

# *West Dunbartonshire Licensing Board*

---

*Peter Hessett, LLB(Hons), DipLP, Clerk to the Licensing Board  
Council Offices, Church Street, Dumbarton G82 1QL  
Telephone 01389 737800 Fax No. 01389 737870  
E-mail: [peter.hessett@west-dunbarton.gov.uk](mailto:peter.hessett@west-dunbarton.gov.uk)*

27 September 2018

## **SPECIAL MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:- THURSDAY, 11 OCTOBER 2018**

Dear Sir/Madam

Notice is hereby given that a Special Meeting of West Dunbartonshire Licensing Board will be held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank at 2.00 p.m. on Thursday, 11 October 2018. **The pre-meeting for Board Members will be held in the Council Chamber commencing at 1.30 p.m.**

The agenda for the meeting is attached. Members are requested to note that the document pack contains confidential information that should not be made available to the press or public.

I shall be obliged if you will advise Nuala Borthwick, Committee Officer (telephone 01389 737594 or email [nuala.borthwick@west-dunbarton.gov.uk](mailto:nuala.borthwick@west-dunbarton.gov.uk)) if you are unable to attend the meeting.

Yours faithfully

**PETER HESSETT**

Clerk to the Licensing Board

**Distribution:-**

Councillor Jim Brown (Chair)  
Councillor Ian Dickson  
Councillor Diane Docherty  
Councillor Marie McNair  
Councillor Jonathan McColl  
Councillor John Millar  
Councillor John Mooney  
Councillor Brian Walker

All other Councillors for information

Chief Executive

Date issued: 27 September 2018

## **LICENSING BOARD - THURSDAY, 11 OCTOBER 2018**

### **AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3 LICENSING BOARD HEARING PROCEDURE 5**

Submit for information the Licensing Board's Hearing Procedure for Review of a Premises/Personal Licence.

**4 REVIEW OF PERSONAL LICENCE 7 - 10**

In terms of Section 83(7) of the Licensing (Scotland) Act 2005, Members are requested to hold a Hearing to consider the Personal Licence held by Mr Graham Campbell.

In this respect, submit letter from the Chief Constable, Police Scotland.

For information on the above agenda please contact Nuala Borthwick, Committee Officer, Regulatory, Municipal Buildings, College Street, Dumbarton G82 1NR. Tel: (01389) 737594  
Email: [nuala.borthwick@west-dunbarton.gov.uk](mailto:nuala.borthwick@west-dunbarton.gov.uk)



## LICENSING BOARD PROCEDURE NOTE

### Licensing Board – Review of Premises/Personal Licence

The steps in the procedure are:-

1. Check who is present – Licence Holder, Agent, Police etc.
2. Check if the Licence Holder has received the letter of complaint from the Police
3. and the report from the Licensing Standards Officer (LSO).
4. Check if there are any preliminary issues.
5. Hear from Police Scotland.
6. Opportunity for the Licence Holder to ask questions to the Police, via the Chair.
7. Opportunity for Board Members and their advisor to ask questions to the Police.
8. Hear from Licensing Standards Officer.
9. Opportunity for the Licence Holder to ask questions to the LSO, via the Chair.
10. Opportunity for Board Members and their advisor to ask questions to the LSO.
11. Opportunity for Licence Holder to address the Board.
12. Board Members and their advisor may ask questions to the Licence Holder.
13. Board Members may ask questions of any party present.
14. The LSO, followed by Police Scotland and thereafter the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
15. Board debates and decides what to do.  
(Note – if the Board moves to suspend the licence, it does not decide the period of suspension at this point.)
16. If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
17. The Board decides on the period of suspension.



## REVIEW OF PERSONAL LICENCE

**Personal Licence Holder:** Mr Graham Campbell

The following document(s) relating to the Review of Personal Licence for the above personal licence holder is included as appendices as detailed below:-

<b><u>List of Production(s)</u></b>	<b><u>Page(s)</u></b>
Appendix 1      Letter from Police Scotland requesting a Review of Personal Licence	Page 9





**PLEASE NOTE THAT CONFIDENTIAL PAGES HAVE BEEN REMOVED**