Question Time (LQT) meeting via a skype to ensure that Depute Clerks, the Licensing Team and Licensing Standard Officers engaged on common licensing issues that arise across Aberdeenshire to ensure consistent advice was provided to the trade and also potential objectors.
- vii. Establishment of fortnightly liaison groups via skype between licensing solicitors and the Licensing Admin team to ensure liquor and civic applications were being monitored and processed appropriately
- viii. Establishment of agenda setting meetings via skype to enable proper preparation of Board Agendas and to allow the preparation of guidance notes for the Convenor and Vice Convenors to ensure the smooth operation of online meetings
- ix. Consideration of COVID 19 restrictions putting in place alternative methods for continuity of business during lockdown. This included all staff working from home and the closure of offices. The team have accepted licence applications either online, via email, or have telephoned applicants where they do not have access to technology and have helped them to apply.
- x. The North Licensing Board held the first virtual Licensing Meeting in Scotland on 1st April 2020. A recording of the meeting can be accessed [here](#)¹³.
- xi. Protocols for public participation in virtual Licensing Board Meetings and guidance for parties participating were drafted and approved. These have been reviewed on an ongoing basis, building on the experience and good practice learned from conducting virtual meetings throughout the pandemic

¹³ <https://www.youtube.com/watch?v=hmRmnz0Nngw>

- xii. Partnership working to ensure that premises were informed and remained closed during restrictions in support of the licensing objectives.
- xiii. Frequent amendments to the website to ensure information provided to the trade was as up to date as possible.
- xiv. Offices closed due to Covid-19 and officers, and Board members, quickly adapted and put processes in place to ensure that as close to business as usual service was provided throughout the period of lockdown within the confines of the new regulations.
- xv. Officers ensured the licensing objectives were promoted throughout whilst paying cognisance to the statutory guidance published by the Scottish Government to ensure Licensing Boards were pragmatic.
- xvi. In order to facilitate reopening of outdoor areas when permitted to by the Covid regulations, applications for occasional licences were turned around in 14 days rather than the usual 6 weeks requested. This was able to be done due to the huge reduction in work for the licensing team at that time due to the restrictions, the new online system and the co-operation of our statutory consultees, and is not sustainable long term due to the volume of applications received by the team. Applicants are now asked to submit applications at least 28 days in advance of the date that they are required and to do so online.
- xvii. Considered the appointment of a Deputy Convenor.
- xviii. Adapted to a temporary absence of the Convenor, with thanks to Mrs Ewenson for her work for the Board in the absence of Mr Topping.

Other work completed during the year

- i. Drafting and publication of Guidance for the Licensed Trade as a result of restrictions due to COVID 19
- ii. Considered Booze Cruise Guidance for the Board, which will be considered along with the new Policy Statement following the election.
- iii. Received and considered the Police Scotland Annual Report
- iv. Work with the Resilience Group to ensure consistency of approach between Services and between the Board and Aberdeenshire Council

Work of the Licensing Administration Team

Over the last 18 months the Licensing Team have adjusted remarkably well to ensure we were able to maintain our quality of service in challenging and changing times, while adapting to a working from home setup as a team who previously worked in offices full-time.

Prior to March 2020 most of our applications were received by post with cheque payments, however, with offices closed to the majority of staff we quickly swapped to encourage application by email and taking telephone payments for them. These changes allowed us to continue processing and producing licences which enabled the licensed trade to operate as best they could, most notably during the introduction of outdoor only drinking, where many licensed premises opted to apply for occasional licences to open in the capacity restrictions allowed.

During this time, we made a start on moving our applications online meaning applicants can complete a form and pay for their licence through our online portal, which speeds up the process for not only the applicant but for us too. So far Occasional, Personal, Lottery, Taxi/Private Hire Driver and Vehicle grant and renewal applications can now all be made online.

Work of the Licensing Standards Officers

The role of the LSO throughout 2020/21 has been dominated by the pandemic. It was recognised that the relationship between the LSOs and the licensed/hospitality sector would be key to guiding the trade through the complexities of the Coronavirus regulations. To that end the LSOs were co-opted into the COVID 19 team within Environmental Health to assist with the delivery of key messaging, assisting with advice and ultimately ensuring compliance with the regulations. Throughout the period the LSOs have regularly updated licence holders when changes to guidance and regulations have occurred through email and webinars.

In addition the LSOs have dealt with complaints of non-compliance using the 4 'E's approach method, with engagement and education being the first steps with enforcement being the last resort. Over the period there has been over 900 queries dealt by the LSOs out of a total of 2054 by the wider COVID 19 team. Only 2 prohibition notices and 4 'Directions' have been issued for non-compliance. All the above has been delivered whilst maintaining their normal licensing functions in relation to consultations etc. It has been a challenging year for the team, especially given the speed of change that has been required. The LSOs have embraced this work and have been key players in delivery of the Public Health message.

Statement by the Licensing Board

The Licensing Board were supportive of the achievements of the last year including that offered following the emergence of Covid-19 and the unprecedented effect which this has had on the trade.

SECTION 5



Goals for 2021-2022

The Aberdeenshire Licensing Board is looking to achieve the following in 2021/22:

- Development and publication of initial Local Area Profiles.
- Development of specific conditions for street cafes in conjunction with Aberdeenshire Council's Roads Service to ensure consistency of approach and consistency with conditions of street café consents issued by the Council
- Enhancing the Public Register.
- Enhancing the Application Process e.g. Online Payments and applications.
- Supporting the Trade during the Covid-19 Pandemic.
- Visits to Licensed Premises in conjunction with Police Scotland and Licensing Standards Officers when it is considered safe to do so.
- Continuation of Virtual Meetings and exploration of the feasibility of Hybrid Meetings moving forward
- Re-establishing Aberdeenshire Licensing Forum and meeting with them if successful.
- Creation of new equalities outcomes for the Board's Equalities Policy.
- Preparation of timelines for review of Licensing Policy
- Review of the Board's Gambling Policy.
- Enhancing the ability of applicants to apply for licences online and for members of the public to be able to respond to applications online.
- Creation of a new map for the Aberdeenshire Licensing Board for all policy documents and Guidance documents.
- Training new Board members following the Local Government election

SECTION 6



Financial Information

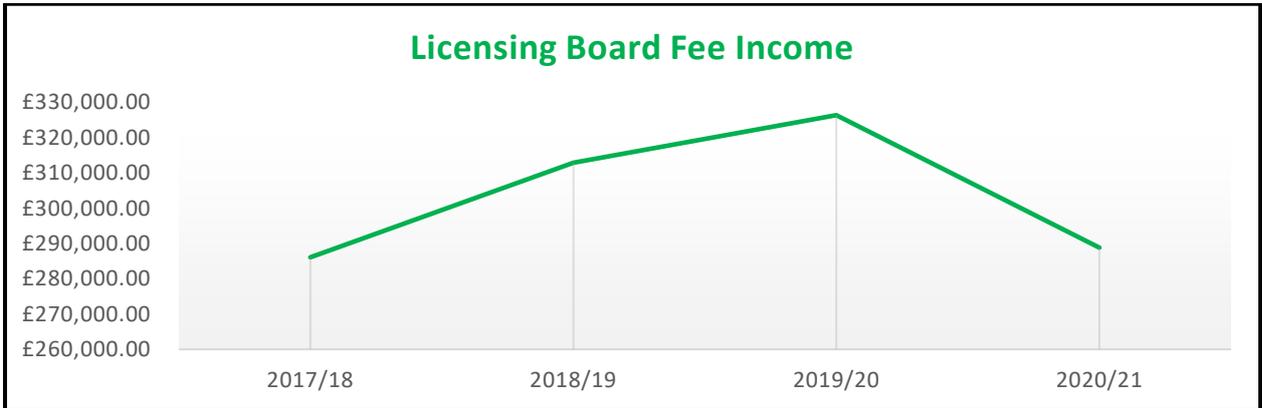
LICENSING BOARD – INCOME AND EXPENDITURE

INCOME	2017/18	2018/19	2019/20	2020/21
Fees received	£286,098.75	£312,955.86	£326,419.94	£288,870.19
TOTAL INCOME	£286,098.75	£312,955.86	£326,419.94	£288,870.19

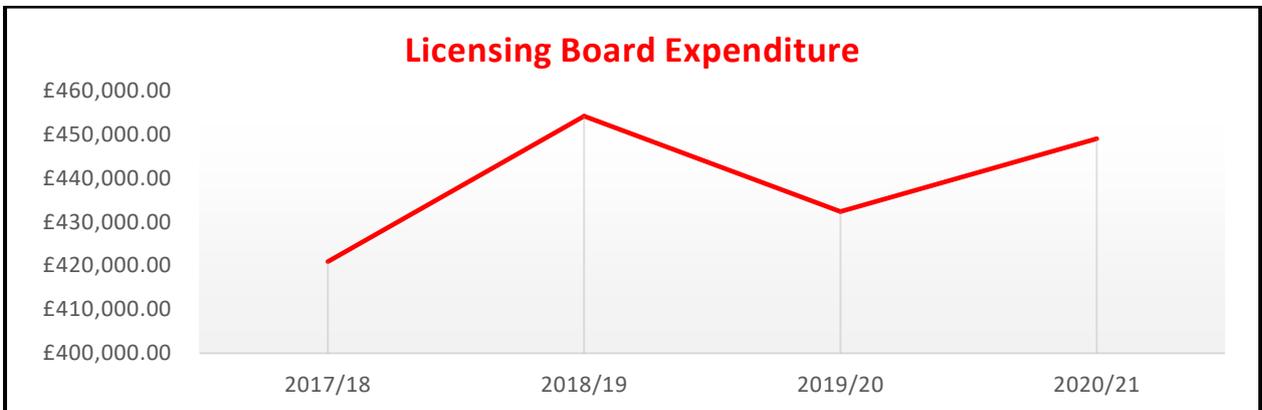
EXPENDITURE	2017/18	2018/19	2019/20	2020/21
Staffing Costs				
LSOs	£95,842.43	£90,277.02	£96,341.11	£100,102.49
Legal and Administrative Staff	£125,858.47	£150,360.13	£154,765.19	£157,314.45
Direct Overheads				
Postage	£2,208.75	£3,756.78	£2,699.36	£178.22
Printing and Stationary	£3,027.68	£4,356.93	£1,702.47	£132.51
Travel and Subsistence	£1,694.46	£2,758.66	£5,186.17	£51.15
General Legal Expenses	£0.00	£0.00	£0.00	£0.00
Hospitality	£41.00	£0.00	£0.00	£0.00
Misc. (Insurance & Banking Charges)	£401.43	£433.77	£395.60	£1,385.65
Indirect Overheads				
Central Charge – Accommodation	£16,698.04	£12,879.64	£13,161.86	£11,164.15
Central Charge – Administration	£175,139.98	£189,297.34	£158,088.21	£180,388.45
TOTAL EXPENDITURE	£420,912.24	£454,120.27	£432,339.97	£448,969.54

BALANCE	2017/18	2018/19	2019/20	2020/21
Prior to deduction of Indirect Overheads	£57,024.53	£61,012.57	£65,330.04	(£29,705.73)
After deduction of Total Expenditure	(£134,813.49)	(£141,164.41)	(£105,920.03)	(£161,846.87)

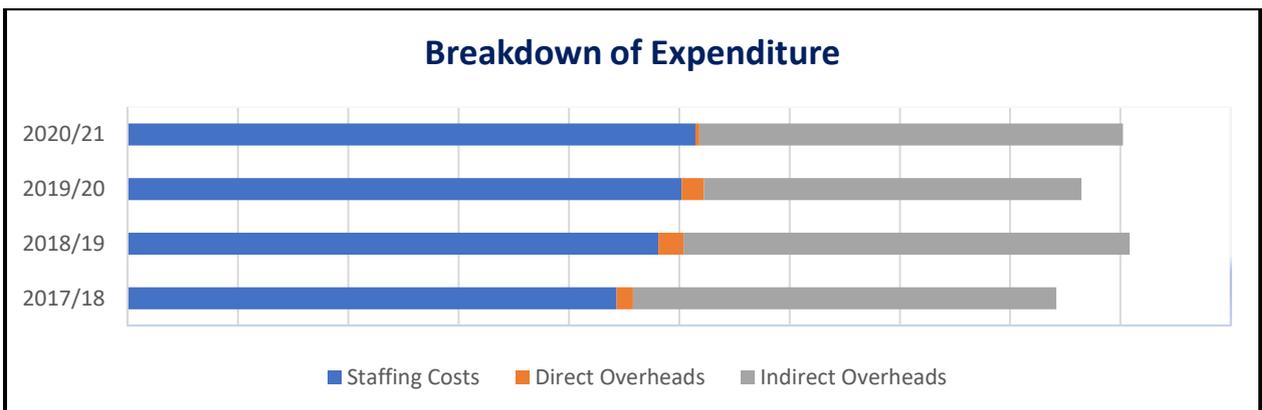
FINAL BALANCE	(£134,813.49)	(£141,164.41)	(£105,920.03)	(£161,846.87)
	DEFICIT	DEFICIT	DEFICIT	DEFICIT



The graph shows a steadily increasing position with a sharp decline in the last financial year.



This graph shows a fluctuating position in terms of expenditure with no sustained trend established yet.



The breakdown of expenditure shows a steady increase in staffing costs in line with the pay awards. The direct overheads were down in the last year.



The end of financial year graph shows that income had been increasing however the impact of the pandemic is shown with the lower figure.

CALCULATION STATEMENT

Description of costs	Proportion of overall cost allocated to the Licensing Board(s)			
	2017/18	2018/19	2019/20	2020/21
Staffing Costs				
LSOs	60%	60%	60%	60%
Legal and Administrative Staff				
<i>Administrative Supervisor</i>	30%	30%	30%	30%
<i>FTE Administration Staff x 3</i>	100%	100%	100%	100%
<i>Solicitors</i>	30%	30%	30%	30%
Direct Overheads				
Travel and Subsistence				
LSOs	100%	100%	100%	100%
<i>Legal and Administrative Staff</i>	60%	60%	60%	60%
Indirect Overheads				
Central Charges – Accommodation	30%	30%	30%	30%
Central Charges – Administration	30%	30%	30%	30%

Statement by the Aberdeenshire Licensing Board

The Aberdeenshire Licensing Board acknowledges the work carried out in relation to streamlining processes and the steps taken to correct the current deficit through both the implementation of a new system aimed at efficiency and new fees, where the Board has the authority to set them, based solely on cost recovery. The Board are restricted in the fees that can be charged for many application types as these are set by the Scottish Government and so has little discretion to improve income.

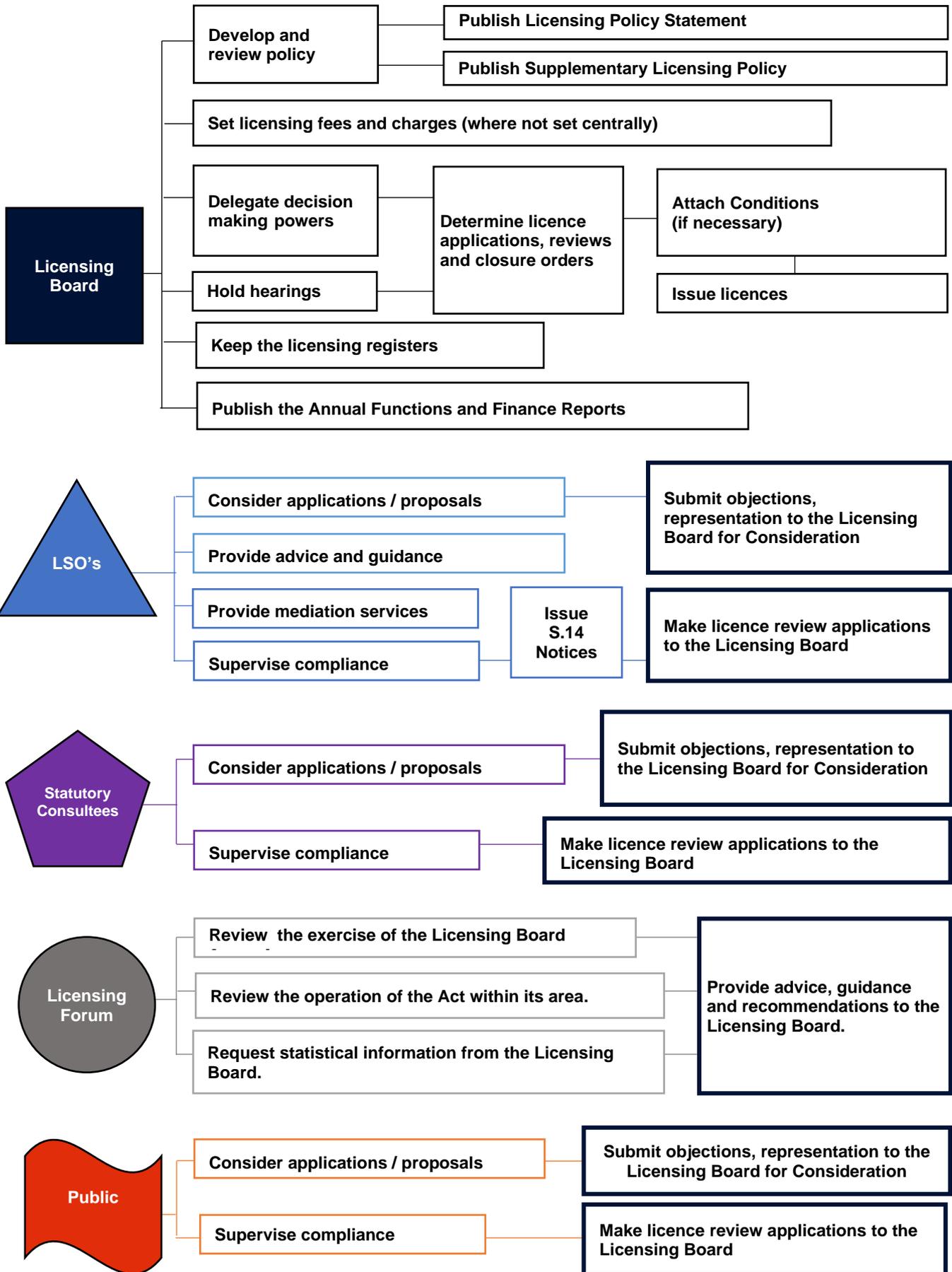
The Board will continue to monitor the financial position.

It is however aware of the impact that the COVID 19 pandemic has had on those within the Licensed Trade and events businesses and the effect that this will have in terms of their own income due to the reduction in applications and therefore fees during lockdown.

The Board also watches with interest the current review of fees for Occasional Licences as the outcome of this may well prove to have an impact on the financial position of not only the Aberdeenshire Licensing Board but for all Boards in Scotland.

APPENDIX 1

Key Stakeholders and their functions



The Licensing Board

The 2005 Act provides that a Licensing Board or Boards will be appointed for the purpose of administering the system of considering applications for licences in accordance with the provisions of the 2005 Act and its associated regulations and for considering requests for review of premises licences.

The Licensing Board must be made up of no fewer than 5 members and no more than 10 members.

Aberdeenshire Council appoints members to the Licensing Board at their first Full Council meeting after a Local Government Election. A person must have been elected as a Councillor to be able to sit on the Board.

All Members appointed to a Licensing Board must sit and pass a mandatory exam before being able to sit on the Board and make decisions.

The Licensing Board must have a legally qualified Clerk and administrative support is supplied by Aberdeenshire Council. The Board does not employ any staff directly.

The Licensing Board is an independent public body and is separate from the Council.

Licensing Standards Officers (“LSOs”)

LSOs work with licence holders, the public, the Police and the business community in seeking to promote the licensing objectives.

LSOs have the following duties:

	Guidance
	Mediation
	Enforcement

Aberdeenshire Council employs 4 LSOs who are based within the council's 'Environmental Health Service' and they are employed to work within all parts of Aberdeenshire.

LSOs must sit a mandatory training course and pass an exam within 1 year of being appointed to their post.

Our LSOs can be contacted at LSO@aberdeenshire.gov.uk

Further information in respect of our LSOs can also be found on our website via the following [link](#)¹⁴.

¹⁴ <https://www.aberdeenshire.gov.uk/licensing/alcohol/contact-us/>



Statutory Consultees

The Board is obliged to consult with the following persons / groups of persons when processing applications:

Application Type	Consultees
Premises Licences (Incl. Major Variations)	Police Scotland Scottish Fire and Rescue, Planning Service, Building Standards, Environmental Health, LSOs, Public Health, Community Councils and any persons owning or occupying a property within a 4-metre radius of the application premises.
	Additionally, applications are advertised on the Board's website here ¹⁵ .
Personal Licences	Police Scotland and LSOs
Transfer of Licences	Police Scotland
Applications for Extended Hours	Police Scotland and LSOs
Applications for Occasional Licences	Police Scotland and LSOs
	The applications are advertised on the Board's website here ¹⁶ .

Further information on how the Board processes applications and deals with reviews can be found with the Board's Licensing Policy Statement which can be found [here](#)¹⁷.

Detailed guidance on individual licence types and application fees can be found [here](#)¹⁸.



Licensing Forum

The terms of reference for the Forum are:

- (a) To keep under review –
- I. The operation of the 2005 Act in Aberdeenshire; and
 - II. In particular, the exercise by the Licensing Board of their functions, and

¹⁵ <https://www.aberdeenshire.gov.uk/licensing/licence-register/>

¹⁶ <https://www.aberdeenshire.gov.uk/licensing/licence-register/>

¹⁷ <https://www.aberdeenshire.gov.uk/licensing/alcohol/policies/policy-statements/>

¹⁸ <https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/?tag=Alcohol#records>

give such advice and make such recommendations to any of those Boards in relation to those matters as the Forum considers appropriate.

- (b) To consider the implications of relevant local data and statistics provided to the Forum by Police Scotland and the local Health Board;
- (c) To meet with the Licensing Board at least once per year; and
- (d) To advise the Licensing Board on any matters of policy and other areas of concern.

Details of Licensing Forum Meetings can be found [here](#)¹⁹.

Members of the public can also email their views, suggestions or comments on local licensing matters to the Licensing Forum at licensing.forums@aberdeenshire.gov.uk.

Unfortunately, the Chair of the Licensing Forum resigned during the course of 2020/2021. It is a goal for 2021/2022 to attempt to reinstate the Licensing Forum.



The Public

The public may access the online Licensing Register [here](#)²⁰, this allows members of the public to view details of the current licence applications that have been lodged as well as licences that have been issued previously.

Any person can object or lodge a representation (including letters of support) in respect of a licence application. More details information on objections / representations can be found [here](#)²¹.

Details of how to appeal a decision to grant a licence where you have previously lodged a relevant objection or representation can be found [here](#)²².

£ Licence Fees and Funding

In the main, licence fees are set centrally by the Scottish Government by way of Statutory Instrument. The Board's fees for each licence type can currently be found [here](#)²³.

¹⁹ <https://committees.aberdeenshire.gov.uk/committees.aspx?commid=509>

²⁰ <https://www.aberdeenshire.gov.uk/licensing/licence-register/>

²¹ <https://www.aberdeenshire.gov.uk/licensing/alcohol-appeal-objection/>

²² <https://www.aberdeenshire.gov.uk/licensing/licensing-appeals/>

²³ <https://www.aberdeenshire.gov.uk/licensing/alcohol/policies/policy-statements/>