

ARGYLL AND BUTE LICENSING BOARD

THE LICENSING (SCOTLAND) ACT 2005

**STATEMENT
OF LICENSING POLICY**

2007-2010

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1.

INTRODUCTION

The law relating to liquor licensing is soon to change with the implementation of the Licensing (Scotland) Act 2005. The new Act does not come fully into force until 1 September 2009, but there will be a transitional period commencing on 1 February 2008, during which all existing licence holders must prepare and lodge applications for licences under the new Act. The new legislation will see liquor licensing changing completely to a new system of personal and premises licences, with more emphasis on compliance and enforcement.

The administration of liquor licensing is carried out by Licensing Boards and Section 6 of the 2005 Act requires all Licensing Boards to publish a statement of their licensing policy. It is intended that this policy will be applied by the Board in exercising its functions under the 2005 Act.

The policy must be reviewed every 3 years but it should also be kept under review during this period, in consultation with stakeholders, when it is open to the Board to publish a supplementary statement of their policy.

This policy statement has been prepared by Argyll and Bute Licensing Board and, as part of this process, the Board has consulted with a wide range of organisations with an interest in this matter,

2.

CONTEXT

Argyll and Bute is an area of outstanding beauty and varied geography – stretching from Helensburgh and Cardross in the east to Tiree in the west. The cultural diversity of local communities reflects this geographic diversity.

There are 25 inhabited islands, more than any other local authority area in Scotland. The islands are not well interconnected because links tend to be with the mainland.

The mainland is divided by long sea lochs that cut deep inland and further fragment already remote and sparsely populated areas. This extends road links, with long drive times, and very often only one road connects settlements.

Ferries are an essential part of everyday life. 17% of the population live on islands reliant on a ferry. Air links are becoming more prominent as airport improvements are completed at Oban and on Coll and Colonsay.

The area is very sparsely populated - an area that is 10% of Scotland houses only 92,000 people. This has an impact on the range of services that are available and increases the cost of delivery. Communities are often very self-reliant, but do lack access to many of the services that are often taken for granted.

The changing population profile is a significant challenge as younger people leave the area to attend university or seek work. Simultaneously, the older population is on the increase, partly because of higher life expectancy and partly because the area is seen as an attractive retirement destination.

Affordable housing is a significant issue as many properties are sold at inflated prices for second, holiday or retirement homes.

The main employers are public sector, tourism, construction and agriculture/fishing. There are higher than average levels of self-employment, with a significant proportion of this in tourism.

THE LICENSING OBJECTIVES

The provisions of the new Licensing (Scotland) Act 2005 are intended to work alongside other policies of the Scottish Government, including measures to tackle anti-social behaviour and the programme of work set out in the Plan for Action on Alcohol Abuse which seeks to tackle under-age drinking, binge drinking and the wider problems associated with alcohol misuse. The Act sets out five licensing objectives on which the new licensing system is based and Licensing Boards must take these into consideration when carrying out their functions. Each has equal weighting and they are as follows :-

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

Preventing Crime and Disorder

The Board wishes to see Argyll and Bute a safe place to live in and to visit. It is committed to improving the quality of life for the people in the area by ensuring that licensed premises are run in such a way as not to contribute to crime and disorder. Applicants should be able to demonstrate in relation to their premises, that they will address the problems of -

- (a) underage drinking;
- (b) drunkenness on premises;
- (c) public drunkenness;
- (d) illegal possession and/or use of drugs;
- (e) violent behaviour;
- (f) anti-social behaviour;
- (g) litter, and
- (h) noise

Securing Public Safety

The Board wishes to ensure that the safety of any person visiting or working on or in the vicinity of licensed premises is not threatened.

Preventing Public Nuisance

The Board wishes to protect and maintain the amenity of residents and occupiers of businesses from the adverse consequences of the operation of licensed premises.

Protecting and Improving Public Health

The Board recognises the link between consumption of alcohol and public health and will have regard to the views of the relevant authorities responsible for the protection and improvement of public health and will take advice from these Bodies.

Operating plans are expected to demonstrate that suitable and sufficient measures have been identified and will be implemented and maintained to protect public health. This will include such measures as making available information with regard to sensible drinking, the effects consumption of excess alcohol has and contact points where assistance can be obtained for drink problems.

Protecting Children from Harm

The Board wishes to promote family friendly premises. Applicants who wish to operate such premises should appreciate the additional responsibilities upon them whilst at the same time recognising that parents and other adults accompanying children also have responsibilities. The issue of under-age drinking is taken very seriously by the Board and applicants and licensees are reminded that they and their staff must comply with all other legislation in relation to children and young persons including not selling or allowing the sale of alcohol to children and young persons.

The Board further recognises the contribution which licensed premises make to the economy of Argyll and Bute in relation to employment and service to tourism which is vital to the area.

The Board in exercising its functions will consider each application on its individual merits and will give due consideration to an application regardless of whether it conforms to all of the requirements set out in the Policy Statement.

4.

BOARD BUSINESS

The Board is committed to conducting its business in an open and transparent manner. Information and assistance will be made available to those who wish to apply for a licence, to make representations or to object to an application. It is also strongly recommended, however, that any applicant, objector or representor seeks independent legal advice. The Board also recognises the need to ensure that the licensing process is accessible to all. Assistance will be made available on request for those who require special arrangements to access any part of the process.

It is intended that the Board will develop regulations setting out their procedures in detail.

In addition, the Board will develop a Scheme of Delegation setting out those applications and other matters which are required to be considered by the Board and those matters which can be determined by the Clerk to the Board.

5.

PREMISES LICENCES

5.1 Any premises that wishes to sell alcohol on or off the premises must have a premises licence. An application for a premises licence must be accompanied by an operating plan which will take account of the requirements of this Policy, an appropriate layout plan relevant to the scale of the business and the appropriate fee. Each licence will be tailored to the particular premises and will set out, amongst others, what activities can be undertaken on the premises and the licensing hours.

5.2 Operating Plans

The operating plan is a crucial document and applicants should pay particular attention to its completion. The plan must be in the prescribed form as set out in The Premises Licence (Scotland) Regulations 2007 and should contain, amongst others, the following information :-

- (1) A description of the activities to be carried on in the premises;
- (2) A statement of the times during which it is proposed that alcohol be sold on the premises;
- (3) A statement as to whether the alcohol is to be sold for consumption on the premises, off the premises, or both;
- (4) A statement of the times at which any other activities in addition to the sale of alcohol are to be carried on in the premises;

- (5) A statement as to whether children or young persons are to be allowed entry to the premises and, if so, a statement of the terms on which they are allowed entry, including, in particular –
- (i) the ages of children or young persons to be allowed entry,
 - (ii) the times at which they are to be allowed entry, and
 - (iii) the parts of the premises to which they are to be allowed entry.
- (6) Information as to the proposed capacity of the premises, and
- (7) Information about the person who is to be the premises manager.

5.3 Other Matters

The Board expects licensed premises to be operated in a manner which seeks to promote the five licensing objectives. Accordingly, in addition to the matters set out in 5.2, it would be helpful if operating plans set out what measures are proposed by the applicant to actively address each of the licensing objectives. The following are suggested as matters which could be considered by the applicant :-

- (i) **Preventing Crime and Disorder**
- A written crime prevention strategy;
 - Staff training in respect of the prevention of crime and disorder;
 - Crime prevention measures such as security patrols, advice notices/signs and/or other material demonstrating anti-theft messages/strategies, regular toilet checks demonstrated by the existence and operation of these measures by way of documented check sheets;
 - Carry out regular security briefings for staff and appropriate records kept for inspection. Periodic reviews of no less than every 18 months undertaken and amendments made as deemed necessary;
 - Every licensed venue to demonstrate their commitment to prevent crime and disorder on a wider community basis, for example, PubWatch Scheme
 - A written violence reduction strategy available for inspection. Periodic reviews of no less than every 18 months undertaken and amendments made as deemed necessary;

- House Policy – Licensees are encouraged to have a Policy which stipulates the standards to be adhered to and gives guidance to staff on how the business must be conducted. This could be included within the staff training manual;
- Operating Procedures Manual – Licensees are encouraged to have a Manual which stipulates the operating procedures staff must comply with to include aspects of being a responsible retailer of alcohol;
- The Board encourages the upkeep of an incident book or register which lists incidents where staff and management have dealt with a situation by preventing it escalating into a more serious incident.
- Conflict management training and appropriate records kept for inspection by appropriate officers of the Council/Strathclyde Police;
- Adequate seating should be provided. The Board recognise that establishments unwilling to provide adequate seating are in effect promoting vertical drinking which is known to increase consumption of alcohol;
- Much public disorder and nuisance occurs at or immediately after the terminal hours for the supply of alcohol. Licensees should ensure that they and their staff have sufficient measures in place to minimise the impact of the terminal hour, and to ensure patrons exit the premises as quickly as possible in good order and as quietly as possible. Measures to be adopted may include limiting the amount of alcohol sold just before the terminal hour – eg. only permitting a group to purchase one round, not two; making sure all patrons know well in advance the last time for purchasing alcohol is approaching; covering bar taps once the terminal hour has passed; raising the lighting level and inspecting all parts of the premises for patrons.

(ii) **Securing Public Safety**

- Details as to how occupancy will be managed at any given time, having regard to maximum capacity;
- All licensed venues other than premises open for the main purpose of providing a meal, a weapons and drugs search policy;

- All licensed venues other than premises open for the main purpose of providing a meal, an effective glass management policy either by clearing all glassware regularly or by operating an alternative glass scheme, including provision for the prevention of customers taking glassware outside the premises;
- A written policy on how to deal with customers who may become incapacitated or vulnerable due to drink or drugs;
- The provision of first aid facilities and an area in which incapacitated persons can be placed pending the attendance of emergency services.
- A written fire evacuation policy and be able to demonstrate training and test evacuations;
- All licensed venues should notify their local Police station of any special events or issues where this would mean a deviation from the normal operating plan
- A written accident recording system;
- The Board supports the use of CCTV systems and encourages licensees to make use of these wherever possible.

(iii) **Preventing Public Nuisance**

- All licensed premises open after 11 pm should have a policy on minimising noise pollution, which should include having all servicing and deliveries undertaken at times suitable to the local community;
- All licensed premises should demonstrate their commitment to a cleaner environment in and around their premises.

(iv) **Protecting and Improving Public Health**

- All licensed premises should display anti-drunkenness materials, if appropriate to their premises along with information on units of alcohol in the context of recommended guidelines. Sources of free materials in this regard are :-

/....

www.alcohol-focus-scotland.org.uk
www.infoscotland.com/alcohol
www.drinkaware.co.uk
www.safer-scotland.co.uk
www.noidnosale.com

- All licensed premises should have in place a workplace alcohol policy in order to raise awareness, minimise harm and ensure that staff are able to access help without fear of losing their job if a problem arises.
- In relation to smoking outside licensed premises, licensees should have measures in place to address issues such as noise nuisance, litter, disorder and smoke drifting into neighbouring premises.

(v) **Protecting Children from Harm**

- A written policy in regard to preventing sales of alcohol to persons under the legal age;
- The Board encourages the use of a refusals register where all refusals of service are recorded;
- The operation of a “no ID, no sale” scheme;
- Training in respect of under age sales.

6. OVERPROVISION

6.1 The Licensing Board must include a statement within their Policy as to the extent to which it considers there is overprovision of licensed premises or licensed premises of a particular description in any locality within the Board’s area.

This duty will not come into force, however, until September 2009. This recognises that the task of assessing the capacity of licensed premises in a Board’s area is significant and Boards will need time to assess the number and capacity of licensed premises, thus enabling a more accurate assessment of licensed premises to be made.

The Board will issue and consult upon a draft statement in relation to overprovision in due course.

Separate to this duty, a ground of refusal of a premises licence application is overprovision of licensed premises or licensed premises of a particular description in the locality. It should be noted, however, that the Licensing Board is not entitled to refuse a premises licence application on the ground where the application relates to premises in respect of which a licence or certificate of registration is in force under the Licensing (Scotland) Act 1976 and the premises licence application is substantially the same (regarding size, capacity and general nature of the premises, and entertainment on the premises and licensed hours). In all other cases, the Licensing Board can consider overprovision as a ground of refusal.

7.

CAPACITY OF PREMISES

For the purposes of the overprovision assessment, the operating capacity of licensed premises will be particularly important. The definition of operating capacity for on-sales and off-sales is set out in the 2005 Act -

Off-Sales

- The amount of space given over to the display of alcohol for sale.

On-Sales

- The maximum number of customers who can be accommodated in the premises at any one time.

The prescribed form of the operating plan requires an applicant to specify the proposed capacity of the premises. In addition, the Board considered it is essential for licence holders to have an accurate knowledge of the capacity of their premises. The Board expects that licence holders will have suitable arrangements in place to monitor the number of persons present at any point.

8.

LICENSING HOURS

Whilst each application will be considered on its merits, the following sets out the Board's policy on licensing hours. Applications for hours at times outwith the Board's policy will require to demonstrate that the additional requested hours are appropriate in the circumstances.

8.1 Off-Sale Premises

The licensing hours for the sale of alcohol for consumption off the premises (off-sales hours) are 10 am to 10 pm each day. The Board has no discretion to permit licensed hours outwith these times. In determining applications and licensed hours within these times, the Board will have particular regard to the promotion of licensing objectives.

8.2 On-Sale Premises

For applications relating to premises licences including extensions of hours, the licensed hours for the sale of alcohol for consumption on the premises shall generally be no earlier than 11 am. Applicants need to demonstrate a clear operational need for opening prior to 11.00am.

Licensed hours for on-sales premises in particular can have an impact not only within the individual premises but also within the locality in which the premises are situated. Taking into account the five licensing objectives, the presumption against 24 hour drinking and the guidance for Licensing Boards and Local Authorities issued by the Scottish Executive and that mandatory conditions specified by Regulation apply to those premises opening after 1 am, the Board considers the following to be appropriate for the terminal hour beyond which alcohol must not be sold on the premises or parts of the premises :-

Sunday to Thursday	12 midnight
Friday & Saturday	1 am

Premises that wish to remain open beyond the foregoing terminal hours must justify the need for late hours and demonstrate measures that promote the licensing objectives.

- 8.3** Applicants should be aware that premises are expected to remain open for the licensed hours they apply for and which are granted by the Board. In determining applications where more than one activity takes place in the premises, the Board will have regard to when the activities take place and the principal activity taking place. The Board may impose further conditions to ensure other activities do not take place or remain ancillary to the principal activity for those licensed hours.
- 8.4** Premises operating as hotels should note that if they wish to serve alcohol to residents beyond the ordinary licensed hours, they must specify the hours during which they wish to do so in their operating plan.
- 8.5** The Board is aware that there is a strong view against allowing later opening of licensed premises particularly in mixed residential and commercial neighbourhoods. In this regard operating plans must consider the impact their patrons may have after leaving their premises:-
- the effect of the grant of a licence for later or earlier hours on crime and disorder, public safety, public nuisance, public health and children;
 - the proposed hours when any music, including incidental music will be played;
 - the hours when customers will be allowed to take food or drink outside the premises or be within open areas which form part of the premises;
 - the existing hours of licensable activities and the past operation of the premises if any;
 - the capacity of the premises;
 - the type of use, recognising that premises which sell alcohol, play music for dancing, provide late night refreshment or takeaway food, are more likely to be associated with crime and disorder and public nuisance than restaurants, cinemas or other performance venues;

- the hours at which noise may occur and the disturbance of nearby residents rest, relaxation and sleep.

8.6 Restricted licensing hours may be appropriate in cases where licensed premises are situated in the vicinity of residential property or where the trading hours of the premises and competing businesses in the vicinity are likely to lead to additional public nuisance, disorder or anti-social behaviour and where licensed premises dictate, including promotion of the licensing objectives.

8.7 Extended Hours Applications

It should normally be possible for applicants for premises licences to anticipate special occasions which occur regularly each year such as major local events. In this regard, seasonal events such as Christmas should be accounted for within operating plans. It is recognised, however, that events can arise from time to time which could not be anticipated.

Upon submission of an application, the Board may extend the licensed hours in respect of premises by such period as it considers appropriate. The Board will normally only do so in connection with -

- (i) a special event or occasion to be catered for on the premises, or
- (ii) a special event of local or national significance.

The grant of an extension of licensed hours can only last for one month.

Where the hours sought fall outwith the on-sales hours specified above, the applicant will have to demonstrate the hours requested are appropriate in the circumstances. The applicant should provide to the Board sufficient information to enable a decision to be made. This will include :-

- (a) hours sought;
- (b) the description of the special event or occasion;
- (c) what activities are proposed to take place during the hours sought;
- (d) when each activity will take place;
- (e) why the event or occasion is considered to be special, and
- (f) why the event or occasion cannot take place within the on-sales hours specified above.

9.

OCCASIONAL LICENCES

9.1 It is possible to make an application for an occasional licence authorising the sale of alcohol on premises which are not licensed premises. This may be made by :-

- (i) the holder of a premises licence;
- (ii) the holder of a personal licence;
- (iii) a representative of any voluntary organisation.

An occasional licence can only last up to a maximum of 14 days.

9.2 The holders of premises or personal licences may make unlimited applications. However, there are restrictions on the number of applications a voluntary organisation can make. In any twelve month period, the Board may not issue more than four licences each lasting four days or more, and not more than twelve licences each lasting less than four days; and during that period the total number of days on which occasional licences have effect must not exceed fifty-six.

9.3 To allow time to consult with the Police and other interested parties, applications should be submitted as far in advance of the event as possible. The Act specifies that an application must be lodged no later than 14 days before the event is due to take place. Applicants should also be aware that they may also require a public entertainment or late hours catering licence issued by Argyll and Bute Council in terms of the Civic Government (Scotland) Act 1982.

9.4 The Board considers that activities such as dances, discos and dinner dances, wedding receptions and parties where a disco or band is provided are generally acceptable for the granting of an occasional licence. Darts, domino or pool competitions, karaoke evenings, or private parties where there is no significant entertainment are not considered acceptable activities. Where live entertainment is not an integral part of the function then this would also not be acceptable - eg. background piano music.

The Board considers the commencement of the sale of alcohol should normally be no earlier than 11 am. For the terminal hour beyond which alcohol must not be sold on the premises, the Board considers the following to be appropriate.

Where there is no specific entertainment –

Monday, Tuesday, Wednesday	11 pm
Thursday, Friday and Saturday	12 midnight
Sunday	11 pm

Where there is specific entertainment –

Monday, Tuesday, Wednesday	11 pm
Thursday, Friday and Saturday	1 am
Sunday	12 midnight

- 9.5 Applications for licensed hours outwith the Board's policy will require to demonstrate that the additional requested hours are appropriate in the circumstances.
- 9.6 The Act and Regulations set out mandatory conditions and the Board will also consider on an individual basis whether it is necessary to impose additional conditions to promote one or more of the licensing objectives and/or this Policy Statement.
- 9.7 The Board is aware that the 2005 Act does not require the office-bearers of voluntary organisations who apply for occasional licences to obtain an appropriate training qualification. The Board recognises, however, that such persons are in charge of events where alcohol is being dispensed. Having regard to the licensing objectives, the Board wishes to give consideration to making it a condition that such persons undertake some form of limited training (possibly provided by Licensing Standards Officers). It is recognised that this would require to be implemented over a period of time.

10. **MANDATORY CONDITIONS**

10.1 The 2005 Act recognises that Licensing Boards must have the flexibility to deal with local circumstances but this must be balanced with a clear and effective national framework within which Boards must operate. Accordingly, there is a requirement that all premises licences issued will be subject to certain mandatory conditions which are set out in Schedule 3 of the Act. These conditions include the following :-

- No alcohol is to be sold on the premises where
 - there is no premises manager for the premises;
 - the premises manager does not hold a personal licence or it has been suspended;
 - the licensing qualification held by the premises manager is not appropriate.
- Every sale of alcohol made on the premises must be authorised (whether generally or specifically) by the premises manager or another personal licence holder
- All staff who sell alcohol must have suitable training. This must cover an agreed syllabus which includes basic licensing law, alcohol and the environment in licensed premises. Training can be delivered by a personal licence holder. The training must be recorded showing dates and staff signatures as well as a copy of all training materials used. Alternatively staff can undertake a formal training qualification to gain a recognised training certificate.

- Pricing of Alcohol
 - variation of prices (the price of alcohol cannot be varied within 72 hours, starting at the start of the day);
 - an irresponsible drinks promotions must not be carried on or in connection with the premises. This will include promotions aimed at persons under 18, supply of free alcoholic drinks (eg. buy 1 get 1 free), supply of unlimited amounts of alcohol for a fixed price, rewarding or encouraging patrons to drink alcohol quickly or being offered as a prize (unless in a sealed container and consumed off the premises);
- Water fit for drinking must be provided free of charge on request.
- Any premises which operate after 1 am on any occasion must have a person trained to the satisfaction of the Licensing Board in administering first aid on the premises from 1 am until the premises close.

10.2 Mandatory Conditions – Certain Premises

There are certain conditions which must be imposed in respect of premises operating after 1 am and which have a capacity of at least 250 people and which -

- (a) will regularly provide at any time in the period between 1 am and 5 am -
 - (i) live or recorded music with a decibel level exceeding 85 dB;
 - (ii) facilities for dancing, or
 - (iii) adult entertainment, or
- (b) when fully occupied are likely to have more customers standing than seated.

The conditions to be imposed are :-

- (1) There must be a personal licence holder present on the premises from 1 am until the premises close.
- (2) There must be written policies in place in relation to the evacuation of the premises and the prevention of the misuse of drugs on the premises.
- (3) A CCTV system must be installed on the premises.
- (4) There must be persons responsible for checking on the safety and wellbeing of persons using any toilet facilities on the premises, and
- (5) A licensed door steward must be positioned at every entrance to the premises, from 1 am until the premises close.

11. **DISCRETIONARY CONDITIONS**

The Board can also impose such other conditions as they consider necessary or expedient to promote the licensing objectives or to give effect to the provisions of this Policy Statement. The decision whether to impose a condition will be made on an objective basis, taking account of any representations and any other relevant information available to the Board.

12. **PUBLIC AWARENESS MATERIALS –
SAFE LIMITS AND DRINK-DRIVING**

Licensees are encouraged to use materials such as posters, beer mats etc which promote moderate consumption of alcohol along with awareness of units of alcohol and the recommended guidelines – eg, a wine list would state how many units in a small, large glass and bottle and relate that to the daily/weekly recommended limits. Most of these materials are available from health boards and connected associations free of charge. Drink-driving can have a catastrophic effect on families and licensed establishments can play a part in prevention by displaying anti drink-driving materials, supplying reasonably priced soft drinks, promoting awareness of campaigns such as designated driver schemes and offering free soft drinks to designated drivers.

13. **ACCESS BY CHILDREN TO LICENSED PREMISES**

Licensees must include within an operating plan consideration as to whether the premises are suitable for children. If children are to be admitted adequate standards need to be in place to ensure the venue is a suitable environment for children.

Premises which wish to accommodate families with children require to ensure the environment is safe and suitable. The Board would expect an applicant to demonstrate an understanding of the additional responsibilities placed on them when children are on the premises and to demonstrate that suitable and sufficient measures are in place to protect children from harm.

The Board will not normally grant a premises licence or occasional licence where children could have unsupervised access to pool tables, darts boards or gaming machines. The parts of the premises to which children and young persons are allowed entry will require to have a suitable character and atmosphere. Premises or parts of premises which are very small and enclosed are unlikely to be able to provide an appropriate environment. In addition, premises which have very few facilities are unlikely to comply with the Board's requirements.

The Board will impose conditions on a premises licence or in granting an occasional licence where children are to be allowed entry as follows :-

- safe high chairs should be available;
- provision shall be made for heating children's food at no extra cost;
- safe and clean nappy-changing facilities must be provided with a separate container for the disposal of soiled nappies;
- all heating sources should be adequately protected;
- all electrical sockets shall be covered;
- a menu shall be available either with a children's selection or indicating that half portions are available for children.

14.

OFF-SALES PREMISES

In respect of premises which sell alcohol for consumption off the premises, it will be a condition that displays of alcohol on those premises is confined to a single area. The applicant must show the alcohol display in the layout plan and it will then be for the Licensing Board and the applicant to agree on the defined area. The only exception to the foregoing is that the Board may agree to alcohol being displayed in other areas provided they are inaccessible to the public – eg. behind the counter, locked display cabinet.

In relation to opening hours of such premises, the Board may impose a terminal hour prior to the 10 pm limit defined in the Act. Each case will be taken on its merits but the Board is concerned to ensure that the licensing objectives relating to crime, children, public health and public nuisance, in particular, are promoted in this area and will consider carefully whether later opening hours can be justified.

15.

OUTSIDE SEATING AREAS

Where applicants propose to provide outside seating, tables and other facilities in any outdoor area (covered or otherwise) regard should be made to the need to ensure that the use of such areas will not cause disturbance or nuisance to the occupiers of premises in the vicinity.

The Board expects an operating plan to include or exclude the use of an outside seating area. If included, effective management controls, supervision and other measures to ensure that the use of the area by patrons does not have a negative impact on the vicinity will be considered and incorporated within the plan. This will include clear delineation of the area by way of a wall or other permanent structure. Conditions as determined by the Board relating to the specific circumstances of the premises will be attached to any grant, this may include the exclusion of the use of glassware within the area after a specified time each evening.

16.

**PROCEDURES THE BOARD HAS DEVELOPED FOR
HANDLING APPLICATIONS, OBJECTIONS, HEARINGS**

The Board must give notice of a premises licence application to -

- (a) each person defined to be a neighbour;
- (b) any Community Council within whose area the premises are situated;
- (c) Argyll and Bute Council;
- (d) the Fire and Police authorities.

Any person may submit an objection or representation to the Board. The objection must relate to one of the five licensing objectives and relate to specific premises. An objection lodged on the general basis of opposing the use of alcohol or to licensed hours on a Sunday will be considered to be frivolous and will be rejected without consideration.

The Board has developed a leaflet entitled “How to object to a liquor licence application” and this is available free of charge from the Clerk’s office or it can be downloaded from the Licensing Board’s pages on the website maintained by Argyll and Bute Council.

When considering an application for premises which have been previously licensed or in any review of an existing licence, the Board will take into account any relevant evidence, especially the impact on local residents and businesses and will also look at the measures proposed by the applicant to mitigate any adverse impact.

17.

ATTEMPTS TO INFLUENCE BOARD MEMBERS

It is an offence for an applicant to attempt to influence a member of the Board. If this situation arises the Board Member will immediately report the matter to the Clerk to the Board. This will include approaches from a third party on behalf of an applicant.

The Clerk will in turn notify the Procurator Fiscal and if proceedings are brought for the offence the Board is unable to determine the application until after the proceedings are concluded and if the applicant is convicted of the offence, the Board may refuse to consider the application.

18. LICENSING REGISTER

The Board's Clerk will maintain a Register which contains information in relation to the premises, personal and occasional licences processed which will include a decision outcome in relation to each application.

The Register is available for perusal by members of the public during normal working hours at the Clerk's office, Kilmory, Lochgilphead.

19. LOCAL LICENSING FORUM

The Board recognises the importance of the establishment of the Local Licensing Forum in Argyll and Bute and will endeavour to work closely with it. The Board will

- (i) take account of the advice or recommendations made by the Forum;
- (ii) where after consideration the Board decides not to follow the advice or recommendations made by the Forum, reasons for the decision will be given to the Forum;
- (iii) provide the Forum with any relevant statistical information provided it is easily available within the Clerk's office;
- (iv) meet with the Forum at least once per calendar year

20. MEMBERS CLUBS

20.1 Members clubs are currently licensed by a certificate of registration granted by the Sheriff. With some exceptions, these clubs will be regulated under the Act and a premises licence will be required to authorise the sale of alcohol on the premises.

Regulations specifying what clubs are to be exempt or partly exempt from the provisions of the Act have yet to be issued by the Scottish Government.

20.2 Members clubs are non-profit-making with a constitution and limited access to members of the public. Each club in submitting an application for a premises licence should submit a copy of its current constitution.

The Board expects clubs to reflect certain operational requirements in their constitution and may impose conditions on a premises licence to that effect on the following matters (though not limited to) :-

- that the business and affairs of the club shall be under the management of a committee or governing body who shall be elected for not less than one year by a general body of members;
- that the committee or governing body shall hold periodic elections and meetings;
- that correct accounts and books shall be kept showing the financial affairs and intrusions of the club;
- that no member of the committee or governing body and no manager or staff employed in the club shall have any personal interest in the sale of alcoholic liquor in the premises or in the profits arising from;
- that there shall be a definable subscription payable in advance by members of the club;
- that no persons shall be allowed to become honorary or temporary members of the club or be relieved of the payment of a regular entrance fee or subscription, except those possessing certain qualifications defined in the constitution;
- that a maximum of 3 visitors per member shall be permitted in the club premises provided they are signed into the club by that member into a book kept for that purpose by the club;

Clubs must keep their constitutions updated and, when revised, submit a copy of the revised constitution to the Clerk's office. Clubs must also ensure their constitution, accounts and entry book are available for inspection by a Licensing Standards Officer and officers of the Police authority at all reasonable times.

21.

EXCLUDED PREMISES – GARAGES

21.1 The Act stipulates that certain premises are excluded from authorising the sale or supply of alcohol. This includes motorway service stations and premises or parts of premises used as a garage. Premises are used as a garage if they are used for one or more of the following :-

- (a) the retailing of petrol;
- (b) the retailing of diesel;
- (c) the sale of motor vehicles; and
- (d) the maintenance of motor vehicles

21.2 Notwithstanding the foregoing, however, if a premises (or parts of a premises) are used as a garage they will be able to apply for an alcohol licence if the local community is (or is likely to become) reliant to a significant extent on the premises as a principal source of either fuel or groceries. The effect of this exemption is not limited to rural areas, as there may be instances in urban or other areas where the community is reliant on the premises as their local shop.

21.3 In determining an application for such a premises licence, the Licensing Board expects the applicant to provide sufficient information to enable the Board to consider :-

- (i) the locality in which the premises are situated,
- (ii) what other sources of (a) fuel and/or (b) groceries are in that locality, and
- (iii) the extent to which persons resident in that locality are, or are likely to become, reliant on the premises as the principal source of (a) fuel, or (b) groceries.

21.4 Factors the Licensing Board may consider include :-

- the number of, and distance to other licensed premises
- the number of premises selling fuel or groceries in the locality;
- the distance to the nearest other premises selling fuel or groceries;
- the opening hours of other premises selling fuel or groceries in the locality;
- the number and/or percentage of persons resident in the locality who are, or are likely to become, reliant on the premises, and
- to what extent, as the principal source of (a) fuel or (b) groceries, with particular reference to weekly groceries rather than convenience goods.

21.5 The Board will have regard to the five licensing objectives when determining such applications and in determining what, if any, conditions it may impose – eg, it may be considered appropriate to restrict the display of alcohol to a particular area within the premises.

22. LICENSING STANDARDS OFFICERS

22.1 Licensing Standards Officers will be employed by Argyll and Bute Council and will have the functions set out in the Act. Their role will be three-fold – guidance, mediation and compliance. They will also be a member of the Local Licensing Forum for the Argyll and Bute area.

22.2 Licensing Standards Officers will work with the public, the Council’s Partners, ABADAT and the business community in seeking to promote the five licensing objectives and ensuring compliance with the law.

At the time of drafting this Policy, the matter of the number of Officers to be employed is still under consideration.

23. DUPLICATION

23.1 The Board is committed to avoiding duplication with other regulatory regimes so far as possible, such as Health and Safety at Work and Fire Safety.

24. RELATIONSHIP WITH OTHER STRATEGIES

24.1 The Board will endeavour to secure proper integration with local crime prevention, community safety, health, planning, transport, tourism, race equality and cultural strategies.