

West Dunbartonshire Licensing Board

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13 June 2023

MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:- TUESDAY, 27 JUNE 2023

Notice is hereby given that a Meeting of West Dunbartonshire Licensing Board will be held at 10.00 a.m. on Tuesday, 27 June 2023.

The Convener has directed that the meeting will be held as an in-person meeting only in the Civic Space, 16 Church Street, Dumbarton, G82 1QL.

The business is shown on the attached agenda.

I shall be obliged if you will advise committee.admin@west-dunbarton.gov.uk if you are unable to attend the meeting.

Yours faithfully

ALAN DOUGLAS

Clerk to the Licensing Board

Distribution:-

Councillor Gurpreet Singh Johal
Councillor Jonathan McColl
Councillor June McKay
Councillor John Millar
Councillor Lawrence O'Neill
Councillor Chris Pollock
Councillor Hazel Sorrell

All other Councillors for information
Chief Executive
Chief Officer – Regulatory and Regeneration

Date issued: 13 June 2023

LICENSING BOARD – TUESDAY, 27 JUNE 2023

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 MINUTES OF PREVIOUS MEETING 5 - 11

Submit for approval, as a correct record, the Meeting of the Licensing Board held on Tuesday, 9 May 2023.

4 APPLICATION FOR PERSONAL LICENCE 13 - 17

Submit for consideration, an application for a Personal Licence for Mr. Richard Archer, Flat 3/2, 71 Dumbarton Road, Clydebank, G81 1UE.

5 DEVELOPMENT OF THE STATEMENT OF LICENSING POLICY AND ASSESSMENT OF OVERPROVISION 19 - 105

Submit report by Clerk of the Licensing Board providing information to allow the Licensing Board to review and comment on the draft Statement of Licensing Policy and Assessment of Overprovision.

6 LICENSING BOARD FINANCIAL STATEMENT 2022-2023 107 - 110

Submit report by Clerk of the Licensing Board providing information to allow the Licensing Board to consider the Annual Financial Report in relation to the period 2022-2023.

7 LICENSING BOARD ANNUAL FUNCTIONS REPORT 2022-2023 111 - 148

Submit report by Clerk of the Licensing Board providing information to allow the Licensing Board to consider its Annual Functions Report in relation to the period 2022-2023.

8 REVIEW OF PREMISES LICENCES

149 - 153

In terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the Review of Premises Licences for Jenners.

WEST DUNBARTONSHIRE LICENSING BOARD

At a Meeting of West Dunbartonshire Licensing Board held in the Council Chambers, Clydebank Town Hall, 5 Hall Street, Clydebank on Tuesday, 9 May 2023 at 10.04 a.m.

Present: Councillors Gurpreet Singh Johal, June McKay, John Millar, Chris Pollock and Hazel Sorrell.

Attending: Michael McDougall, Depute Clerk to the Licensing Board; Peter Clyde and Lawrence Knighton, Licensing Standards Officers; Marie Grant, Licensing Assistant; and Lynn Straker, Committee Officer.

Also Attending: Sergeant David Holmes, Police Scotland; Archie MacIver, Solicitor and Representative for Application for Provisional Premises Licence – Suite 2; Dr Daniel Carter, Consultant in Public Health Medicine and Andrew Anderson, Personal Licence holder.

Apologies: Apologies for absence were intimated on behalf of Councillors Jonathan McColl and Lawrence O'Neill.

Councillor June McKay in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of the Licensing Board meeting held on Tuesday, 7 March 2023 were submitted and approved as a correct record.

APPLICATION FOR PROVISIONAL PREMISES LICENCE

A report was submitted for consideration of an application for Provisional Premises Licence for Suite 2, Strathleven House, Vale of Leven Industrial Estate, Dumbarton G82 3PD.

After discussion and having heard the Depute Clerk to the Licensing Board in further explanation and in answer to Members' questions, the Board agreed then heard from Mr McIver as Solicitor and Representative of the Application.

After further information was provided from Licensing Standards Officer (LSO) Peter Clyde and no comments or objections having been received, the Board agreed to Grant the application subject to the conditions narrated in the Licensing Standards Officer's report, namely:

- 1) A robust age verification policy requires to be in place for deliveries that include alcohol and must be strictly adhered to by all delivery staff, incorporating a Challenge 25 approach. Documentation presented as verification of age requires to be of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.
- 2) No delivery of alcohol should be left unattended or with children or young persons where there is no adult available to accept delivery.

DECIDED:-

Application granted subject to conditions narrated in the Licensing Standards Officer's report.

STATEMENT OF LICENSING POLICY – OVERPROVISION EVIDENCE FROM NHS GREATER GLASGOW AND CLYDE AND WEST DUNBARTONSHIRE HSCP

A report was submitted by Clerk to the Licensing Board providing Members with information detailing alcohol and public health statistics as contained in the NHS Greater Glasgow and Clyde and West Dunbartonshire Health and Social Care Partnership ("HSCP") Overprovision Assessment report as annexed at Appendix 1 of the report. It also detailed the outcome of a public consultation on alcohol consumption and purchasing habits in West Dunbartonshire as carried out by the West Dunbartonshire HSCP as annexed at Appendix 2 of the report.

Members of the Board heard an introduction from Mr McDougall, Depute Clerk to the Board, and then heard a detailed presentation by Dr Daniel Carter, Consultant in Public Health Medicine, narrating information in relation to health harms relating to alcohol within West Dunbartonshire.

ADJOURNMENT

The Chair adjourned the meeting for a short recess. The meeting reconvened at 10.53 a.m. with all those listed in the sederunt present.

After further discussion and having heard Mr McDougall and Dr Carter in further explanation and in answer to Members' questions in relation to the data, impact of minimum unit pricing and data trends the Board agreed:-

- (1) to note the terms of the information submitted from NHS Greater Glasgow and Clyde and West Dunbartonshire HSCP;
- (2) not to request any further data or information from NHS Greater Glasgow and Clyde and West Dunbartonshire HSCP and in particular information relating to the impact of Minimum Unit Pricing on the alcohol and public health statistics detailed in the Overprovision Assessment report.

DECIDED:-

The Board agreed to the recommendations of the report.

STATEMENT OF LICENSING POLICY – OVERPROVISION ASSESSMENT

A report was submitted by Clerk of the Licensing Board providing information to allow the Licensing Board to determine the extent to which it considers there to be over provision of licensed premises, or licensed premises of a particular description in any locality within the Licensing Board's area.

After discussion, in consideration of the material presented to the Board at its meeting of 7 March 2023 and today and in particular, the statistics provided by the NHS, Police Scotland, and Licensing Standards Officer; and having heard the Depute Clerk to the Licensing Board in further explanation and in answer to Members' questions, the Board agreed:-

- (1) to the recommendations made by the Licensing Forum in relation to overprovision;
- (2) that there is a dependable causal link between the alcohol related harm and the number and capacity of licensed premises, in respect of the categories defined in the current Statement of Licensing Policy, in respect of all intermediate zones forming West Dunbartonshire with the exception of:-
 - i. IZ05 (Goldenhill, Parkhall North, East Kilbowie & Hardgate Central);
 - ii. IZ07 (Duntocher & Concho); and
 - iii. IZ09 (Old Kilpatrick)
- (3) that it will continue to recognise the positive health benefits associated with increased employment opportunities as a factor that applicants may use in support of their application and a factor that may rebut such a presumption;
- (4) that it will consult on making increases in the capacities (both on and off-sales) of premises licences part of the assessment of overprovision; and

- (5) that the consultation results will be reported to it at a future Licensing Board meeting so as to inform the development of the Assessment of Overprovision.

DECIDED:-

The Board agreed to the recommendations of the report and that consultation results will be reported back to the Licensing Board at a future Board meeting so as to inform the development of the Assessment of Overprovision within West Dunbartonshire.

Note:- Dr Daniel Carter left the meeting after discussion of this item.

DEVELOPMENT OF THE STATEMENT OF LICENSING POLICY

A report was submitted by Clerk of the Licensing Board providing information to allow the Licensing Board to consider proposed changes to the Licensing Board's Statement of Licensing Policy, other than those that relate to the Overprovision Assessment. All proposed changes will be subject to consultation.

After discussion and having heard the Depute Clerk to the Licensing Board in further explanation, the Board agreed:-

- (1) to note the Licensing Forum recommendations as well as responses to its pre-consultation exercise; and
- (2) to authorise the Clerk to prepare a new Statement of Licensing Policy with the approved amends at paragraphs 4.16 to 4.21.

DECIDED:-

The Board agreed to the recommendations of the report.

**CONTINUED REVIEW OF PREMISES LICENCES – 6/8 WEBSTER STREET
Clydebank G81
1AZ**

Mr McDougall, Depute Clerk to the Licensing Board, noted that in terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the application for a Review of Premises Licences for the above noted premises.

Mr Knighton, Licensing Standards Officer (LSO), detailed the letters and communication attempts with the premise Licence holder which had all been unsuccessful in payment of Outstanding Annual Licence Fees. He also noted the premises was not currently trading.

After discussion and having heard the Depute Clerk to the Licensing Board and LSO in further explanation and in answer to Members' questions, the Board having found

that the grounds for review were established determined that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises Licence. Mr Knighton advised he would notify the Premises Licence holder accordingly.

DECIDED:-

The Board having found that the grounds for review established determined that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises Licence.

**CONTNUED REVIEW OF PREMISES LICENCES – JENNERS UNIT 7 RETAIL
CRESENT LOMOND SHORES BALLOCH G83 8QL**

Mr McDougall, Depute Clerk to the Licensing Board, noted that in terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the application for Review of Premises Licences for the above noted premises.

Mr McDougall noted however that recent communication had been received from the Premises Licence holder on 9 May 2023 apologising for delay of payment and lack of communication and promising immediate payment of outstanding fees as a matter of urgency. The Board agreed to continue the application to its meeting on 27 June 2023 so to allow for payment to be made. Members of the Board also requested a response is sent to the Licence holder detailing the delay and lack of communication is not acceptable going forward.

DECIDED:-

The Board agreed to continue the application to its meeting on 27 June 2023.

**CONTINUED REVIEW OF PREMISES LICENCE – CLYDEBANK HOTEL
KILBOWIE ROAD CLYDEBANK G81 2AP**

Mr McDougall, Depute Clerk to the Licensing Board, noted that in terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the application for Review of the Premises Licences for the above noted premises.

Mr Knighton, Licensing Standards Officer (LSO), detailed the letters and communication attempts with the premise Licence holder which had all been unsuccessful in payment of Outstanding Annual Licence Fees. He also noted the premises was not currently trading.

After discussion and having heard the Depute Clerk to the Licensing Board and LSO in further explanation and in answer to Members' questions, the Board having found that the grounds for review established determined that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises

Licence. Mr Knighton advised he would notify the Premises Licence holder accordingly.

DECIDED:-

The Board having found that the grounds for review established that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises Licence.

CONTINUED REVIEW OF PREMISES LICENCES – NICOS NOSH

Mr McDougall, Depute Clerk to the Licensing Board, noted that in terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to hold hearings to consider the Review of Premises Licences for the above noted premises.

Mr Knighton, Licensing Standards Officer (LSO), detailed the letters and communication attempts with the premise Licence holder which had all been unsuccessful in payment of Outstanding Annual Licence Fees. He also noted the premises whilst currently trading was not selling alcohol as it did not have a premises manager named on the Premises Licence.

After discussion and having heard the Depute Clerk to the Licensing Board and LSO in further explanation and in answer to Members' questions, the Board having found that the grounds for review established determined that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises Licence. Mr Knighton advised he would notify the Premises Licence holder accordingly.

DECIDED:-

The Board having found that the grounds for review established determined that it was necessary and appropriate for the purposes of all the licensing objectives to revoke the Premises Licence.

Note:- Councillor Gurpreet Singh Johal left the meeting after decision on this item.

APPLICATION FOR REVIEW OF PERSONAL LICENCE

Personal Licence Holder: ANDREW ANDERSON

EXCLUSION OF PRESS AND PUBLIC

The Board agreed that the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of information which is currently subjudice.

The Licensing Board agreed to continue this matter to a later meeting of the Licensing Board.

The meeting closed at 11.48 a.m.

DRAFT

APPLICATION FOR A PERSONAL LICENCE

Applicant: Mr Richard Archer

The following documents relating to the application are included as appendices as detailed below:-

List of Productions

- | | |
|------------|--|
| Appendix 1 | Application Form |
| Appendix 2 | NOT FOR PUBLICATION
Public Members Statement |
| Appendix 3 | Letter from Police Scotland advising of
relevant conviction |

Item 4 Appendix 1

From: [Licensing](#)
To: [Marie Grant](#)
Subject: FW: Application for a personal licence - PL_505902254
Date: 11 April 2023 09:06:03
Attachments: [bf01fd40-e046-4b4b-c7bc-08da29b89f2a.pdf](#)

From: Online Forms
Sent: 06 April 2023 20:47
To: Licensing
Subject: Application for a personal licence - PL_505902254

Is the application a: First Application for a personal licence, Renewal of a personal licence

Do you hold an accredited qualification?: Yes

Please upload a copy of the qualification if available: bf01fd40-e046-4b4b-c7bc-08da29b89f2a.pdf

Do you currently hold a personal licence?: No

Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?: No

Has any personal licence held by you been forfeited in the last 5 years?: No

Title:

First Name: Richard

Surname: Archer

Previous name (e.g. maiden name) if applicable:

Date of Birth: [REDACTED]

Place of Birth: [REDACTED]

National Insurance Number : [REDACTED]

Address:

Postcode	House Name	Flat	House Number	Street	Area	Town	Postcode
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]

Correspondence Address (if different to address above):

Contact Telephone Number: [REDACTED]

Email Address: [REDACTED]

Criminal Convictions: [REDACTED]

Criminal Convictions:

Date of conviction	Court	Offence	Sentence/Penalty
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Declaration: I declare that the information on this form is true and accurate to the best of my knowledge. I understand that I must notify the Licensing Section immediately if my circumstances change. (please tick to confirm)

Name: Richard Archer

Date: 06/04/2023

Privacy Notice: No Summary Data

Amount: 50.00



NOT FOR PUBLICATION

**by virtue of Paragraph 14 of Part 1 of Schedule 7A of
the Local Government (Scotland) Act, 1973**

ANY ACTION TAKEN OR TO BE TAKEN IN
CONNECTION WITH THE PREVENTION,
INVESTIGATION OR PROSECUTION OF CRIME

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

WEST DUNBARTONSHIRE LICENSING BOARD**Report by Clerk to the Licensing Board****Licensing Board: 27 June 2023**

Subject: Development of the Statement of Licensing Policy and Assessment of Overprovision

1. Purpose

1.1 To allow the Licensing Board to review and comment on the draft Statement of Licensing Policy and Assessment of Overprovision.

2. Recommendations

2.1 It is recommended that the Licensing Board authorises the Clerk to consult on the new Statement of Licensing Policy and Assessment of Overprovision, subject to any amends it instructs.

3. Background

3.1 The Licensing Board must adopt a new Statement of Licensing Policy and Assessment of Overprovision by November 2023. This Statement of Licensing Policy details how the Licensing Board will exercise its functions and the Policy must promote the licensing objectives of:-

- preventing crime and disorder;
- securing public safety;
- preventing public nuisance;
- protecting and improving public health; and
- protecting children and young persons from harm.

The Assessment of Overprovision narrates the extent to which the Licensing Board considers there to be overprovision of licensed premises or licensed premises of a particular description in any locality or localities within its area.

3.2 The Licensing Board has completed a pre-consultation exercise to inform the development of the new Statement of Licensing Policy and Assessment of Overprovision. The material ingathered through this exercise has allowed the Licensing Board to identify areas of the current Statement of Licensing Policy that requires to be reviewed as well as enabling it to complete an evidence led Assessment of Overprovision.

3.3 A number of reports have been considered by the Licensing Board while developing its Statement of Licensing Policy and Assessment of Overprovision at its meetings of 1 November 2022, 7 March 2023 and 9 May 2023. At the Licensing Board meeting of 9 May 2023, the Licensing Board agreed both: (1) the areas of the Statement of Licensing Policy to be

reviewed and matters to be considered; and (2) its determination in relation to its draft Assessment of Overprovision.

4. Main issues

Statement of Licensing Policy

- 4.1** The draft Statement of Licensing Policy is attached at Appendix A. As agreed at its meeting on 9 May 2023, the Licensing Board, having regard to the materials ingathered through the pre-consultation exercise, determined that the Policy largely remained fit for purpose subject to updates to reflect developments in best practice, guidance and licensing case law as well as the responses received in its pre-consultation exercise.

Introduction

- 4.2** Paragraph 7 sets out the Licensing Board's approach to the development of its Statement of Licensing Policy and Assessment of Overprovision. This allows the reader to understand how the Licensing Board arrived at its final policy position as well as the material considered. This paragraph will require to be updated further once the statutory consultation process has been completed.
- 4.3** Paragraph 9.2 sets out that the Licensing Board will request that the Licensing Forum will keep the Licensing Board up to date with any relevant developments from the strategies noted at paragraph 9.1.
- 4.4** Amends made to paragraph 12 confirm that disabled access and facilities statements will be required as part of premises licence applications and that Equality Impact assessments have been completed in the development of this new Statement of Licensing Policy and Assessment of Overprovision.

The Licensing Objectives

- 4.5** Paragraph 14.1 has been amended to note that the Licensing Board expects – where appropriate – that Police Scotland will provide the Licensing Board with details of anti-social behaviour to it in terms of section 22(2A) of the Act.
- 4.6** Paragraph 15.3 confirms that in order to promote the licensing objective of securing public safety that the Licensing Board will consult with Building Standards in terms of the capacity of a licensed premises.
- 4.7** Paragraph 17 in respect of the licensing objective of protecting and improving public health, has been clarified so to include the impact on the wider public health as opposed to just patrons frequenting licensed premises. Further amends narrate that the Licensing Board will consider the foregoing licensing objective in relation to individual applications as well as its Assessment of Overprovision.

- 4.8** In terms of the licensing objective of protecting Children and Young Persons from harm, paragraph 18 details the matters that the Licensing Board will have express regard to when considering an application for Children and Young Persons' access and makes clear that the Board expects certain measures to be in place. Further, a statement recognising the need to involve young people in the licensing process is included.

Licences

- 4.9** The terms of Children and Young Persons' access at paragraph 20 has been clarified so that Children and Young Persons are permitted on the premises for a "**private** pre-booked function" (emphasis added). This tightens the definition of such an event and makes it easier for Licensing Standards Officer and/or Police to enforce. Paragraph 20.2 alerts potential applicants to the fact that the Licensing Board will consider attaching conditions to a premises licence so to regulate Children and Young Persons' access. Style conditions are listed at Appendix 1, Part A of the Policy.
- 4.10** Paragraph 21 introduces a requirement for off sales type premises to utilise a refusal register. Style conditions at Appendix 1, Part B of the Policy details the form of this register. The Licensing Board will determine whether to attach such conditions having heard from the applicant and any other parties.
- 4.11** Following feedback from the Licensing Board's pre-consultation exercise (including the recommendations from the Licensing Forum), paragraph 22 details additional measures that the Licensing Board may have regard to when considering applications that incorporate permission for home deliveries of alcohol. This is to promote the licensing objectives of protecting and improving public health and protecting Children and Young Persons from harm. Style conditions for such premises are included in Appendix 1, Part C of the Policy.
- 4.12** Paragraph 23.2 includes a requirement for the applicant to narrate a separate capacity for outdoor drinking areas. This requirement is designed to promote the licensing objectives of preventing public nuisance and securing public safety as an outdoor drinking area with an excessive capacity may be a nuisance to local residents and pose a safety risk to patrons. This paragraph further alerts potential applicants to the fact that the Licensing Board will consider attaching conditions to regulate the use of outdoor drinking areas.
- 4.13** A requirement to display a docketed layout plan of the outdoor drinking area is introduced at paragraph 23.8. This is done so to allow local residents certainty as to the extent of a licensed premises' permission.
- 4.14** At paragraph 24.8 the Policy confirms that the Licensing Board can vary the conditions of a provisional premises licence.
- 4.15** Concern was expressed by the Licensing Forum and other parties in relation to the continued high levels of occasional licence applications. Paragraph 25.6 sets out that the Licensing Board will consider attaching a range of

conditions to occasional licences so to regulate their use and make sure that the licensing objectives are promoted. The foregoing conditions are at Appendix 1, Part E of the Policy.

- 4.16** The requirement for licence holders to advise the Licensing Board that premises are leased is deleted.

Licensed hours

- 4.17** Paragraph 32 in relation to the licensed hours for on-sales type premises has been simplified so to make clear that the Licensing Board has standard licensed hours and that it will consider exemptions to these hours for: (1) restaurant type premises; and 2) entertainment type premises. The licensed hours remain unchanged. At paragraph 32.8 and 37 respectively there is confirmation that the Licensing Board had regard to the Scottish Government Guidance in relation to 14 hours of continuous trading and a presumption against 24 hour trading.

Board Procedure

- 4.18** Having regard to Scottish Government Guidance and responses to the pre-consultation exercise, paragraphs 38 to 40 detail the following:-
- how to make an objection or representation; and
 - the Licensing Board's procedure in terms of grant, major variation, and review applications.

This will hopefully assist both applicants and members of the public engage with the licensing process. As part of the Policy development an information pack for persons attending a Licensing Board meeting will be developed and will be made available online.

Miscellaneous

- 4.19** All changes are, as stated, marked. Various minor changes have been made to address typographical errors and clarify the terms of the Policy where appropriate.
- 4.20** Further minor changes in relation to formatting, style or typographical matters may be made to the documents so to prepare them for public consultation.

Assessment of Overprovision

- 4.21** At its meeting on 3 May 2023, the Licensing Board determined various matters relating to overprovision. At Appendix B members will find the draft Assessment of Overprovision that reflects the Licensing Board's findings.

5. People Implications

- 5.1** The work involved in gathering evidence and preparing the Policy has workload implications for the Board during 2023 but this can be accommodated within existing staffing resources.

6. Financial and Procurement Implications

- 6.1** The Policy will allow applicants to assess whether there are sufficient prospects of success should they proceed with an application. Therefore a clear policy will assist applicants in avoiding unnecessary expenditure on lodging and legal fees.
- 6.2** A Policy that is legally unsound or based on erroneous material is more likely to be legally challenged. Such a challenge, should it be successful, will leave the Board liable to possibly substantial legal fees. A well-evidenced Policy will diminish the chances of a successful legal challenge.

7. Risk analysis

- 7.1** It is a legal requirement to adopt a new Policy. This requires to be done by November 2023. Failure to do so would result in reputational loss for the Board. Furthermore, the lack of a Policy could undermine the Board's ability to scrutinise applications.

8. Equalities Impact Assessment (EIA)

- 8.1** The Policy promotes the licensing objectives and is underpinned by probative evidence. The Policy will now be subject to a public consultation so to gather the view of the residents of West Dunbartonshire as well as partner agencies. The Licensing Board will consider the responses received before agreeing a final policy. A separate EIA has been completed in relation to the Assessment of Overprovision (see report to Licensing Board meeting on 9 May 2023). Both EIA will be updated following the statutory consultation.

9. Environmental Sustainability

- 9.1** The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 9.2** Under the provisions of the Local Government in Scotland Act 2003, the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

9.3 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

10. Consultation

10.1 The 2005 Act defines the persons that the Licensing Board must consult with as part of this exercise. In terms of the Statement of Licensing Policy, the Licensing Board must consult with the Licensing Forum, the relevant health board, and any such other persons as the Licensing Board thinks appropriate. In terms of the Assessment of Overprovision, the Licensing Board must consult with the Chief Constable, holders of premises licences within the locality, persons residing within the locality and any other persons that the Licensing Board thinks fit. The Clerk will also take steps to consult with a wider audience by way of a public consultation and engagement with stakeholders.

Alan Douglas
Clerk to the Licensing Board
2 June 2023

Person to Contact: Michael McDougall, Depute Clerk to the Licensing Board, Regulatory and Regeneration, West Dunbartonshire Council, Municipal Buildings, Dumbarton G82 1NR
e-mail: michael.mcdougall@west-dunbarton.gov.uk

Appendices: Appendix 1: Draft Statement of Licensing Policy
Appendix 2: Draft Assessment of Overprovision
Appendix 3: EIA in relation to Statement of Licensing Policy

Background Papers: Section 142 Guidance (2023)
Existing Statement of Licensing Policy

Wards Affected: All

WEST DUNBARTONSHIRE LICENSING BOARD

LICENSING (SCOTLAND) ACT 2005

STATEMENT OF LICENSING POLICY



November 20~~23~~18 to November
2023~~2027~~

Came into effect ~~4-November-2018~~TBC

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Foreword

[TO BE UPDATED POST CONSULTATION]

Welcome to West Dunbartonshire Licensing Board's fifth Licensing Policy Statement, which will be in operation from November 2018.

The Board in this Policy Statement has continued its established approach to the formation of its Policy. The Board is thankful to all parties who contributed to this process.

Since the last Statement of Licensing Policy the issues with regard to West Dunbartonshire's relationship with the harm caused by the misuse of alcohol sadly remain. The statistics and figures show that West Dunbartonshire fairs poorly against the Scottish standard in relation to alcohol related admissions/discharges, alcohol related deaths and alcohol related brain damage admissions/discharges.

Against this background, the Board has continued its approach to the assessment of overprovision, and has declared that 16 out of 18 areas within the West Dunbartonshire are overprovided with certain types of licensed premises.

The Licensing Board is committed to ongoing consultation with West Dunbartonshire Licensing Forum and all other interested parties on the content of this document and will continue to monitor the effectiveness of the Statement of Licensing Policy throughout the duration of the policy and implement any supplementary statements as required. The Board is pleased to note the contribution of the Local Licensing Forum and partner agencies to the local community, and fostering and maintaining a good working relationship with the licensed trade.

Councillor Jim Brown
Chair of West Dunbartonshire Licensing Board

PART 1

INTRODUCTION

1. The purpose of the Policy

1.1 This document is the West Dunbartonshire Licensing Board's ("the Licensing Board") Statement of Licensing Policy and primarily sets out how the Licensing Board will deal with the licensing of premises in West Dunbartonshire in relation to the sale and supply of alcohol. Applicants and existing licence holders should carefully assess the entirety of this document as it will inform them as to the Licensing Board's expectations in terms of both applications and operational standards. Those wishing to make an objection or representation in relation to an application or to request a review of a premises licence may wish to have regard to part 1 and 6 of the Statement of Licensing Policy, in particular.

1.2 The Licensing Board's Assessment of Overprovision is set out in Part 4. Given that the effect of the Licensing Board finding that a locality has an overprovision of licensed premises is to introduce a rebuttable against the grant of an application, this Part of the Policy should be carefully read by all applicants prior to the submission of an application for the grant or variation of a premises licence so to avoid any abortive costs.

24. Legal Background

24.1 The Licensing (Scotland) Act 2005 ("the Act") makes provision for the sale of alcohol and for regulating licensed premises and other premises on which alcohol is sold.

24.2 Section 6 of the Act places a requirement on every Licensing Board to publish a Statement of their Policy in respect of their functions under the Act. Section 6 has been amended to require a Licensing Board's policy to be in place within 18 months of ~~the Board~~the Licensing Board Members being elected into office. Section 7 of the Act provides that ~~the Board~~the Licensing Board's ~~Licensing Policy~~Statement of Licensing Policy ("the Policy") will include a statement as to the extent to which ~~the Board~~the Licensing Board considers there to be overprovision of (a) licensed premises or (b) licensed premises of a particular description in any locality within ~~the Board~~the Licensing Board's area. In considering whether there is overprovision of licensed premises ~~the Board~~the Licensing Board must take into account the number and capacity of licensed premises and may have regard to such other matters as ~~the Board~~the Licensing Board thinks fit including, in particular, the licensed hours of licensed premises in the locality. This statement fulfils these statutory requirements for West Dunbartonshire Licensing Board. ~~The Board is committed to ongoing consultation with West Dunbartonshire Licensing Forum and all other interested parties on the content of this document.~~

32. West Dunbartonshire Licensing Board

32.1 West Dunbartonshire Licensing Board (~~referred to in this Statement of Licensing Policy as “the Board”~~) is the licensing authority for the West Dunbartonshire Council area for the purposes of the Licensing (Scotland) Act 2005 and any subsequent regulations and guidance.— Located in the West of Scotland and stretching from the outskirts of Glasgow to the Banks of Loch Lomond, According to the National Records for Scotland, the most recent population figure for West Dunbartonshire is 87,79089,860, concentrated in the main settlements of Clydebank, Dumbarton and Alexandria.— A map of the Council area is appended to this Statement of Licensing Policy at Appendix 2.

43. Licensing Objectives

4.3.1 In exercising their functions under the Act and in preparing their ~~Licensing Policy Statement~~statement of licensing policies, licensing authorities must have regard to the licensing objectives, as set out in Section 4 of the Act.— The licensing objectives are:-

- preventing crime and disorder;
- securing public safety;
- preventing public nuisance;
- protecting and improving public health; and
- protecting children and young persons from harm

Further details of how the Licensing Board will seek to promote these objectives are set out in Part 2.

54. Licensing Board Functions

54.1 The Licensing Board is responsible for various functions under the Act including, for example granting:-

- Premises Licences;
- Personal Licences;
- Occasional Licences;
- Provisional Licences;
- Temporary Licences;
- Extension to Licensing Hours;
- Transfers of Licences; and
- Variations of Licences.

In respect of the sale of alcohol for ~~retail~~ consumption on or off the premises.

The Licensing Board is now required to prepare ~~an~~ annual reports detailing its functions and finances. This report, referred to as the annual functions report is a summary of the Boards’ Licensing Board’s business and can be viewed here:

~~<https://www.west-dunbarton.gov.uk/media/4314861/final-licensing-board-functions-report-v3-with-appendices-1-and-2.pdf>~~online via the Council's committee management information system here.¹

- 45.2 The Licensing Board is also responsible for certain gambling licensing functions.— The Licensing Board's Gambling Policy is contained in a separate document available at ~~<https://www.west-dunbarton.gov.uk/media/4309575/statement-of-principles-gambling-act.pdf>~~ here.²

56. Declaration

- 56.1 In producing this Statement, the Licensing Board declares that it has had regard to the licensing objectives set out in the Act, to the guidance issued by the Scottish Government ~~dated January 2023—~~ and the responses from those consulted on the ~~Policy Statement of Licensing Policy and~~, the ~~Statement Assessment~~ of Overprovision ~~and on the Licensing Policy Statement generally.~~ ~~At the time this statement of licensing policy was being prepared the Scottish Government guidance was under review. Sections of this guidance were subsequently released in draft, and this draft guidance was considered in the writing of this policy.~~

- 56.2 This ~~Statement of Licensing P~~olicy covers a wide variety of issues including procedural matters, licensed hours and the protection of ~~C~~children ~~and Young Persons~~. It cannot provide for every eventuality but the intention is to outline the general policy that will be followed by the Licensing Board. If issues arise which are not fully covered by this ~~P~~olicy the Licensing Board may issue guidance and may also publish a supplementary ~~Policy Statement of Licensing Policy~~ during the licensing policy period, in terms of ~~Section-section~~ 6 of the Act.

7. Development of Statement of Licensing Policy

- 7.1 On 1 November 2022, the Licensing Board instructed the Clerk to the Licensing Board to commence a pre-consultation exercise in relation to the development of the Statement of Licensing Policy and Assessment of Overprovision. The purpose of this exercise was to inform the Licensing Board as to matters that may require particular attention when developing a new Statement of Licensing Policy and Assessment of Overprovision.

- 7.2 An extensive pre-consultation exercise was carried out with targeted engagement with a range of key stakeholders as well as information requested from Police Scotland and the NHS Greater Glasgow and Clyde via the West Dunbartonshire Health and Social Care Partnership. Of particular importance was the report from the Licensing Forum. At its meeting on 29 November 2022, the Licensing Forum delegated authority to a working group made up of Forum members. This wide-ranging report made various

¹ <https://wdccmis.west-dunbarton.gov.uk/cm5/Home.aspx>

² <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/>

recommendations in relation to the Statement of Licensing Policy and Assessment of Overprovision.

7.3 As part of the development of the Statement of Licensing Policy, Licensing Board members visited a range of licensing premises in West Dunbartonshire including premises located within those intermediate zones where changes were being considered in regards to the Assessment of Overprovision. Members took the opportunities to speak to licence holders and in particular hear how business has changed since the covid-19 pandemic.

7.3 Responses to the foregoing consultation and information request were analysed by officers and recommendations made to the Licensing Board meeting of 9 May 2023. At this meeting Doctor Daniel Carter, Consultant in Public Health, delivered a presentation to members in elaboration of the report submitted by NHS Greater Glasgow and Clyde.

7.4 When preparing this Policy particular regard was had to the terms of the updated statutory guidance issued by the Scottish Ministers in terms of Section 142 of the Act as well as developments to the licensing jurisprudence by way of recent caselaw.

[TO BE UPDATED FURTHER POST CONSULTATION]

86. The ~~Licensing Policy Statement~~Statement of Licensing Policy and Individual Applications

86.1 A clear policy has a number of advantages. It promotes consistency of decision and gives advance notice to applicants as to the Licensing Board's likely approach to certain decisions.—When dealing with individual applications there is a presumption that ~~the Board~~the Licensing Board will follow the terms of its Policy Statement.—However ~~it is perfectly open to~~ applicants ~~to may seek make applications decisions~~ which are contrary to the Licensing Board's Policy. Such applications will be determined on their own merits.—Similarly the Statement of Policy does not override the right of any person to make objections or representations on an application or to seek the review of a licence.—However where applicants, objectors or representees wish the Licensing Board to make a decision which is inconsistent with the terms of this Statement of Policy, the Licensing Board expects such persons to fully address ~~the Board~~it on why the Statement of Policy should not be followed.—In particular it would be helpful if such persons addressed ~~the Board~~the Licensing Board on the benefit to the licensing objectives of the decision which they seek.

97. Relationships with other Strategies

97.1 The Licensing Board may have regard to and work in partnership with other national strategies or local policies insofar as they impact on the licensing objectives or the licensing function.—These include the Changing Scotland's Relationship with Alcohol: A Framework for Action (2009)Alcohol Framework

(2018)³, the West Dunbartonshire Development Plan, Community Planning West Dunbartonshire Local Outcome Improvement Plan 2017-2027⁴, West Dunbartonshire Alcohol and Drug Partnership Delivery Plan⁵, West Dunbartonshire Community Health & Social Care Partnership Strategic Plan⁶, West Dunbartonshire Joint Health Improvement Plan, and the West Dunbartonshire Integrated Children's Services Plan⁷, and Public Health Scotland Strategic Plan 2022-2025⁸.

9.2 In order to keep up to date with developments relating to the foregoing strategies, the Licensing Board will request that the Licensing Forum to report to it with details of any matters that it thinks relevant to the Licensing Board's role. The Licensing Board will thereafter consider such reports and any appropriate action.

108. Tourism

108.1 Tourism is a major contributor to parts of the Licensing Board's area, particularly in the Loch Lomond area.— While the Licensing Board recognises the health harms caused by alcohol consumption, the Licensing Board is of the view that tourism brings considerable benefits to the West Dunbartonshire area. Hospitality premises that have a premises licence authorising the sale and supply of alcohol play a legitimate role in this industry supporting jobs and the wider West Dunbartonshire economy. Accordingly, The Boardthe Licensing Board's Licensing Policy StatementStatement of Licensing Policy tries to sets out to recognise the particular needs of the tourist area. Arrangements will be made for the Licensing Board to receive, when appropriate, reports on the needs of the local tourist economy for the area to ensure that these are reflected in their consideration.

119. Duplication

119.1 Insofar as possible the Licensing Board shall avoid duplication with other regulatory regimes.— Where other legislation or powers exist, the Licensing

³ <https://www.gov.scot/publications/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/>

⁴ <https://www.west-dunbarton.gov.uk/media/4313518/west-dunbartonshire-plan-for-place.pdf>

⁵ <http://www.wdhscp.org.uk/mental-health-services-for-cyp-adults/west-dunbartonshire-alcohol-drug-partnership-wdadp/>

⁶ <https://www.west-dunbarton.gov.uk/media/4322598/strategic-plan-2022-27.pdf>

⁷ [https://wdccmis.west-](https://wdccmis.west-dunbarton.gov.uk/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=+4ETxHznRBS0)

[dunbarton.gov.uk/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=+4ETxHznRBS0NyuW5w/11sKWcGCF3i1mdVIMpOK0UpXsD1K5DIg/2Q%3D%3D&rUzwRPf+Z3zd4E7Ikn8Lyu%3D%3D=pwRE6AGJFLDNIh225F5QMaQWCtPHwdhUfCZ/LUQzgA2uL5jNRG4jdQ%3D%3D&mCTIbCu bSFfXsDGW9IXnlq%3D%3D=hFflUdN3100%3D&kCx1AnS9/pWZQ40DXFvdEw%3D%3D=hFflUdN3100%3D&uJovDxwdjMPoYv+AJvYtyA%3D%3D=ctNJFf55vVA%3D&FgPIIEJYlotS+YGoBi5olA%3D%3D=NHdURQburHA%3D&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3D&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3D&WGewmoAfeNQ16B2MHuCPMRKZMwaG1PaO=ctNJFf55vVA%3D](https://www.west-dunbarton.gov.uk/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=+4ETxHznRBS0NyuW5w/11sKWcGCF3i1mdVIMpOK0UpXsD1K5DIg/2Q%3D%3D&rUzwRPf+Z3zd4E7Ikn8Lyu%3D%3D=pwRE6AGJFLDNIh225F5QMaQWCtPHwdhUfCZ/LUQzgA2uL5jNRG4jdQ%3D%3D&mCTIbCu bSFfXsDGW9IXnlq%3D%3D=hFflUdN3100%3D&kCx1AnS9/pWZQ40DXFvdEw%3D%3D=hFflUdN3100%3D&uJovDxwdjMPoYv+AJvYtyA%3D%3D=ctNJFf55vVA%3D&FgPIIEJYlotS+YGoBi5olA%3D%3D=NHdURQburHA%3D&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3D&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3D&WGewmoAfeNQ16B2MHuCPMRKZMwaG1PaO=ctNJFf55vVA%3D)

⁸ <https://publichealthscotland.scot/our-organisation/a-scotland-where-everybody-thrives-public-health-scotland-s-strategic-plan-2022-to-2025/>

Board will endeavour, as far as reasonably possible, to avoid using the powers under ~~the Licensing Act~~ licensing legislation to achieve that same outcome. Where there is a duplication of powers between those of the Licensing Board and another regulatory agency, ~~the Board~~ the Licensing Board's decision on who should exercise the regulatory powers will be based on which body ~~is best placed to promote the licensing objectives~~ has primary authority for that area.

119.2 It is recognised that the Planning, Building Standards and Licensing regimes require to be kept separate and are dealt with in accordance with their own statutory provisions.— In particular it is recognised that the planning system deals with the suitability of land for a particular use and tests for the granting of planning permission are different from those relating to the grant of a licensing application.

120. Equalities

120.1 ~~The Board~~ The Licensing Board is committed to the fulfilling the three key elements of the general equality duty as defined in the Equality Act 2010:-

- ~~e~~ Eliminating discrimination, harassment and victimisation;
- ~~a~~ Advancing equality of opportunity between people who share a protected characteristic and those who do not; and
- ~~f~~ Fostering good relations between people who share a protected characteristic and those who do not.

120.2 The protected characteristics are; age, disability, gender reassignment, pregnancy and maternity, race — this includes ethnicity, colour and national origin, religion or belief, sex, sexual orientation, and marriage/civil partnership.

120.3 ~~The Board~~ The Licensing Board recognises the links between Equality, Human Rights and fairness; and seeks to help improve the quality of life for everyone in West Dunbartonshire by working with Community partners and the way in which it grants and regulates licences.

120.44 ~~The Board~~ The Licensing Board also expects licence holders to be aware of and address equality issues during the operation of their business including the submission of detailed and accurate disabled access and facilities statements by applicants for the grant of premises licences.

12.5 Having regard to the material ingathered during the development of this Policy, the Licensing Board has a particular concern in relation to social-economic inequality and in particular concerns around the association between inequalities and alcohol harm. As a consequence, the Licensing Board has considered the information presented to it in regards to the Scottish Index of Multiple Deprivation when preparing its Assessment of Overprovision.

12.6 Reports relating to both the development of the Statement of Licensing Policy and Assessment of Overprovision have been accompanied by Equality Impact Assessments. All other reports, where appropriate, will be accompanied by a Equality Impact Assessment.

12.75 More on the Licensing Board and Equalities is available in the Council's Equality Outcomes and Mainstreaming Report 2021-2025 (and subsequent editions) available here.⁹ at <http://www.west-dunbarton.gov.uk/media/4312487/appendix-eq-mainstreaming-report-2017.pdf>

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⁹ <http://www.west-dunbarton.gov.uk/media/4312487/appendix-eq-mainstreaming-report-2017.pdf>

PART 2

THE LICENSING OBJECTIVES

134. General approach to promoting licensing objectives

13.1 The following sub-sections set out the Licensing Board's general approach to how it will seek to promote each of the licensing objectives. ~~The Board~~The Licensing Board expects applicants to be able to demonstrate that they have addressed these issues and measures set out in this part. ~~Similarly the Board~~the Licensing Board expects existing licence holders to be able to demonstrate that they have addressed these issues and measures in their operation of premises. Failure to do so may be taken into consideration by ~~the Board~~the Licensing Board in any Review Hearing. Measures and steps detailed in this part are not an exhaustive list of best practice and part of the education role of ~~the Board~~the Licensing Board's Licensing Standards Officers will be to encourage and share areas of best practice throughout the licensed trade. It is encouraged that applicants and Licence Holder's view the statements below as not exhaustive and are encouraged to come up with new and imaginative ways to promote the licensing objectives.

142. Preventing Crime and Disorder

142.1 In carrying out the functions under the Act ~~the Board~~the Licensing Board will have regard to the impact licensed activities may have on crime and disorder in the area. ~~In particular, the Board~~the Licensing Board has, as one of its objectives, making ~~the Board~~the Licensing Board's area a safe environment for residents and visitors. The Licensing Board will expect Police Scotland where appropriate to submit to provide information – in particular details of antisocial behaviour in the area - where appropriate to allow it to evaluate where the grant of a licence or variation to an existing licence may cause an inconsistency with this licensing objective. When evaluating any information provided by Police, the Licensing Board will have particular regard to crimes and incidents relating to alcohol.

142.2 ~~The Board~~The Licensing Board encourages licence holders to demonstrate both within their Operating Plan and in everyday practice the measures which will be put in place to promote the prevention of crime and disorder. ~~These~~ include addressing problems associated with:-

- ~~u~~Underage drinking including ~~agent~~agent purchases;
- ~~p~~Public disorder or violent behaviour;
- ~~d~~Drink driving;
- ~~a~~Anti-social behaviour and illegal possession, supply and/or use of drugs; and
- ~~t~~The sale of illegal, stolen or counterfeit goods on the premises.

142.3 Suggested control measures might include:-

- ~~a~~Appropriate training of staff members;

- ~~i~~Installation of CCTV equipment;
- ~~e~~Effective and responsible management and supervision of the premises;
- ~~s~~Suitable internal and external lighting;
- ~~e~~Employment of SIA licensed door supervisors;
- ~~being an active member~~Membership of ~~a~~ Pubwatch group or another similar scheme where such a scheme is in operation;
- ~~d~~Display of prominent notices which set out the management's policy on illegal substances;
- ~~e~~Ensuring displays of alcohol in off-sales premises are situated in areas which can be monitored by a member of staff;
- ~~p~~Promoting awareness of schemes such as the designated driver scheme;
- ~~t~~Training staff members on the correct way to pour a measure by hand as required under the Weights and Measures Act 1985;-
- ~~p~~Premises instigate test purchases themselves as part of staff training where appropriate;
- ensuring that staff can monitor the immediate vicinity of the premises so to combat the risk of agent purchases, for example, external CCTV or clear line of sight via windows;-
- ~~t~~Toughened glass;-
- ~~t~~Taking advantage of the drugs awareness training provided by the Licensing Standards Officer; ~~and-~~
- ~~t~~The operation of an incident book on the premises.

153. Securing Public Safety

153.1 One of ~~the Board~~the Licensing Board's priorities is ensuring that the licensed premise is a safe environment for members of the public.

153.2 The Licensing Board encourages licence holders to demonstrate both within their Operating Plan and in their everyday practice the measures which will be put in place to ensure public safety on the premises.- Such measures should take account of the following:-

- the occupancy capacity of the premises;
- the design and layout of the premises;
- the hours of operation; ~~and~~
- the profile of the customer at the premises; ~~and-~~
- ~~Evacuation~~evacuation policy.

15.3 The Licensing Board will consult with the Council's Building Standards officers to identify any issues relating to the safety of the premises and the capacity requested with particular regards to fire, escape and sanitary factors.

153.43 Suggested control measures might include:-

- ~~Carrying~~carrying out risk assessments;
- ~~i~~Installation of CCTV equipment and images retained as long as possible in terms of data protection legislation;
- ~~m~~Membership of Pubwatch or another similar scheme where such a scheme is in operation;

- ~~e~~Employment of adequate numbers of suitably trained staff; and
- ~~p~~Proof of regular testing of procedures or equipment which are in place.

164. Prevention of Public Nuisance

164.1 The Licensing Board recognises that licensed premises can have an impact on the amenity of the local area. ~~The Board~~The Licensing Board intends to protect local communities from any negative impact from the operation of licensed premises. ~~The Board~~The Licensing Board will take a wide view of the phrase “public nuisance” to include noise, light, odour, amenity of area and anti-social behaviour where they impact adversely on the local community. Note that in line with Section 9. Duplication, ~~the Board~~the Licensing Board will take cognisance of other regulatory regimes. Regarding the Prevention of Public Nuisance, Licensing Standards Officers may be directed by ~~the Board~~the Licensing Board to work in conjunction with Environmental Health to ensure speedy resolution of instances of public nuisance.

164.2 The Licensing Board encourages licence holders to demonstrate both within their Operating Plan and in their everyday practice the measures which will be put in place to prevent public nuisance. ~~Such measures should take account of the following:-~~

~~*—Any proposed curfew times;~~

- ~~t~~The location of the premises;
- ~~t~~The type of neighbouring properties in the vicinity;
- ~~t~~The nature of the activity to be carried out on the premises;
- ~~t~~The licensed hours; ~~and~~
- ~~t~~The occupancy capacity of the premises; ~~and-~~
- ~~t~~The provision of outdoor drinking and measures in place to minimise the impact of noise emanating from such areas.

164.3 Suggested control measures include:-

- ~~a~~Appropriate management of people entering and leaving the premises;
- ~~t~~The installation of sound-proofing and sound-limiting devices following engagement with Environmental Health;
- ~~t~~The control of operating hours for different parts of the premises;
- ~~r~~Restricting use of outside areas (e.g. beer gardens) at night;
- ~~s~~Supporting local schemes which encourage safe dispersal of patrons at closing time, for example, taxi marshalling;
- ~~l~~iaising with the providers of public transport; and
- ~~a~~Additional training of staff members.

175. Protecting and Improving Public Health

175.1 The Licensing Board acknowledges the harm caused by alcohol consumption in West Dunbartonshire. This is a matter of concern to the Licenisng Board. The Licensing Board’s Assessment of Overprovision (see Part 4 of the Policy) is a key component in its efforts to protect and improve public health. The Licensing Board appreciates the input from the NHS Greater Glasgow and Clyde and

West Dunbartonshire Health and Social Care Partnership in providing extensive information that has allowed the Licensing Board, again, to adopt an evidence led approach.

17.2 The Licensing Board's Assessment of Overprovision is just one aspect of its response to the health harms caused by alcohol in its area. The Licensing Board will carefully consider how every application impacts on the licensing objective of protecting and improving public health and will in particular have regard to any information submitted to it by the NHS Greater Glasgow and Clyde as well as the Licensing board's local knowledge as to the particular circumstances of that area.

17.3 The Board has, as a priority, the health and well-being of patrons of the licensed premises. The Licensing Board will have regardwelcomes and values the input made by NHS Greater Glasgow and Clyde in relation to specific applications. Further the Licensing Board will have regard to the views of any other bodies responsible for or having an interest in public health.

175.32 The Licensing Board encourages licence holders to demonstrate both within their Operating Plan and in their everyday practice the measures which will be put in place to protect public health. ~~The Board~~The Licensing Board commends to Licence Holders the examples of good practice detailed in documents published by Alcohol Focus Scotland and the Scottish Health Action on Alcohol Problems.

175.43 Suggested measures might include:-

- ~~Making~~making available information which promotes moderate drinking along with awareness of units of alcohol and recommended guidelines;
- ~~c~~Clearly displaying the alcoholic content of products at the point of sale and on price lists.
- ~~p~~Providing information on contact details where assistance for alcohol related problems may be sought;
- ~~d~~Displaying anti drink driving materials and promoting awareness of campaigns such as designated driver schemes;
- ~~h~~Having in place a policy to deal with patrons who have consumed excessive alcohol;
- ~~p~~Providing ~~tap water fit for drinking, free of charge, and~~ a wide selection of non-alcoholic drinks at reasonable prices at all times whilst the licensed premises are open; and
- ~~a~~Additional training of staff members.

175.54 There is evidence that those involved in the licensed trade can be more likely to suffer from an alcohol related problem than those in other professions. Therefore the Licensing Board would like to see businesses in the licensed trade having 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 a job loss) when an alcohol related problem arises.

~~175.65~~ Licence holders ~~especially~~ are in particular reminded of the offences relating to the sale of alcohol; especially the offences of sale of alcohol to a drunk person and allowing drunkenness to take place on the premises.

186. Protecting Children and Young Persons from Harm

~~186.1~~ The Licensing Board welcomes applications from licensed premises ~~which will accommodate children and young people that are family friendly with an environment that is appropriate for Children and Young persons to socialise with their families.~~ ~~However,~~ The Licensing Board, however, recognises the ~~additional responsibilities placed upon such requirements for such~~ premises to have suitably appropriate and robust ~~and the importance that such premises have in place appropriate~~ measures to protect children and young people from harm.

~~186.2~~ The Licensing Board ~~encourages~~ will require licence holders to demonstrate both within their Operating Plan and in their everyday practice the measures which will be put in place to protect children and young people from harm. ~~The Operating Plan should~~ must also set out the terms on which children and young people are permitted access to the licensed premises.

18.3 When considering an application for Children and Young Persons' access the Licensing Board will have regard to the following matters:

- the nature of the premises;
- the primary activity of the premises;
- the layout of the premises, including what parts of the premises children and young persons are to be permitted;
- the hours sought for children and young persons' access;
- whether there will be gambling taking place on the premises; and
- the location of any gaming machines.

~~186.43~~ Suggested ~~Where an application is made for children and young persons' access the Licensing Board will expect to be addressed on what control measures the licence holder will have in place. The Licensing Board expects that these measures may will~~ include:-

- ~~Appropriate measures~~ safeguards to ensure children or young people do not purchase or consume alcohol on the premises (unless such consumption is permitted by a young person in terms of the restricted provisions of Section 105(5) of the Act);
- aAppropriate checks for staff who will be working in premises where children or young people are present;
- aAcceptance of accredited proof of age schemes and training in spotting counterfeit or forged identity documents;
- mMeans to ensure that children and young people are not exposed to strong language, violence or disorder; and
- aAdditional training of staff members.

18.5 The Licensing Board further acknowledges the need to involve young people in the licensing decision making process. Accordingly, the Licensing Board is supportive of the Licensing Forum's efforts to include and engage with underrepresented groups including young people. The Licensing Board hopes that this will act as a platform for these groups to feed into the licensing process.

~~16.4 In addition the Board recommends the following:-~~

- ~~a) The part or parts of the licensed premises where children and young people are permitted should be free of gaming and/or amusements with prizes machines and pool tables;~~
- ~~b) Gaming and amusements with prizes machines preferably should not be located in walkway areas of the parts of the premises which children or young people will have access to;~~
- ~~c) Premises should exercise their discretion reasonably when live entertainment is in place and children are present on the premises in respect of the suitability of such for families with children. It is the case however, that no use of karaoke is permitted in the part or parts of the premises where children or young people have access to.~~
- ~~d) Where televisions or video machines are intended to be used in areas where children are permitted, the programmes or video films must be of a type suitable for family and children's' viewing;~~
- ~~e) Toilets should be of a suitable type and standard for children;~~
- ~~f) When meals are sold within licensed premises, a children's menu shall be necessary. This would not be satisfied by the provision of e.g. lemonade and crisps but would require to be of the plated food variety in addition to any form of sandwiches etc, which may be available;~~
- ~~g) Electrical sockets within the part of parts of the premises to which children have access should, when not in use, have plug caps thereon;~~
- ~~h) Where open fires or electrical or gas fires or radiators are within part or parts of the premises to which children have access, it is expected that such fires and radiators etc. will be securely guarded.~~

PART 3

LICENCES

197. Purpose of this Statement of Licensing Policy

19.1 The purpose of this Statement of Licensing Policy ~~Statement~~ is to state the Licensing Board's Policy.— It is not a comprehensive statement of the law or procedures relating to liquor licensing.— Accordingly this statement needs to be read alongside the provisions of the Licensing (Scotland) Act 2005, the Statutory Guidance and Statutory Instruments made thereunder and the developing volume of case law.— This statement tries to avoid where possible repeating provisions already detailed in the Act, Guidance or Regulations.

~~18. Premises Licence~~

~~18.1 The Board policies relevant to premises licences and applications for such licences, or variations thereto, are:-~~

20. Access to premises by Children and Young Persons

~~2018.12~~ The Licensing Board's Policy is that children and young people under the age of 18 will only be permitted into licensed premises which are considered to be restaurants or into other licences premises where:-

- a) The primary purpose of allowing them access is to consume a meal; or
- b) To attend a private pre-booked function; or
- c) Hotels – the Licensing Board accepts that children and young persons under the age of 18, who are resident in the premises, are allowed free access throughout the premises with the exception of the bar area.— No children or young persons will be permitted in the bar area except where the primary purpose of allowing them access is to consume a meal or to attend a private pre-booked function.— ~~Within the bar area, children and young persons will not be permitted to remain after 10 p.m. other than in exceptional circumstances, for example a wedding or other pre-booked function being held in the bar where the presence of children or young people after 10 p.m. can be justified.~~— A condition to this effect will be

imposed by ~~the Board~~the Licensing Board on the licences of all premises where children may be resident; or

- d) In tourist areas children may be present in premises other than for the purpose of attending a pre-booked function or having a meal providing that individual premises can satisfy the Licensing Board that tourism is a very significant part of their trade. In such cases children shall not be entitled to remain after 10 p.m. nor to remain in the vicinity of the bar.
- e) In relation to clubs whose primary object is sport, children and young persons under the age of 18 are permitted to have the following access to the premises:-
- Children and young persons who are junior members of such a club, plus junior guests, are permitted to access all areas of the premises (excluding the bar) until half an hour after closure of the sporting facilities to which they have access;
 - In relation to the bar area, children under 16 are permitted to purchase non-alcoholic drinks at the bar area but are not permitted to drink in the bar area. Young persons aged 16 to 18 are permitted to purchase and consume non-alcoholic drinks in the bar area providing there are no gaming machines or pool tables in the bar area;
 - Children and young persons ~~should~~must not be permitted to access any area of the premises in which gaming machines are located.
 - Children under 16 are permitted to remain in the bar area in compliance with ~~paragraph 5.5 of the Board's Licensing Policy~~Statement of Licensing Policy in this regard (i.e. for the purpose of consuming a meal or attending a pre-booked function).
- f) Children should be accompanied by an adult whilst, on the Premises and this should be specified in the operating plans. Young Persons may be unaccompanied until 10pm (unless attending a private pre-booked function) subject to the Licensing Board being satisfied that the operation and environment of the licensing premises are suitable. Separate criteria apply to sports clubs as specified at paragraph ~~(e)~~e above.

20.2 Given the need to promote the licensing objective of protecting Children and Young Persons from harm, the Licensing Board will, where Children and Young Persons access is sought, determine whether to attach conditions to make sure that this licensing objective is upheld. The standard conditions are listed at Appendix 1, Part A. 18.3—Children and young people will not be permitted in the licensed premises after 10 p.m. (other than as detailed in paragraph (c) hereof or in exceptional circumstances, for example a wedding or other pre-

~~booked function being held on a licensed premises where the presence of children and young people after 10 p.m. can be justified).~~

~~18.4 For the avoidance of doubt paragraph 18.2 does not apply to premises where no on-sales takes place and the sale of alcohol is for consumption off the premises only.~~

21. Off sales premises and refusal book

21.1 The Licensing Board having regard to the issues around proxy purchase, underage sales, and intoxicated persons purchasing alcohol expects the holders of off sales type premises licences to have robust control measures in place to combat these issues.

21.2 In order to promote the licensing objectives of preventing crime and disorder and protecting Children and Young Persons the Licensing Board will require the licence holder to have a refusal register (either in a physical or electronic form). Normally the Licensing Board will attach conditions to regulate this (see Appendix 1, Part B).

Garages

~~18.5 Under Section 123 of the Act, premises or parts of premises used as a garage are excluded from authorising the sale of alcohol. The Act permits the Board to make exceptions to this rule if they determine that in relation to such premises persons resident in the locality are, or are likely to become, reliant to a significant extent on the premises as the principal source of (a) petrol or Derv or (b) groceries.~~

~~When considering an application for a premises licence for a garage the Board would remind the applicants that they would expect the premises to satisfy this test.~~

22. Home Deliveries of alcohol

22.18.6 The Licensing Board recognises the increasing prevalence of home deliveries of alcohol over the past number of years (in part owing to technological advances and the impact of the covid-19 pandemic). Having had regard to the views expressed during the development of this Statement of Licensing Policy, the Licensing Board has determined that it is appropriate to attach conditions where an applicant seeks permission for home deliveries of alcohol so to promote the licensing objectives of protecting and improving public health and protecting Children and Young Persons from harm. In doing so, the Licensing Board acknowledges the import of taking steps to make sure that alcohol is neither delivered to persons nor accessible to persons under 18.

22.2 Premises which intend to provide home deliveries of alcohol must specify this in their Operating Plan (in response to Question 5(f)) and provide details of how this will operate. These details should include the hours of delivery, the steps taken to identify the age of the person ordering and taking delivery of the goods,

in terms of “Challenge 25” as well what measures are in place to make sure that the alcohol is delivered to an appropriate person.

22.3 The Licensing Board will – having given the applicant an opportunity to address it – consider attaching the conditions set out in Appendix 1, Part C.

23. Outside dDrinking

23.17 In relation to outside drinking areas there shall be no amplified music, or other amplified media in outside drinking areas except where the premises are a club in the context of the Act and the activity of outdoor drinking ~~this~~ directly relates to the primary object or purpose of ~~the~~ the club as defined in its constitution (e.g. a PA system to announce a bowling competition).

23.218.8 West Dunbartonshire Council has introduced bye-laws prohibiting the consumption of alcohol in designated public places within West Dunbartonshire.— In accordance with regulation 5 (3)(a) of The Premises Licence (Scotland) Regulations 2007, applicants must ensure that their Operating and Layout Plans clearly refer to and show which outside area or areas form part of the licensed premises as well as narrating a separate capacity for the area at Question 7 of the Operating Plan.— Any outside areas not clearly identified as part of the licensed premises will, if it falls within the boundaries of the bye-laws, be a “public place” for the purposes of the bye-laws.

48.923.3 The Licensing Board will expect applicants to demonstrate their intention to put in place effective management controls, supervision and other measures to ensure the use of such outdoor areas by patrons does not have an adverse impact on the locality, particularly to occupiers of premises in the vicinity of the premises.— In relation to noise control and in pursuance of the licensing objective of preventing public nuisance generally, the Licensing Board will not permit amplified sound or music to be played within, or relayed to, outdoor drinking areas nor live music to be played within these areas. To make sure that the aforementioned licensing objectives are complied with, the Licensing Board – having heard from the applicant – will consider attaching the conditions set out in Appendix 1, Part D.

48.1023.4 Applicants and Licensees will also be expected to follow wherever possible the guidance contained in the document ‘Good Practice Guide on the Control of Noise from Pubs and Clubs (2003)’ published by the Institute of Acoustics.

48.1123.5 The Licensing Board is of the view that the appropriate terminal hour for ~~unless outside drinking areas are outwith earshot range of neighbouring premises that there should be no sale or consumption of alcohol in outside areas after outdoor drinking areas in residential areas is~~ 10 p.m.— Glasses and other receptacles must be cleared away by 10.15 p.m.— A condition to this effect will be included in Premises Licences.

48.1223.6 Where the proposed outdoor area is situated in a public footway, the Licensing Board will require applicants applying for such an area to have obtained consent from the Council's Roads Services under Section 59 of the Roads (Scotland) Act 1984.—The Licensing Board expects that Premises Licence Holders will comply with all conditions which may be attached to that consent.—Evidence of the Section 59 consent will require to be submitted along with any application which includes an outdoor area situated on a public footway. —Such outdoor areas should only be used for the consumption of alcohol by those seated in the area – no external “vertical drinking” should take place on a public footway.

48.1323.7 Applicants must be able to advise as to how the proposed licensed outdoor area will be delineated on the ground.—If delineated by a removable barrier this should allow access and egress for disabled persons.

23.8 A copy of the docketed layout plan of outdoor drinking area must be on display at a prominent location within the outdoor drinking area where it is capable of being read by passing members of the public.

24. Miscellaneous matters

Plastic Glasses

48.1424.1 The Licensing Board retains the option, where glassing attacks occur in individual premises to require these premises to only serve drink from toughened glass, plastic or polycarbonate receptacles.

24.2 Having regard to the adverse environmental impact, the use of single use plastics or similar in licensed premises should be avoided. The Licensing Board commends the use of alternatives that may be more environmentally friendly.

Smoking Local amenity

48.1524.3 The Licensing Board requires doorways and fire escapes of premises to be kept free from obstruction at all times.

24.4 -The Licensing Board ~~may expects~~ licence holder to make sure, where appropriate, that also require litter bins ~~to are be~~ provided outside premises. ~~the~~ the responsibility for cleaning and maintenance of which would be that of the individual premises. Premises, as part of recognising the amenity of the area, should undertake to sweep up outside the premises as part of their daily cleaning procedure.

Race Nights

48.1624.5 The Licensing Board's policy is to permit race nights in licensed premises, subject to the content of individual premises' operating plans and providing that these events are not undertaken for the direct commercial benefit of the licensee.—For the avoidance of doubt, the sale of increased volumes of drink or food through the presence of race night customers will not necessarily

be viewed as being such a direct commercial benefit. Licence Holders are advised to seek advice from the Gambling Commission prior to allowing any gambling on their premises.

Capacity

~~18.17~~24.6 In their Operating Plan, applicants are required to provide a figure showing the proposed capacity of the premises for consumption of alcohol. The Licensing Board will expect applicants to consider various factors when assessing this including:-

- ~~d~~Design and layout of the premises;
- location, availability and size of the exits and emergency exits;
- the nature of the premises or events; and
- the staff availability to supervise customers both ordinarily and in the event of an emergency.

The Licensing Board will determine the capacity in accordance with Buildings Standards Regulations.— Applicants are recommended to consult with West Dunbartonshire Council's Building Standards Service if they are in any doubt as to the capacity of their premises.

~~18.18~~24.7 Applicants will be expected to have sufficient measures in place to monitor the number of persons on the premises at any point to ensure the occupancy capacity is not exceededed.

Confirmation of Provisional Premises Licences

24.8 Holders of a provisional premises licence should note that under section 46 of the Act, the Licensing Board has the power to make a variation to the conditions of the licence for the purposes of “ensuring consistency with any statement of licensing policy since the licence was issued”. The Licensing Board will consider this on a case by case basis.

1925. Personal Licence

Training

1925.1 Personal Licence Holders are reminded that it is mandatory for them to undertake prescribed refresher training every five years and to provide the Licensing Board with evidence that they have undertaken this training.— Should a Personal Licence Holder fail to undertake the necessary training and provide a copy of this training to the Licensing Board then the personal licence will be revoked.

Renewal

2519.2 Personal Licence holders are reminded that personal licences are granted for a 10 year period. In order to renew their personal licence, a licence holder must sit an pass a further refresher training course. Thereafter the

licence holder can apply for the renewal of the licence. A licence holder should be aware that the earliest that they can apply to renew their licence is 1 year prior to the expiry date, and that the latest that they can apply for the renewal of the licence is 3 months before the expiry date.

260. Occasional Licence

26.1 _____

~~20.1~~ The policy of the Licensing Board is that an Occasional Licence is needed for each separate occasion. For example, if premises have a 21st party on Friday evening, a live band on Saturday evening and a charity race night on the Sunday evening, three separate Occasional Licences will be needed. This reflects the fact that the nature of the events is different, raising different considerations and requiring different conditions.

~~_____~~ Occasional Licence – Repeated Applications in Lieu of a Premises Licence

~~260.2~~ The Licensing Board having regard to views expressed during the development of the Statement of Licensing Policy has concerns around unlicensed premises using occasional licences on a frequent basis. This concern is primarily threefold: (1) occasional licence applications are not subject to the extensive notification process required for premises licence applications; (2) the conditions imposed on occasional licences are not as extensive as premises licence and this may be problematic where occasional licences are used for extended periods; and (3) the impact on the resources of the Licensing Board.

26.3 The Licensing Board recognises that the terms of the Licensing (Scotland) Act 2005 does not permit a Licensing Board to impose any limits on the number of occasional licences applied for, except where the applicant is a voluntary organisation. However, the Licensing Board is concerned that some premises may seek to avoid the requirements of the Act by applying to trade under repeated occasional licences. Accordingly, the Licensing Board may require in respect of repeated applications from the same premises to be addressed by the applicant as to why an application for an occasional licence is appropriate rather than an application for a premises licence. Note that in the circumstances where an operator is seeking to commence trading in advance of a premises licence being considered, that ~~the Board~~ the Licensing Board ~~may seek assurances from the Building Standards and Planning Departments that the premises are suitable for the sale of alcohol~~ will expect that Section 50 certificates are obtained from Building Standards, Environment Health and Planning. The Board The Licensing Board authorises the Clerk to consider such applications under delegated authority in such circumstances where the premises has sought, and been issued with ~~the aforementioned Section 50 certificates for Planning and/or Building Standards.~~

~~_____~~ Hours

~~260.43~~ The Licensing Board considers that the commencement of the sale of alcohol under an Occasional Licence shall not normally be earlier than 11 a.m.

~~The Board~~The Licensing Board considers the following closing times to be appropriate beyond which alcohol must not be sold on the premises:-

Sunday to Thursday – 12 midnight
Friday and Saturday – 1 a.m.

26.50-4 For applications for licensed hours outwith these times applicants will require to demonstrate that the additional hours requested are necessary in the circumstances. ~~The~~ Licensing Board considers that it would be difficult for any application to justify the sale of alcohol after 3 a.m. other than in exceptional circumstances.

~~Recommended Training Requirements for Persons Operating under an Occasional Licence who do not hold a Training Qualification~~

26.60-5 ~~The~~ Licensing Board will attach local conditions to an occasional licence where it considers it necessary or expedient for the purposes of any of the licensing objectives. In order to give applicants clarity and advanced notice of the Licensing Board's expectations, standard conditions are set out at Appendix 1, Part E. -In preparing these conditions, the Licensing Board has had regard to the fact that occasional licences are by their very nature designed to be light touch. Therefore, care has been taken not to impose conditions that are overly onerous. In determining what conditions to attach, regard will be had to the responses from Police and the Licensing Standards Officer. The conditions will be put to the applicant for comment prior to the application being granted. reserves the right to attach a condition on the grant of Occasional Licences which will require any person selling, pouring or delivering alcohol in terms of the Occasional Licence to either hold a training qualification, or alternatively to be trained to the standard prescribed in the Licensing (Training of Staff)(Scotland) Regulations 2007. Such a condition will be applied to an Occasional Licence event which the Board feels may pose a higher risk to the licensing objectives. The Board will impose such a condition on events such as weddings, birthday parties, and other celebratory events and concerts or large public events where the consumption of alcohol forms a significant aspect of the occasion. The Board will not attach, under normal circumstances, such a condition on small community events, such as PTA fund raisers where the consumption of alcohol is ancillary to the event. -The ultimate determination of whether such a what conditions -should be imposed-attached as well as their wording is delegated to the Clerk to ~~the Board~~the Licensing Board.

26.7 For the avoidance of doubt, the presence of standard conditions does not restrict the Licensing Board or its Clerk's ability to attach bespoke conditions having regard to the licensing objectives and objections, representations or reports received in relation to the application.

274. Extended Hours Applications

Special Events

274.1 The Licensing Board considers activities such as dances, discos and dinner dances, wedding receptions and parties where a disco or band is provided generally falls within the description of a special event or occasion to be catered for on the premises. ~~–~~ Darts, dominos or pool competitions, karaoke evenings, parlour derbies or private parties where there is no significant entertainment are generally not considered to fall within the definition and there would be a presumption against granting any Extended Hours Applications in respect of such events.

National and International Events and Festivals

274.2 The Licensing Board believes that in many cases such events can be appropriately accommodated within normal licensing hours and should not routinely be regarded as a need for extended licensing hours. ~~The Board~~ The Licensing Board however, recognises that both St Patrick's and St Andrews days are significant cultural events and authority is granted to the Clerk on those dates to grant extended hours applications for an extension of one hour to normal licensed hours in respect of specific ticketed events. ~~The Board~~ The Licensing Board further allows for a one ~~–~~ off extension to normal licensed hours for an event related to the celebration of Halloween, and grants delegated authority to the Clerk to authorise the grant of one such application per premises. Any decision on an extension of normal licensing hours will only be taken after careful consideration of the particular event and may require increased control measures to be put in place aimed at preventing/limiting problems. Should the need for a special event arise at short notice ~~the Board~~ the Licensing Board will endeavour to hold a Special Meeting to enable the application to be considered.

Hours

274.3 Other than during the festive period as defined within Section 26, or in relation to recognised events in the previous paragraph of this policy, ~~the Board~~ the Licensing Board considers that it would be difficult for any application to justify the sale of alcohol earlier than 11 a.m. or after 3 a.m. other than in exceptional circumstances.

Conditions

27.4 When granting an extended hours application, the Licensing Board may where it considers necessary or expedient for the purposes of any of the licensing objectives vary the conditions of the premises licence (all in accordance with section 70A of the Act). The variation of such conditions is delegated to the Clerk to the licensing Board.

282. Premises that are tenanted out and the Premises Licence Holder is the Landlord

282.1 ~~The Board~~ The Licensing Board acknowledges the unique circumstances of premises which are leased out by a licence holder to a third party who operate the day to day management of the premises. Notwithstanding these

circumstances the responsibility for ensuring that the licence is operated responsibly and in obedience with the licence conditions, requirements of the Act or this Statement of Licence Policy rests with the licence holder.

~~282.2~~ Landlord licence holders should be prepared to display to Licensing Officers on a day-to-day basis robust procedures to ensure that compliance with all requirements of the licence can be achieved, and evidence of any policies, procedures or control measures employed to this end should be made available in the instance of a premises licence review request relating to any premises licence which is operated by a third party. This should include matters such as compliance with the mandatory conditions, such as staff training and irresponsible promotions, inspections of utilities and processes in place to review the management of the premises are carried out in compliance with the licensing objectives. Licence holders should note that these examples do not form an exhaustive list and they are encouraged to be innovative in order to ensure compliance with all requirements.

~~282.3~~ In order to assist licence holders in this aim, the Licensing section will always strive to ensure that any correspondence relating to the operation of premises is sent to both the licence holder and the tenant, with the aim of ensuring that landlord licence holders are fully aware of any issues relating to premises. Further to this the Licensing Standards Officers shall ensure where appropriate that proactive contact is made with landlord licence holders in the first instance where any issues or concerns are noted with the operation of the licence.

~~22.4~~ Licence holders are also encouraged to inform the Licensing section should they lease out their premises, or should there be any change in circumstances of this lease such as it terminating the lease or transferring it to another leasee. West Dunbartonshire Licensing Board accepts that whilst there is no current requirement to provide such details this would be seen to be good practice.

~~282.54~~ Finally, Licence Holders who may be seeking to lease out their premises are encouraged to ensure that thorough checks are carried out on any prospective tenant to ensure that they are suitable to operate licensed premises within the licensing objectives.

~~282.56~~ ~~The Board~~The Licensing Board in review hearings with regard to Premises that are tenanted out shall expect to be addressed that the Premises Licence Holder can exhibit due diligence with regard to the premises notwithstanding, the fact that the premises are tenanted out. ~~–~~ In particular, ~~the Board~~the Licensing Board would expect that the Premises Licence Holder should be able to demonstrate that the premises are being run in accordance with the licensing objectives. This includes matters such as, but not limited to regular checks of utilities and processes in place to supervise the management of the premises in compliance with the licensing objectives.

DRAFT

PART 4

OVERPROVISION

Paragraphs 29 to 30

~~[See separate document for details of the Licensing Board's Assessment of Overprovision.]~~23.1 Section 7 of the Act requires each Licensing Board to include in its Policy a statement as to the extent to which the Board considers there to be overprovision of licensed premises, or licensed premises of a particular description, in any locality within the Board's area.

~~23.2 It is for the Licensing Board to determine which localities within the Board's area are considered for the assessment of overprovision.~~

~~23.3 In its assessment of overprovision, the West Dunbartonshire Licensing Board has continued its established approach of utilising the Scottish Neighbourhood Statistics intermediate data zone (IDZ) geographies as the localities for this purpose.~~

~~23.4 The West Dunbartonshire area can be broken up in to 18 distinct IDZ localities. These IDZs represent small geographical sections of the WDC area equivalent to an average of 4000 household residents, and allow for the easy compilation of various data, in consideration of which the Board makes its assessment on the provision of licensed premises.~~

~~23.5 The Board, having examined data regarding;~~

- ~~▪ Alcohol Related Hospital Admissions~~
- ~~▪ Alcohol Related Death Rate~~
- ~~▪ Alcohol Related Mental Health~~
- ~~▪ Alcohol Related Brain Damage~~
- ~~▪ Police incidents including assaults, domestic incidents, disorder & alcohol specific crimes~~
- ~~▪ Fire statistics~~
- ~~▪ Information regarding the number, capacity and licensed hours of licensed premises;~~

~~and having regard to its duty to promote the licensing and objectives the Board is of the view, having undertaken a full consultation, that there is overprovision of certain types of licensed premises within several localities in the WDC area.~~

~~23.6 A summary of the evidence considered by the Board in assessing overprovision can be found within the addendum at page 31.~~

~~23.7 The Board considers there to be overprovision of the following types of licensed premises namely:-~~

- ~~▪ Public Houses.~~

- ~~Nightclubs~~
- ~~Off-sales and local convenience stores~~
- ~~Supermarkets~~

~~23.8 The Board will determine, as a matter of fact whether the subject premises in a premises licence application fits within one of the foregoing categories of licensed premises. The Licensing Board will come to a view on a premises category based on the consideration of any evidence presented to it and having regard to the information disclosed within the application, the operating plan and the layout plan.~~

~~23.9 The Board considers there is an overprovision of the foregoing types of licensed premises within West Dunbartonshire in the following 16 localities:-~~

- ~~IZ01 Clydebank East inc. Whitecrook (part)~~
- ~~IZ02 Clydebank Central inc. Dalmuir (part) & Whitecrook (part)~~
- ~~IZ03 Drumry & Linnvale~~
- ~~IZ04 Parkhall South, Radnor Park and North Kilbowie~~
- ~~IZ05 Goldenhill, Parkhall North, East Kilbowie & Hardgate Central~~
- ~~IZ06 Faifley & Hardgate East~~
- ~~IZ07 Duntocher & Cochno~~
- ~~IZ08 Mountblow, Parkhall West and Dalmuir Central~~
- ~~IZ10 Barnhill, High Overtoun, Milton & Bowling~~
- ~~IZ11 Dumbarton North East—Bellsmyre & Silverton East~~
- ~~IZ12 Dumbarton Central, Dumbarton East & Townend~~
- ~~IZ13 Dumbarton West~~
- ~~IZ15 Bonhill, Lomondgate & Renton North~~
- ~~IZ16 Alexandria Central, Rosshead & Dalmonach~~
- ~~IZ17 Balloch & Alexandria North—~~
- ~~IZ18 Jamestown, Balloch North East, Haldane & Gartocharn~~

~~Maps of all 18 localities which make up the West Dunbartonshire area can be found in the appendices section of this policy.~~

~~23.10 The effect of this policy is to create a rebuttable presumption against the grant of an application within these localities for the foregoing types of licensed premise. Each application still requires to be determined on its merits and there may be exceptional cases in which an applicant is able to demonstrate that the grant of the application would not undermine the licensing objectives, or the objectives would not be undermined if the applicants operating plan were to be modified. The Board will expect applicants who are seeking the grant of a new premises licence within the foregoing categories of premise and locality to provide robust and reliable evidence to the Board why the benefit to the licensing objectives through the grant of their application outweighs the detriment to the licensing objectives and the Overprovision Policy. The Board recognises the positive health benefits associated with increased employment opportunities as a factor that applicants may use in support of their application and a factor that may in appropriate circumstances rebut such a presumption. In particular the Board will expect to be addressed on the benefits of granting the application in terms of each licensing objective.~~

~~23.11 If an existing licence ceases to be in force this does not necessarily mean that there is capacity for a new licence of a similar capacity. The data and consultation responses considered by the Board provide evidence that there is presently an overprovision of licensed premises in West Dunbartonshire but does not quantify the extent of that overprovision. In these circumstances any application seeking to replace capacity relinquished by other premises will be subject to an individual overprovision assessment. This will have particular regard to the data relating to the sub-locality to which the new application or application for increased capacity relates. It will also have regard to the type of premises capacity relinquished compared to the type of premises applied for.~~

~~23.12 There are 2 localities within West Dunbartonshire where the Board considers that there is not presently overprovision of licensed premises. This is IZ 09; Old Kilpatrick and also IZ14 Renton, Old Bonhill & Loch Lomond West. The Board is aware that most of the 18 sub-localities are in close proximity to areas with significant alcohol related health, crime and disorder problems. The Board is also aware that there is local evidence to suggest that persons in West Dunbartonshire, wishing to obtain alcohol from off-licences will travel up to two miles across sub-localities to purchase alcohol. Similarly persons will travel across the whole of West Dunbartonshire to attend nightclubs. Accordingly any application outwith the overprovision locality for new premises or increased capacity of existing premises may be subject to an overprovision assessment. This assessment will have regard to the alcohol related crime, disorder and health data relating to both the sub-locality in which the application premises are located and the sub-localities from where the customers are likely to be drawn.~~

PART 5

LICENSED HOURS/HOURS OF TRADING

~~The Board~~The Licensing Board's general policy is as follows:-

3124. Off-Sales

3124.1 For applications relating to premises licences and to occasional licences, the standard licensed hours for the sale of alcohol for the consumption off the premises (off-sales hours) are 10 a.m. to 8 p.m. every day.

3124.2 ~~The Board~~The Licensing Board may consider extending the closing time for off-sales up to 10 p.m. if suitable enhanced control measures have been put in place to promote the licensing objectives. -Enhanced control measures must include CCTV cameras covering the interior of the premises and the exterior area adjacent to the entrance to the premises. -Premises Licence Holders should note that camera footage should be retained for a period of time that complies with recommendations made by the Information Commissioner's Office in terms of the Data Protection Act/GDPR. CCTV cameras should provide cover for areas of high footfall, customer staff interaction areas, and areas immediately adjacent to the premises to give clear recognisable images of all persons ~~as defined in the "Home Office CCTV Operational Requirements Manual"~~. Licence holders are reminded that video recording should comply with any relevant guidance issued by the Information Commissioner.— ~~The Board~~The Licensing Board also requires that all staff shall be trained in accordance with The Licensing (Training of Staff) Scotland Regulations 2007 and that premises should have a written training plan in place, to include ongoing refresher training for staff. ~~The Board~~The Licensing Board also expects that an appropriate proof of age scheme, including a refusals book will have been put in place and rigorously enforced.

3124.3 ~~The Board~~The Licensing Board will not generally require proof of enhanced control measures for any on-sales or club applying to have off-sales approved to 10 p.m.— However ~~the Board~~the Licensing Board may require proof of enhanced control measures for individual premises where circumstances merit it.— ~~The Board~~The Licensing Board will normally expect that the off-sales hours for premises seeking or holding an on-sales licence will not commence prior to or finish after the hours for on-sales.—

32.25 On-Sales

3225.1 The Licensing Board will consider each application on its own merits having regard to the application, the submissions made by the applicant, and any representations or objections received. This part of the Policy sets out the Licensing Board's general approach to licensed hours and its rationale for its approach. In doing so, the Licensing Board notes that the Licensing Forum is supportive of its approach to licensed hours as set out in its previous Statement of Licensing Policy.

32.2 For applications relating to premises licences including extensions of hours for the sale of alcohol for consumption on the premises (on-sale hours) ~~the Board~~the Licensing Board considers that the commencement of the sale of alcohol shall ordinarily be:-

- ~~_____~~ -no earlier than 11 a.m.; and
- ~~_____~~, and no later than 12 midnight Sunday to Thursday and 1a.m. Friday and Saturday other than when an occasional extension is in place, and in accordance with paragraphs ~~27-34 and 28~~ of this policy.

~~The Board~~The Licensing Board will recognise the importance of tourism in certain locations within ~~the Board~~the Licensing Board's area and other determining factors such as the location of the licensed premises and may allow exceptions to this general rule.

32.3 Premises where the consumption of alcohol is a main activity and significant entertainment facilities throughout the licensing hours are not provided. For example, public houses, hotel bars and members clubs will – subject to the determination of the application – benefit from the standard licensed hours as narrated at paragraph 32.2.

3225.42 ~~The Board~~The Licensing Board also recognises that earlier opening hours may also be appropriate for certain types of premises, for example, bowling clubs during the bowling season and also for events such as funerals. ~~However, the Board will not allow opening any earlier than 10 a.m.~~ ~~If the Board~~the Licensing Board grants a licence which permits premises to be open prior to 11 a.m. for the purposes of funerals, it will impose a condition that on each occasion when it is intended that alcohol will be sold on the premises before 11 a.m. in connection with a funeral, 24 hours notice must be given to the Office of the Clerk to the Licensing Board and the Local Police Authority.

3225.53. ~~The Board~~The Licensing Board ~~considers that it will consider exceptions to the standard licensed hours noted at paragraph 32.2 for premises that are restaurants or offer significant entertainment facilities. In determining that there should be – in certain circumstances – exceptions to the standard licensed hours, the Licensing Board has had cognisance of: the following closing times to be appropriate beyond which alcohol must not be sold on the premises:-~~

1. restricting the availability of alcohol by limiting the times between which it is available so to protect and improve public health and prevent crime and disorder noting health studies in this regard; and
2. the benefits of a staggered terminal hour so to manage the dispersal from licensed premises so to ease pressure on both the local transport infrastructure and the resources of Police Scotland.

The exceptions are as follows:-

<u>Type of premises</u>	<u>Requirements</u>	<u>Terminal hour</u>	
		<u>Days</u>	<u>Time</u>

<u>Restaurant</u>	<u>The supply of alcohol must be ancillary to a table meal taken by persons within the premises. Snacks, sandwiches and crisps are not considered to constitute table meals.</u>	<u>Mondays to Sunday</u>	<u>1 a.m.</u>
<u>Significant entertainment facilities</u>	<u>Premises or parts of premises where the provision of alcohol for consumption on the premises is ancillary to the significant entertainment provided and subject to such conditions that the Licensing Board sees fit to impose in relation to such premises. For example, Nightclubs would fall within this category.</u>	<u>Monday to Wednesday</u>	<u>1 a.m.</u>
		<u>Thursday to Sunday</u>	<u>3 a.m.</u>

32.6 Where the Licensing Board grants premises operating as a restaurant type premises an exception from the standard licensed hours it will expect that the premises will only sell or supply alcohol to persons taking table meals and where the consumption of that alcohol is ancillary to the meal. The Licensing Board will normally attach a condition regulating this (see Appendix 1, Part F).

Restaurants

25.4 The Board considers that restaurants are premises where the supply of alcohol is ancillary to a table meal taken by persons within the premises. Licence holders should note that snacks, sandwiches and crisps are not considered to constitute table meals.

Monday to Sunday – 1a.m.

Premises offering no significant entertainment facilities

25.5 For premises or parts of premises where the consumption of alcohol is a main activity and significant entertainment facilities throughout the licensing hours are not provided. Public houses, hotel bars and members clubs would fall within this category.

Sunday to Thursday – 12 midnight

Friday and Saturday – 1 a.m. the following day

Premises offering significant entertainment facilities and subject to conditions the Board may impose

~~25.6 Premises or parts of premises where the provision of alcohol for consumption on the premises is ancillary to the significant entertainment provided and subject to such conditions that the Licensing Board sees fit to impose in relation to such premises. Nightclubs would fall within this category.~~

~~Monday to Wednesday – 1 a.m. the following day~~

~~Thursday to Sunday – 3 a.m. the following day~~

3225.7 In relation to those premises offering significant entertainment facilities, ~~the~~ Licensing Board will interpret the phrase “significant entertainment” strictly and will only grant a licence if the entertainment offered is an integral part of the application premises’ operation and where the sale of alcohol is ancillary to this significant entertainment. ~~The entertainment should be provided at all times during the licensing hours. The Board considers that entertainment such as dances, discos, dinner dances, and parties where a disco or band is provided would fall within the scope of significant entertainment. For example, a nightclub where the significant entertainment is dancing.~~ Pool competitions, karaoke evenings or darts would not be acceptable. Where entertainment is provided only on part of the premises, applicants should ensure that their Operating Plan reflects this. It should be noted that only the part of the premises providing entertainment will normally benefit from the later licensed hours. The Licensing Board will normally attach a condition regulating this (see Appendix 1, Part F).

32.8 Where a premises applies for licensed hours in excess of 14 continuous hours, the Licensing Board will closely examine the application and in particular how the premises will comply with licensing objectives. Applicants should note that, as narrated above, the Licensing Board is of the view that exceptions from its policy in regards to standard licensed hours is normally only justified in two particular circumstances; both where the sale of alcohol is ancillary to another activity.

3326. Festive period

3326.1 The Licensing Board may allow longer licensing hours over the festive period. This may be facilitated by way of a statement under section 67 of the Act or by inviting applications for extended hours certificates. The Licensing Board will make a determination as to its approach in advance of the festive period. This will not be an automatic right and an application for extended hours will have to be made for each business wishing to open for longer hours. The Board~~The Licensing Board~~ may at ~~their~~its own discretion impose additional conditions on such premises in order to promote the five licensing objectives (see paragraph .27.4).

3326.2 The festive period for the purposes of this aspect of the policy will be determined by ~~the Board~~the Licensing Board on an annual basis in consultation with the Local Licensing Forum. ~~The Board~~The Licensing Board has previously calculated the festive period as being the two weeks prior to Christmas Day until the 3rd or 4th January depending on which day of the week New Year’s Day falls.

33.26.3 Where applicants are applying for licensed hours for times outwith this general policy, they will require to demonstrate to the Licensing Board, that these additional hours are reasonable and do not unduly conflict with the Licensing Objectives. Any such applications will be considered in line with paragraphs 27-34 and 28-35 of this policy.

3427. Late Opening

3427.1 Late opening will be considered as any on-sales type premises which apply to remain open after 1.00 a.m.—Where appropriate, such premises will be subject to mandatory late opening conditions and ~~the Board~~the Licensing Board may attach additional conditions.—The applicant will be required to justify their request for late hours bearing in mind the licensing objectives and the Licensing Board's policy in regards to licensed hours as set out in paragraph 32.—~~The Board~~The Licensing Board considers that it would be difficult for any application to justify the sale of alcohol after 3 a.m. other than in exceptional circumstances.

3528. Early Opening

3528.1 ~~Similarly, if~~Where any on-sales type premises wish to open before 11 a.m., the applicant will be required to justify the need for early opening.—The applicant will be expected to demonstrate that sufficient measures will be in place to promote the licensing objectives. The Licensing Board – notwithstanding that each application will be considered on its own merits – is of the view that it will be difficult for an applicant to justify a commencement hour prior to 11am outwith the context set out in paragraph 32.2.~~The Board considers that it would be difficult for any application to justify the sale of alcohol before 10 a.m., other than in exceptional circumstances.~~

3629. British Summer Time

3629.1 Applicants should note that in relation to the changing of the clock for British Summer Time the closing times of those licensed premises which are authorised to open later than the hour when the change takes place, should be determined by reference to the number of hours after midnight when they are authorised to be open rather than by the actual time shown on the clock.

37. Presumption against 24 hour licensing

37.1 The Licensing Board acknowledges the terms of section 64 of the Act namely that there is a presumption against licensing a premises for a continuous period of 24 hours.

PART 6

BOARD PROCEDURE

380. General

~~380.1~~ The Licensing Board will follow the principles of openness and transparency when carrying out its functions.— It shall provide all reasonable assistance and information to those wishing to apply for a licence, those wishing to make representations or to object to an application, for example, providing information in different languages/formats. The Licensing Board recognises the importance of the licensed trade to the local economy but proportionate and firm action will be taken against licence holders where it is established that their conduct is inconsistent with the licensing objectives. those who commit offences.

~~380.2~~ The Licensing Board will meet in public to determine both policy matters and applications.— It may however adjourn at times to take legal advice. Copies of ~~the Board~~ the Licensing Board Agenda and Minutes of Board Meetings will be made available on ~~the Board~~ the Licensing Board's website, maintained by West Dunbartonshire Council here.¹⁰ at http://wdccmis.west-dunbarton.gov.uk/cm5/Committees/May2017-Present/tabid/141/ctl/ViewCMIS_CommitteeDetails/mid/608/id/535/Default.aspx

~~38.3~~ It is recognised by the Licensing Board that persons making objections or representations to it may be unfamiliar with the procedure of a quasi-judicial hearing. The Licensing Board is of the view that a level of formality is required to make sure that the decisions it makes withstand judicial scrutiny. However, measures will be in place to assist objectors and representors understand and participate in proceedings. For example, a guide to attending Licensing Board hearings is available online at [TO BE UPDATED]. Further, Licensing Standards Officers are able to discuss the process and hearing with members of the public and make sure that they are comfortable with the format. At the outset of the consideration of each application, the Clerk to the Licensing Board will set out the procedure.

39. Procedure for submitting an objection or representation in relation to a premises licence application

~~39.1~~ Any person may make an objection or representation in relation to an application for the following:

- grant of a Provisional premises licence/Premises licence;
- major variation of a provisional premises licence/premises licence; and
- grant of an occasional licence.

~~39.2~~ The objection or representation must be submitted to the Licensing Board by post or email¹¹. The objection or representation should be submitted within the objection period for the application. Failure to do so may mean that the Licensing Board is unable to consider the submission. Where the submission

¹⁰ http://wdccmis.west-dunbarton.gov.uk/cm5/Committees/May2017-Present/tabid/141/ctl/ViewCMIS_CommitteeDetails/mid/608/id/535/Default.aspx

¹¹ licensing@west-dunbarton.gov.uk

is late the objector or representator will be required to provide reasons for its lateness.

39.3 The objection or representation should clearly specify the grounds for the submission. Any objector or representor should bear in mind that the Licensing Board's essential remit relates to the sale of alcohol. It would be helpful if the submission sets out how the objection or representation relates to the licensing objectives. For the avoidance of doubt, it should be noted that the terms of this Policy does not override the rights of any person to object to an application.

39.4 Objectors and representators should note that the Licensing Board is obliged to send a copy of all objections and representations to the applicant. Objectors and representators should further note that the correspondence will be published online. You should be aware that objections and representations may be discussed openly at the Licensing Board where members of the public and the media may be present.

39.5 The objector or representator will be invited to the meeting of the Licensing Board at which the application is considered. They will be given an opportunity to address the Licensing Board but only in relation to the terms of the submission made. Any person – other than an instructed solicitor – speaking on behalf of an objector or representator will require a signed letter of authorisation from the objector or representator.

40. Procedure for hearing in relation to the grant and variation of premises licences

40.1 The Convenor will introduce the Members and Officials present. If any representations/objection(s) submitted was done so timeously then proceed directly to paragraph 40.3.

40.2 Where a representation/objection (from the Police or any other party) has been received late the Licensing Board must hear details as to why the representation/objection was late and be satisfied that there is sufficient reason why it was not made in the time required. If they agree that then the representation/objection can be heard, otherwise it should be disregarded. The process to be followed should be that the objector/representor is invited to provide reasons as to why the submission was late. Members may ask any follow up questions of the objector. The applicant must then be asked if they have any objections to the late submission being accepted. The Licensing Board must take all submissions into account when deciding whether to accept the late submission.

40.3 The hearing procedure below should now be followed:

<u>a</u>	<u>The Clerk will present the report to the Licensing Board</u>
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<u>b</u>	<u>Any objector/representor will speak to the terms of the correspondence submitted to the Licensing Board.</u>
<u>c</u>	<u>Any other interested party, for example, the Licensing Standards Officer or a Council officer, will speak to the terms of the correspondence submitted to the Licensing Board.</u>
<u>d</u>	<u>The applicant shall be entitled to provide information in support of their application.</u>
<u>e</u>	<u>The Licensing Board Members will have the opportunity to ask the applicant, the objector/representor or any interested party any questions.</u>
<u>f</u>	<u>The Convenor will invite the objector/representor to briefly summarise their points if they wish.</u>
<u>g</u>	<u>The Convenor will invite the applicant to briefly summarise their points if they wish.</u>
<u>h</u>	<u>At the sole discretion of the Members, the Licensing Board may decide to retire to consider the application and representations/objections in private.</u>
<u>i</u>	<u>The Committee will invite the parties to return to the meeting and the Chair will invite Members to take a decision.</u> <u>NOTE: If during private deliberations, the Committee receive advice on a legal submission from the Clerk which is contrary to the view of the party making the submission or the Committee believe additional information would be relevant, then these points should be raised with the parties, in public, prior to any decision being made.</u>

40.4 A determination of the case will be made at the conclusion of the hearing and all parties will be notified of the decision in writing within seven days of the hearing and shall be advised of his/her right to seek written reasons and appeal to the Sheriff Court.

40.5 The procedure for review applications is outlined below:

<u>a</u>	<u>The Licensing Board will first determine if the review application is vexatious or frivolous, or does not disclose any matter relevant to any ground for review.</u>
<u>b</u>	<u>Should the Licensing Board determine that a review application is vexatious or frivolous or does not disclose any matter relevant to any ground for review, then the Licensing Board will consider whether it should look to recover any expenses incurred by the Licensing Board in considering the application.</u>
<u>c</u>	<u>The person making the review application will be given an opportunity to speak to its terms of the application lodged.</u>
<u>d</u>	<u>The Licensing Standards Officers will speak to their report.</u>
<u>e</u>	<u>The licence holder will be given an opportunity to respond to the review application</u>

<u>f</u>	<u>Board Members will have the opportunity to ask the applicant, the licence holder or Licensing Standards Officer any questions.</u>
<u>g</u>	<u>Having heard from all parties the Licensing Board will determine whether the grounds of review have been upheld.</u>
<u>h</u>	<u>Where the grounds of review are upheld then the applicant and licence holder will be invited to address the Licensing Board on the appropriate disposal of the application.</u>
<u>i</u>	<u>Board Members will have the opportunity to ask the applicant, the licence holder or Licensing Standards Officer any questions.</u>
<u>j</u>	<u>All parties will be given an opportunity to sum up.</u>
<u>k</u>	<u>The Licensing Board will determine the steps that it is necessary and appropriate for it to take. This can include: no action, issuing of a written warning, suspension, revocation.</u>

40.6 Notification of the outcome of the review application will be notified in accordance with the Act.

40.7 It should be noted that the procedure of any hearing will ultimately be at the discretion of the Clerk of the Licensing Board. All parties will be advised by Clerk as to the procedure.

4134. Delegation of Functions

4134.1 It is of importance to ~~the Board~~the Licensing Board that the service they provide is efficient and cost effective to all those involved in the licensing process.—~~The Board~~The Licensing Board has agreed that only those matters which are required by statute to be considered by ~~the Board~~the Licensing Board will be put before them.—Decisions on all other applications will be delegated to the Clerk to ~~the Board~~the Licensing Board who will refer the matter to ~~the Board~~the Licensing Board as and when necessary.

4134.2 Those applications and matters which require to be submitted to ~~the Board~~the Licensing Board are:-

- A premises licence application;
- A premises licence variation where the variation sought is not a minor one;
- An application for a transfer of a premises licence where the applicant has been convicted of a relevant offence or a foreign offence;
- Determining a personal licence application or a personal licence renewal application where the applicant has been convicted of a relevant offence or a foreign offence;
- Conducting a hearing including issuing a written warning, revoking or suspending a licence, making a variation of a licence, or in respect of a personal licence making an order revoking, suspending or endorsing a personal licence;
- Making a closure order; and
- Refusing an application for confirmation of a provisional premises licence.

4232. Enforcement

4232.1 ~~The Licensing Board's Enforcement Policy is available at https://www.west-dunbarton.gov.uk/media/4015382/enforcement_policy_final_03-02-10.pdf.~~

~~The Board will apply this policy in dealing with all enforcement issues.~~ The Licensing Board's aim in undertaking enforcement or compliance work is to:-

- Ensure that regulated persons take action immediately to deal with serious risks;
- Promote and achieve sustained compliance by regulated persons;
- Treat all regulated persons fairly;
- Be helpful to regulated persons who wish to comply;
- Support those who comply by targeting those who don't, in particular by taking firm action against those who flout the law or act irresponsibly;
- Protect the public in a way which does not stifle enterprise, hinder economic progress or place unnecessary burdens on businesses;
- Communicate this policy effectively to those people who are affected by it.

4232.2 The Enforcement Policy is based on the principals of helpfulness, openness, proportionality, consistency, fairness and equality and targeted action.

4232.3 The strategy to be employed to ensure that ~~the Board~~ the Licensing Board meets its obligation will be to:-

- Undertake a risk and priority based inspection program;
- Investigate all complaints in accordance with West Dunbartonshire Council Complaints Procedure;
- Provide advice and guidance on request;
- Strive to achieve consistency in enforcement standards through staff training, equality procedures and active participation in liaison arrangements with other local authorities, both locally and nationally;
- Provide advice and guidance to new businesses during the planning stage of their venture;
- Seek to educate those with an interest in licensed premises to promote the licensing objectives;
- Work in partnership with Police Scotland for specific enforcement initiatives and the development of a formal enforcement protocol;
- Particular initiatives will be undertaken in response to local intelligence and/or when there is sufficient evidence from inspection activity to demonstrate a need for specific targeted action.

4333. Licensing Standards Officers

4333.1 At the time of the Policy being adopted, there are two Licensing Standards Officers. These Licensing Standards Officers will be employed by West Dunbartonshire Council. ~~These Licensing Standards Officers will be~~ are employed by West Dunbartonshire Council. ~~—~~ The Licensing Standards Officers will have three main roles:-

- Guidance
- Mediation
- Compliance

43.2 The Licensing Standards Officers can be contacted at licensing.standards@west-dunbarton.gov.uk or 01389 738741.

43.3.32 The Licensing Standards Officer will also be a member of the Local Licensing Forum.—~~The Board~~The Licensing Board recognises that the Licensing Standards Officers will have a key role to play in the new licensing regime and that they will be the first port of call for most licensing matters. However, they will not give legal advice nor make any applications or objections on behalf of any party.

43.433.3 The Licensing Standards Officer will carry out the roles and responsibilities set out under the Act including:-

- Providing guidance and information on the Act.
- Checking that licence holders are complying with the terms of the legislation and their licence conditions.
- Providing a mediation service in order to try to resolve disagreements and disputes.

43.533.4 Section 15 of the Act gives Licensing Standards Officers power to enter and inspect licensed premises to establish compliance with the premises or occasional licence and any other requirements of the Act.—In addition, along with the police, they have powers under Section 137 to enter premises for the purposes of assessing the likely effect on the promotion of the licensing objectives of the grant of the application or the effect of the sale of alcohol under the licence.—The Act also provides that anyone preventing those persons from undertaking this task will be guilty of an offence.

43.633.5 Licence holders and those managing and working on the premises are under a duty to co-operate with and assist the Licensing Standards Officers in the performance of their functions and to provide any information or documents requested. It is an offence not to provide such co-operation and assistance.

44.34. West Dunbartonshire Local Licensing Forum

44.34.1 ~~The Board~~The Licensing Board recognises and values the work of West Dunbartonshire Local Licensing Forum and will consult with it on policy matters wherever possible.

44.2 The Licensing Board recognises the import of the Forum especially given that it brings together a cross section of stakeholders and as noted at para 9.2, the Licensing Board expects the Licensing Forum to report to it any developments relating to alcohol policy matters that it should be aware of including but not limited to those relating to the health impacts of alcohol consumption as well as any material relating to anti-social behaviour with a link to the sale and supply of alcohol.

Addendum

~~Summary of Evidence Considered by the Board in Consideration of its Statement of Licensing Policy.~~

~~The Board consulted on its Statement of Licensing Policy by way of an initial pre-consultation between 4th December 2017 and 5th January 2018. There was full consultation from 18th May until 16th August 2018. The Board has considered the responses made to it in the consultation process.~~

~~The Board in preparation of its Fifth Statement of Licensing Policy has considered reports to it as outlined below. These reports can be found online at the links below. These reports to the Board considered relevant local data produced to it by Police Scotland, NHS Greater Glasgow and Clyde, and the Board considered data regarding alcohol related hospital admissions, alcohol related death rate, alcohol related mental health, alcohol related brain damage, police incidents, including assaults, domestic incidents, disorder and alcohol specific crimes and relevant fire statistics. The Board also full considered information presented to it regarding the number, capacity and licensed hours of licensed premises.~~

~~Note Referred to:~~

West Dunbartonshire Licensing Board – Review of Licensing Policy Statement Reports to Licensing Board 2017/2018

Tuesday, 19 September 2017

Licensing Policy Statement

Tuesday, 12 December 2017

Licensing Policy Statement Update

Tuesday, 23 January 2018

Number, Capacity and Licensed Hours of Licensed Premises in the West
Dunbartonshire area

Statement of Licensing Policy — Overprovision

Review of Statement of Licensing Policy — General

[Document Pack for above reports can be accessed here](#)

Tuesday, 20 March 2018

Proposed Titles for Intermediate Datazone Localities in the West Dunbartonshire
Board area

Review of Licensing Board Policy Statement — Overprovision

Review of Licensing Board Policy — General

[Document Pack for the above reports can be accessed here](#)

Tuesday, 18 September 2018

Review of Licensing Policy Statement 2018: General

Review of Licensing Policy Statement — Overprovision

[Document Pack for the above reports can be accessed here](#)

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Appendix 1 **Style conditions**

Part A – Children and Young Persons Access

The holder of the premises licence must make sure that:-

1. Children are supervised at all times by an appropriate adult while on the licensed premises.
2. Children and Young Persons will only be permitted into licensed premises where the primary purpose of allowing them access is to consume a meal or attend a private pre-booked function [or insert reason].
3. No gaming and/or amusements with prizes machines are to be located in the part or parts of the licensed premises where children and young people are permitted.
4. A children's menu should be available at all times when children are permitted to be on the premises or alternatively the main menu should show that children's portions are available during such times.
5. In the case of events which are to be held exclusively for children, or children and young persons, such as a discotheque, adequate supervision and stewarding arrangements should be in place in relation to children attending the event.
6. Where televisions or video machines are intended to be used in areas where children are permitted, the programmes or video films must be of a type suitable for family and children's viewing.
7. Toilets should be of a suitable type and standard for children.
8. When meals are sold within licensed premises, a children's menu shall be available or the menu should clearly state that children portions are available. This would not be satisfied by the provision of for example soft drinks and snacks but would require to be of the plated food variety in addition to any form of sandwiches etc, which may be available.
9. Electrical sockets within the part of parts of the premises to which children have access should, when not in use, have plug caps thereon.
10. Where open fires or electrical or gas fires or radiators are within part or parts of the premises to which children have access, it is expected that such fires and radiators etc. will be securely guarded.

Part B - Off sales

The holder of a premises licence shall ensure that:-

1. A refusal register is maintained in the premises recording all incidences of refused sales, including the date and time, the reason for refusal and the member of staff refusing the sale.
2. The refusal register is inspected and signed by the Designated Premises Manager, or his nominated representative, at least on a weekly basis.
3. The refusal register is made available for inspection by the Police and Licensing Standards Officers on request.
4. The refusal register may be kept in electronic form, in which event the obligation imposed by condition 3 above may be discharged by making available for inspection as aforesaid a printed copy of the refusal register's entries.

Part C - Home deliveries

The holder of the premises licence must make sure that:-

1. A robust age verification policy requires to be in place for deliveries that include alcohol and must be strictly adhered to by all delivery staff, incorporating a Challenge 25 approach.
2. Any documentation presented as verification of age is of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.
3. An order register must be kept on the premises containing details of the items ordered/despached, with details of when the order was placed and when the alcohol was despached.
4. A delivery/refusal register requires to be maintained by the delivery driver containing details of the person accepting delivery or, if delivery was refused, the reason for any refusals.
5. No delivery of alcohol should be left unattended or with Children or Young Persons where there is no adult available to accept delivery.

Part D - Outdoor areas

The holder of the premises licence/occasional licence [delete as appropriate] for an outdoor area must make sure that:-

1. The licensed area complies with the area permitted by the relevant tables and chairs permit and it is clearly defined and enclosed by suitable barriers and controlled so that no drinks are allowed to be taken from it. All tables and chairs are removed from the street in accordance with the relevant Tables and Chairs Permit's approved hours of operation.

2. The use of the tables and chairs area shall cease at [TIME TO BE ADDED AS APPROPRIATE] hours each evening.
3. All street furniture including tables and chairs, barriers, etc. must be off the street and in storage by [TIME TO BE ADDED AS APPROPRIATE] hours.
4. At least one designated member of staff to be present within the area at all times to supervise admissions and to objectively monitor the occupant capacity, and to have an effective means of communication with the premises.
5. The designated area will be regularly serviced and must be kept clear of empty receptacles, unattended glassware and all refuse removed.
6. All drinks will be supplied or decanted into suitable containers.
7. No amplified sound or music shall be played in, or relayed to, the external area.
8. The capacity of the outside area shall not exceed [number of persons].

Part E - Occasional licences

The holder of the occasional licence must make sure that:-

1. The licence holder or another suitably trained person with managerial responsibility is present throughout the licensed hours and when alcohol is served. A contact phone number will be readily available at all times.
2. The licence holder will ensure that their contact details including a contact phone number, or those of a personal licence holder if application is made in their name, will be readily available at all times for Police, Licensing Standards Officers or other Authorised Officers.
3. The occasional licence is to be kept on the premises and made available for inspection when requested by a Licensing Standards Officer or Police Officer, and any reasonable request by them is complied with.
4. Children permitted within the venue must be accompanied by a responsible adult at all times.
5. If not already provided, baby-changing facilities will be made available for children under the age of 5 years.
6. All staff employed in a position involving the sale or service of alcohol to undergo a minimum of two hours training prior to commencing duty (as defined in the Licensing (Training of Staff)(Scotland) Regulations 2007) with a record of this training being kept at the location and available for inspection by Police or Licensing Standards Officers. [Will not be applied to licences held by voluntary organisations.]

7. A notice advising whether children and young persons are admitted, and the terms of admission is displayed at each point of entry.

Part F - Licensed hours

Off sale type premises

Premises trading after 8.00 pm must have a CCTV system that:-

- (a) is recordable and viewable at source and does so during all hours that the premises is open.
- (b) records images that are date and time coded for the purposes of crime prevention.
- (c) has suitable surveillance is offered of the licensed area of the premises as denoted on the Layout Plan.

Throughout the licensed hours a member of staff fully trained on the operation of the CCTV is present on the premises.

Premises licence holders must note that camera footage should be retained for a period of time that complies with recommendations made by the Information Commissioner in terms of GDPR.

Restaurants

The sale or supply of alcohol to persons is only to be authorised where the person is taking a table meals and the consumption of said alcohol is ancillary to the meal and no bar counter-service should be available.

Premises offering significant entertainment

The sale or supply of alcohol is only authorised as an ancillary to the entertainment provided.

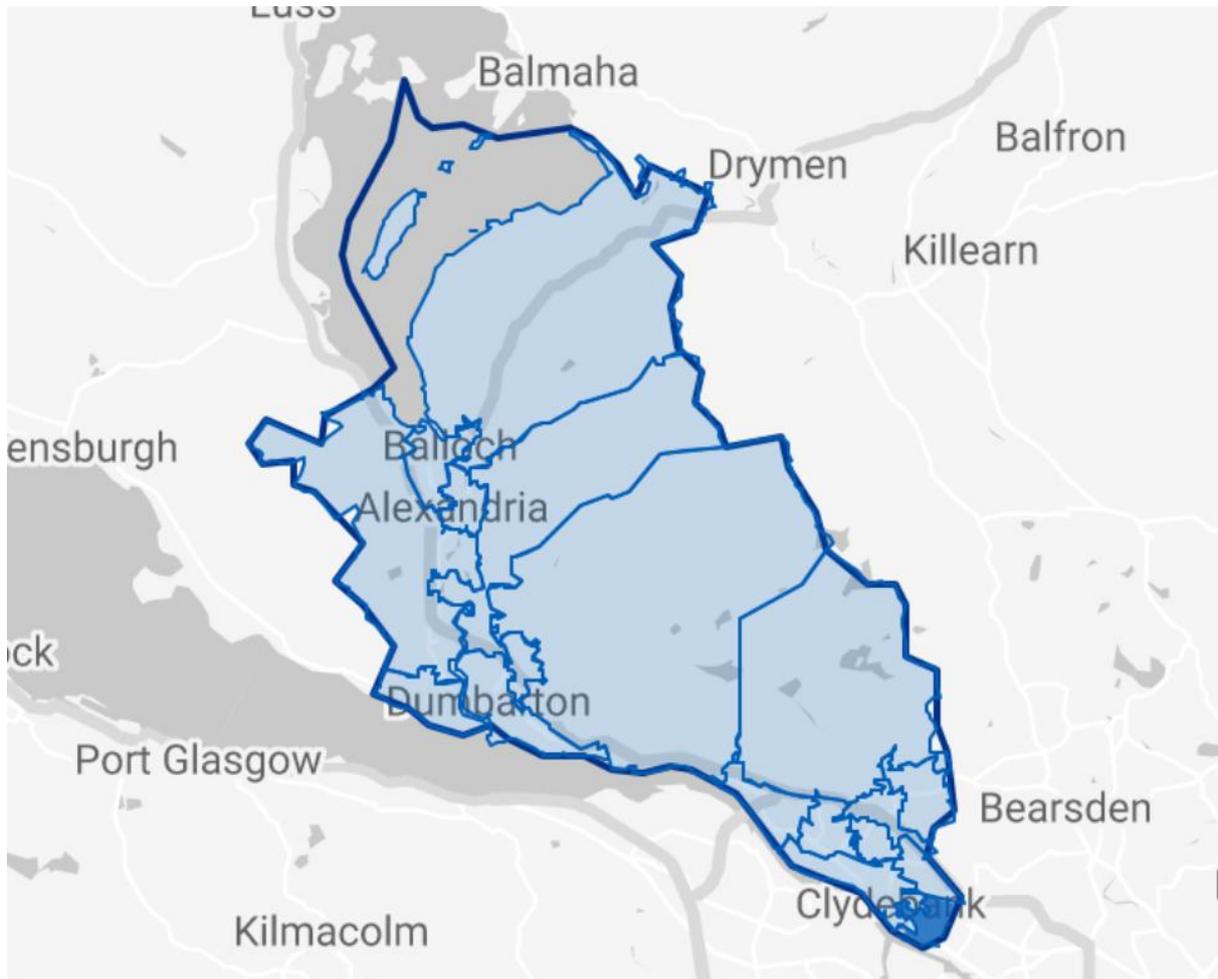
APPENDIX 2

18 Intermediate Data Zone Localities used for the consideration of Overprovision in West Dunbartonshire. Note that all maps are provided for illustrative purposes only.

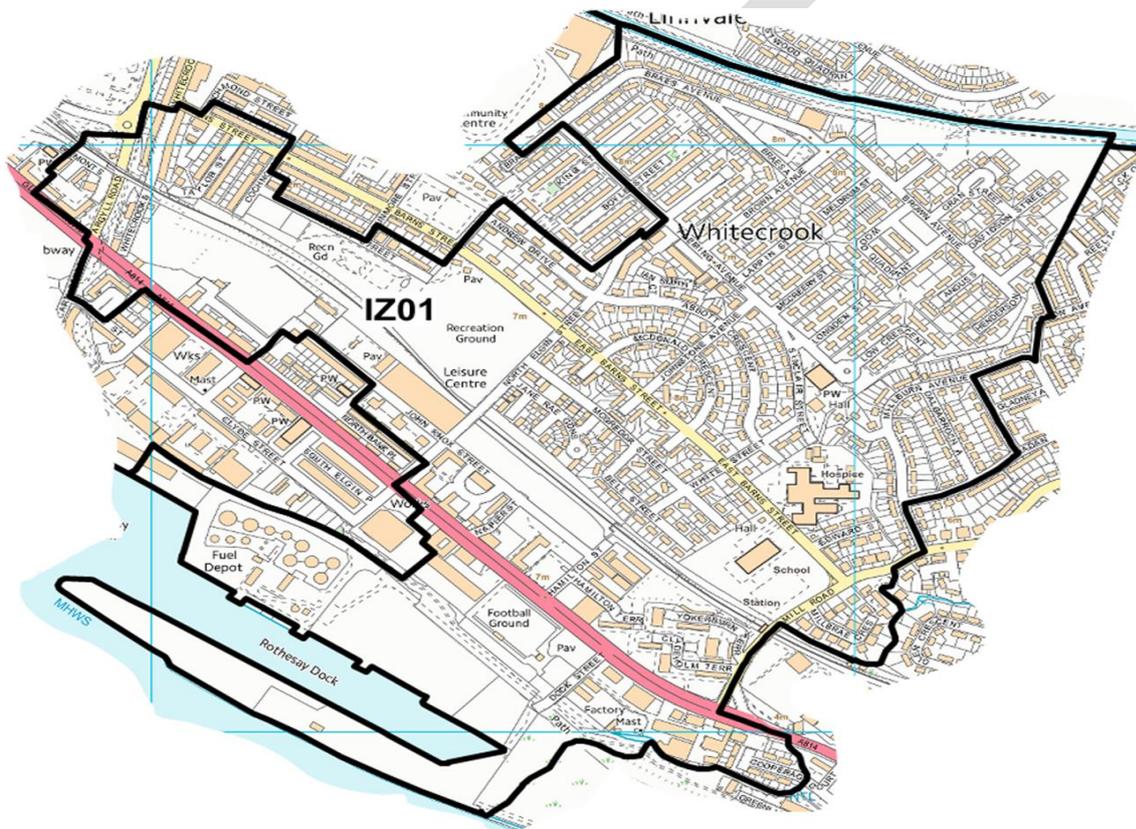
~~APPENDIX 18 Intermediate Data Zone Localities used for the consideration of Overprovision in West Dunbartonshire. Note that all maps are provided for illustrative purposes only.~~

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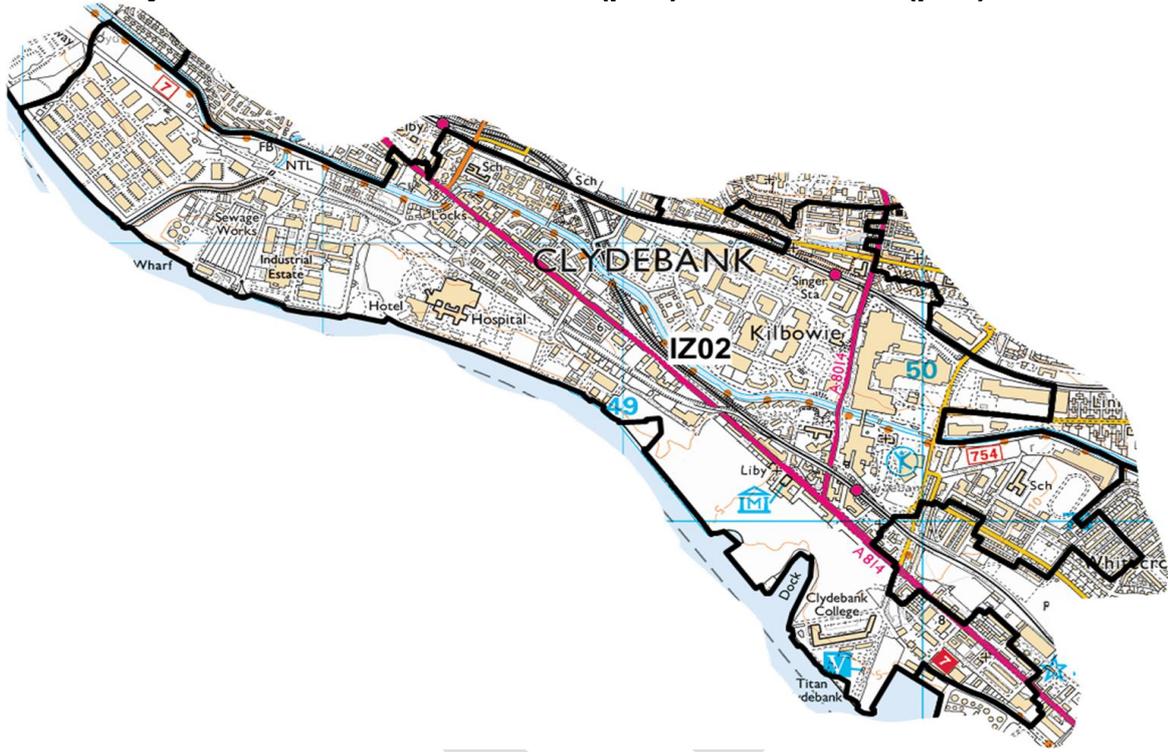
West Dunbartonshire Council Area



IZ 01 - Clydebank East inc. Whitecrook (part)



IZ 02 – Clydebank Central inc. Dalmuir (part) & Whitecrook (part)

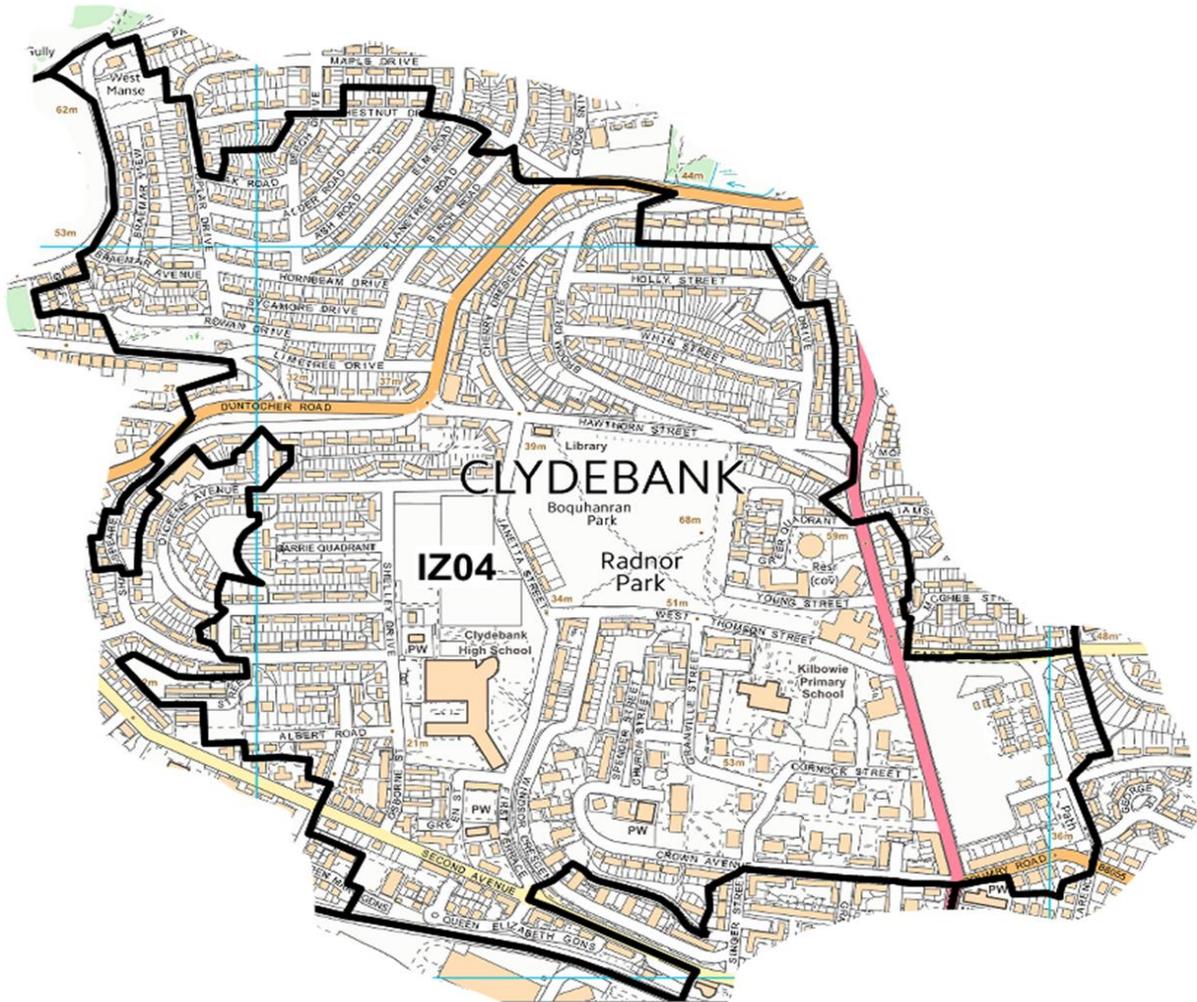


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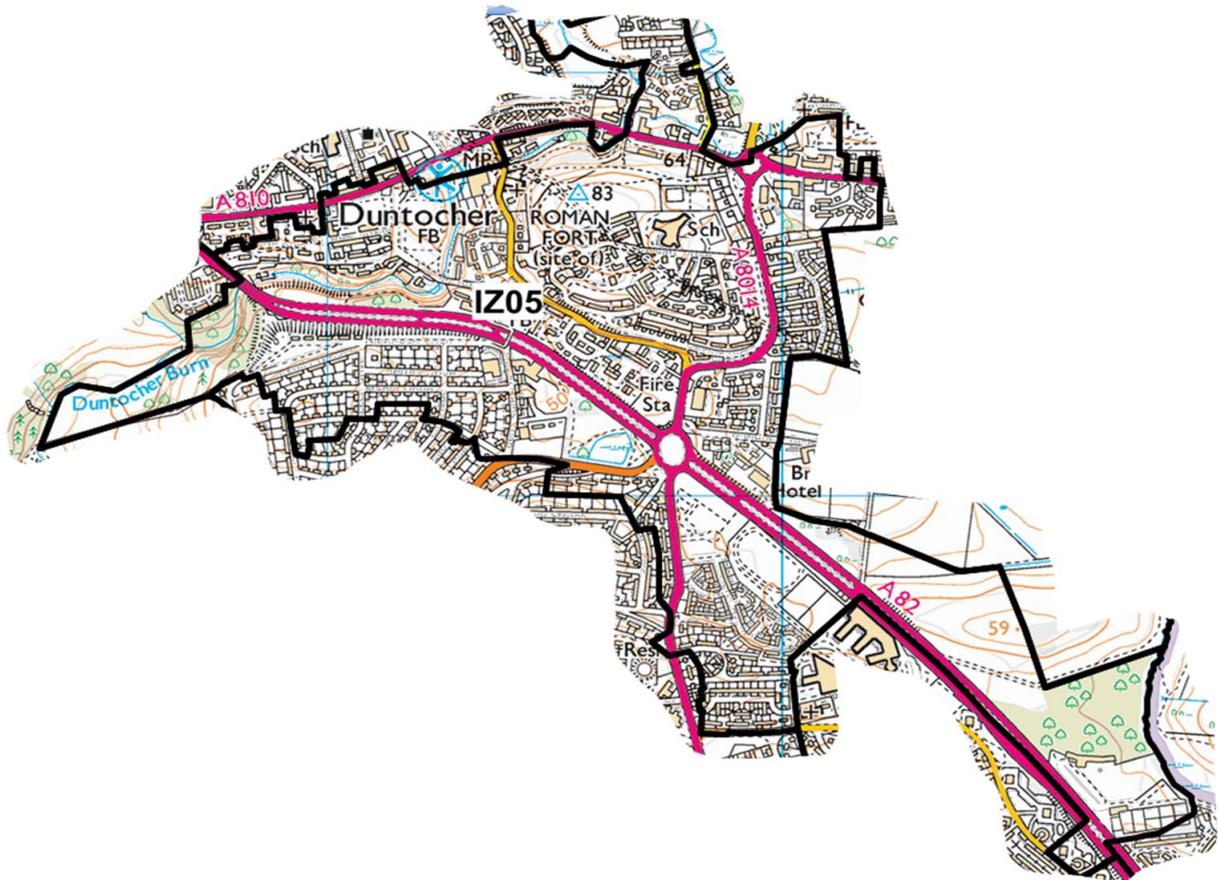
IZ 03 – Drumry & Linnvale



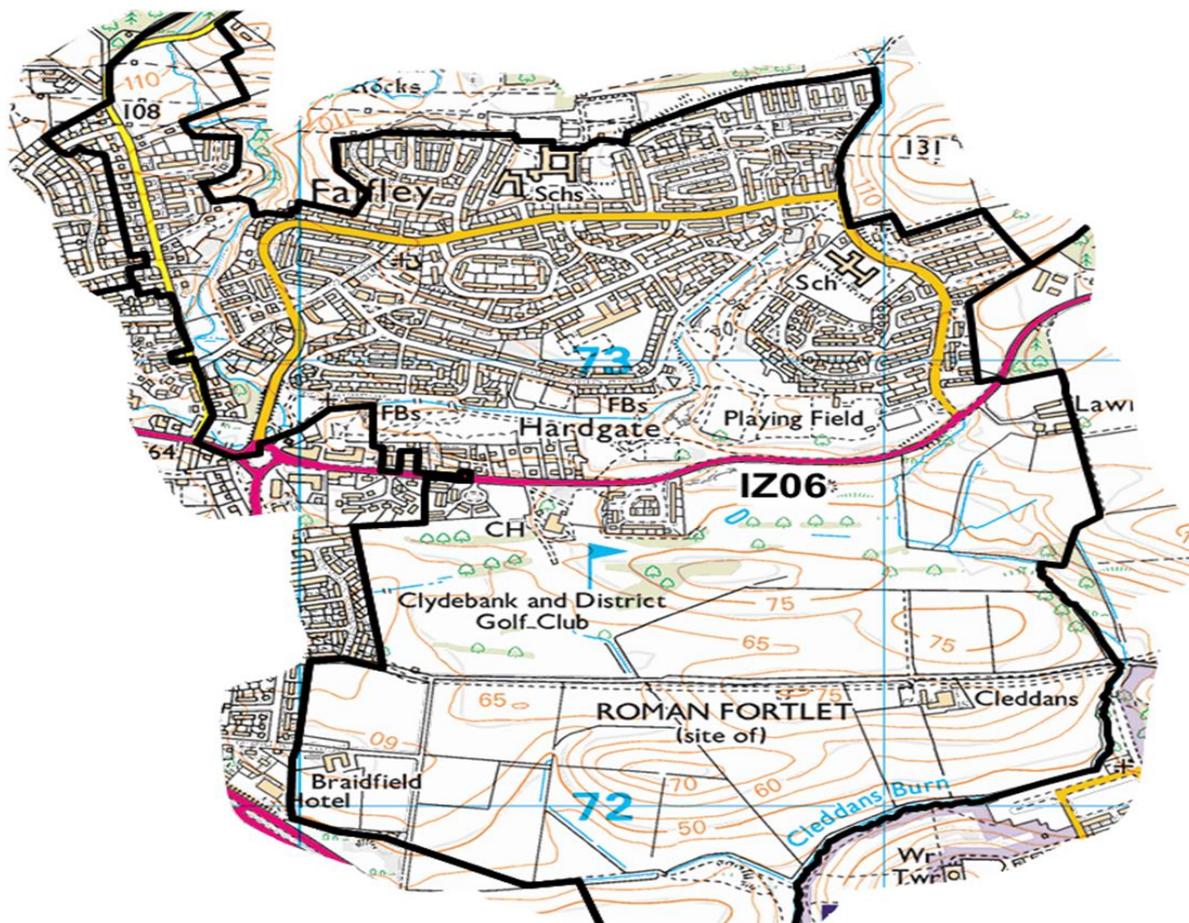
IZ 04 – Parkhall South, Radnor Park and North Kilbowie



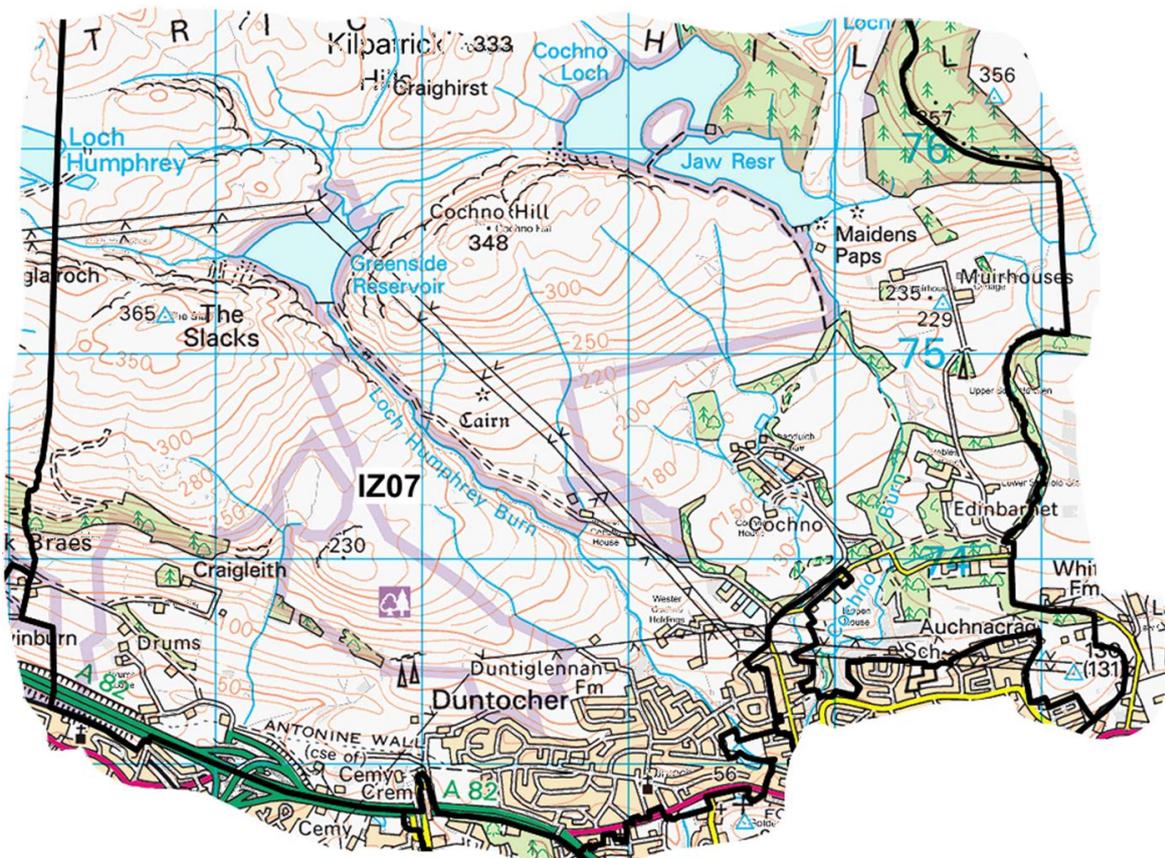
IZ 05 – Goldenhill, Parkhall North, East Kilbowie & Hardgate Central



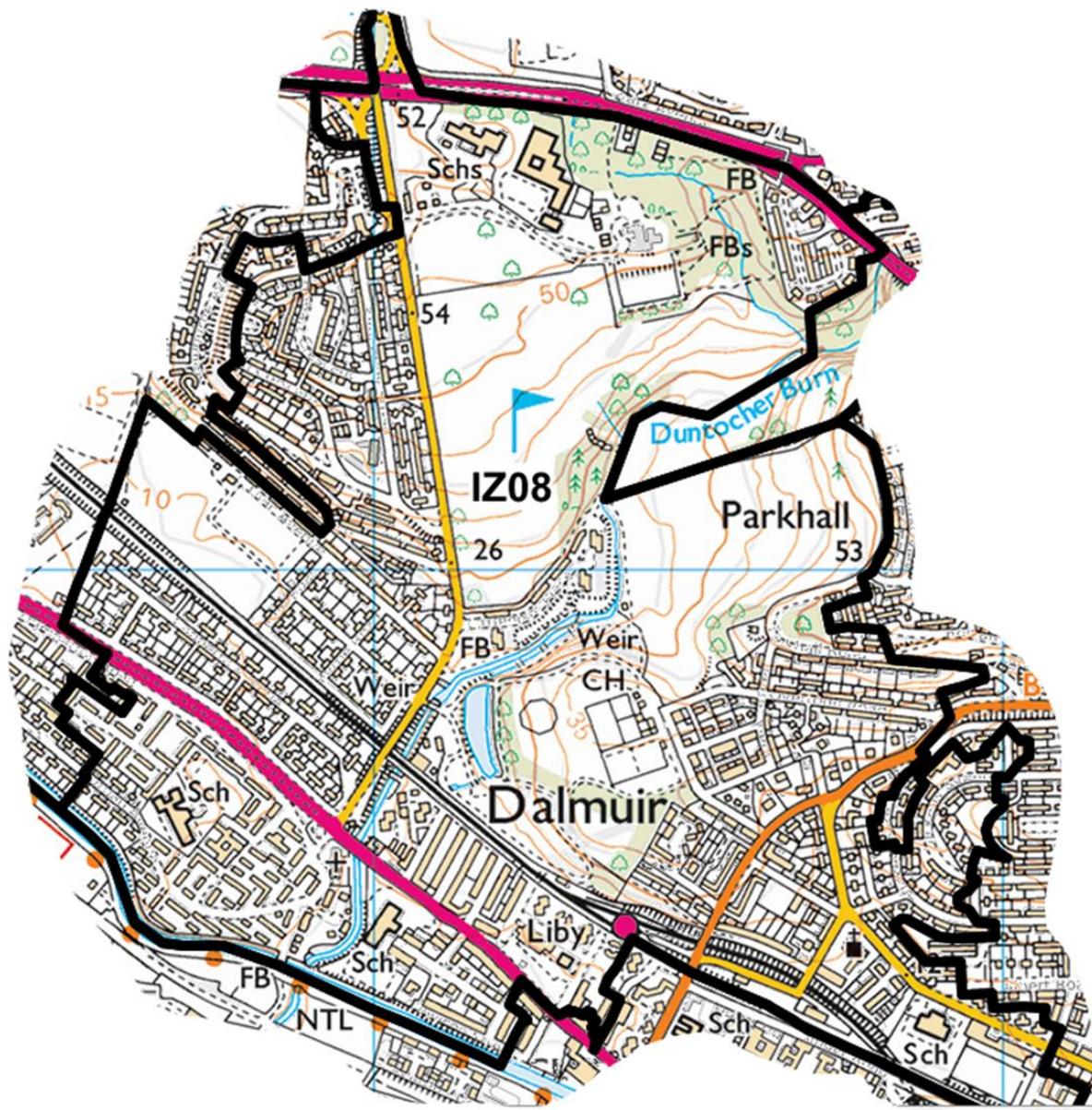
IZ 06 – Faifley & Hardgate East



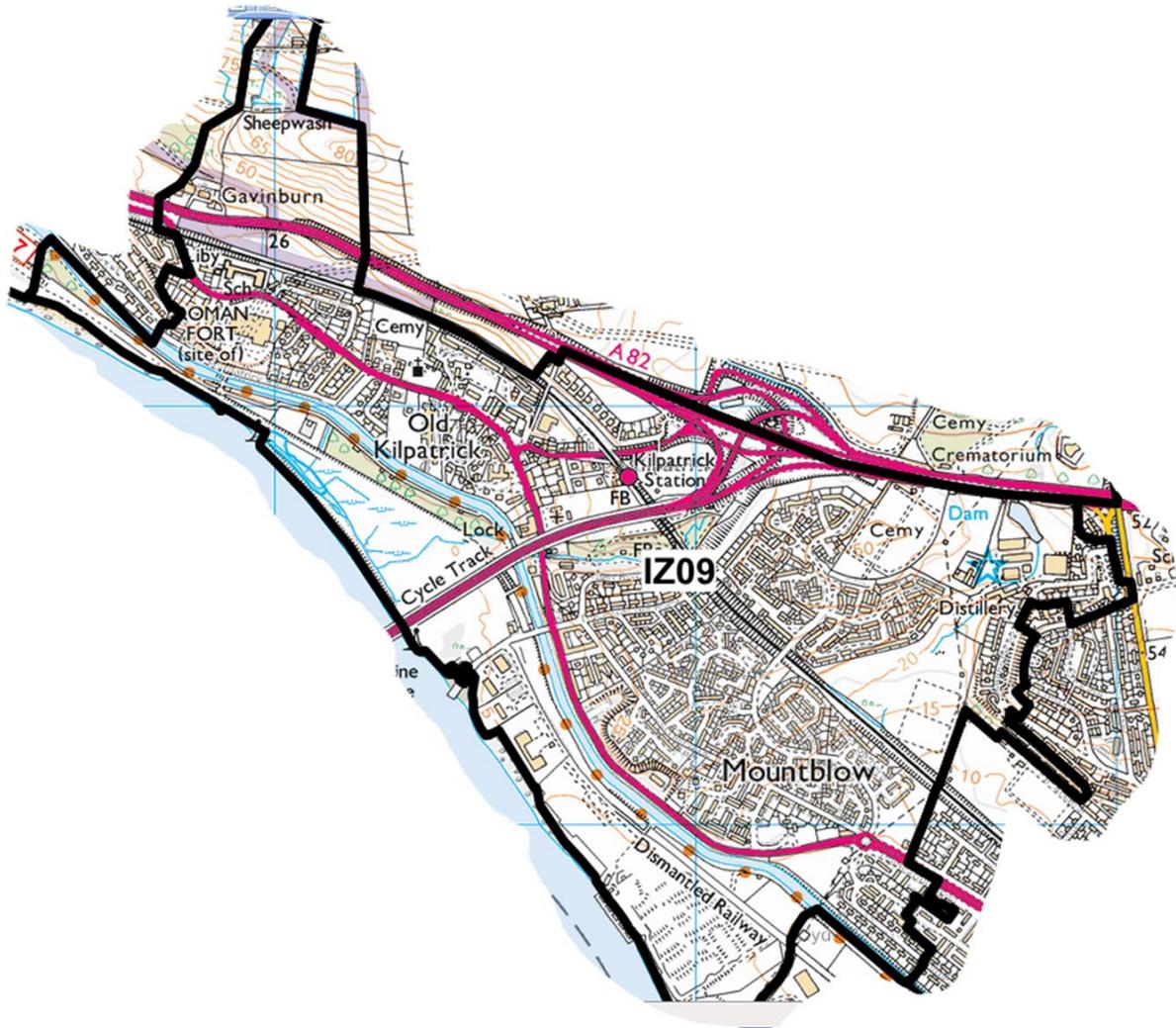
IZ 07 – Duntocher & Cochno



IZ 08 – Mountblow, Parkhall West and Dalmuir Central



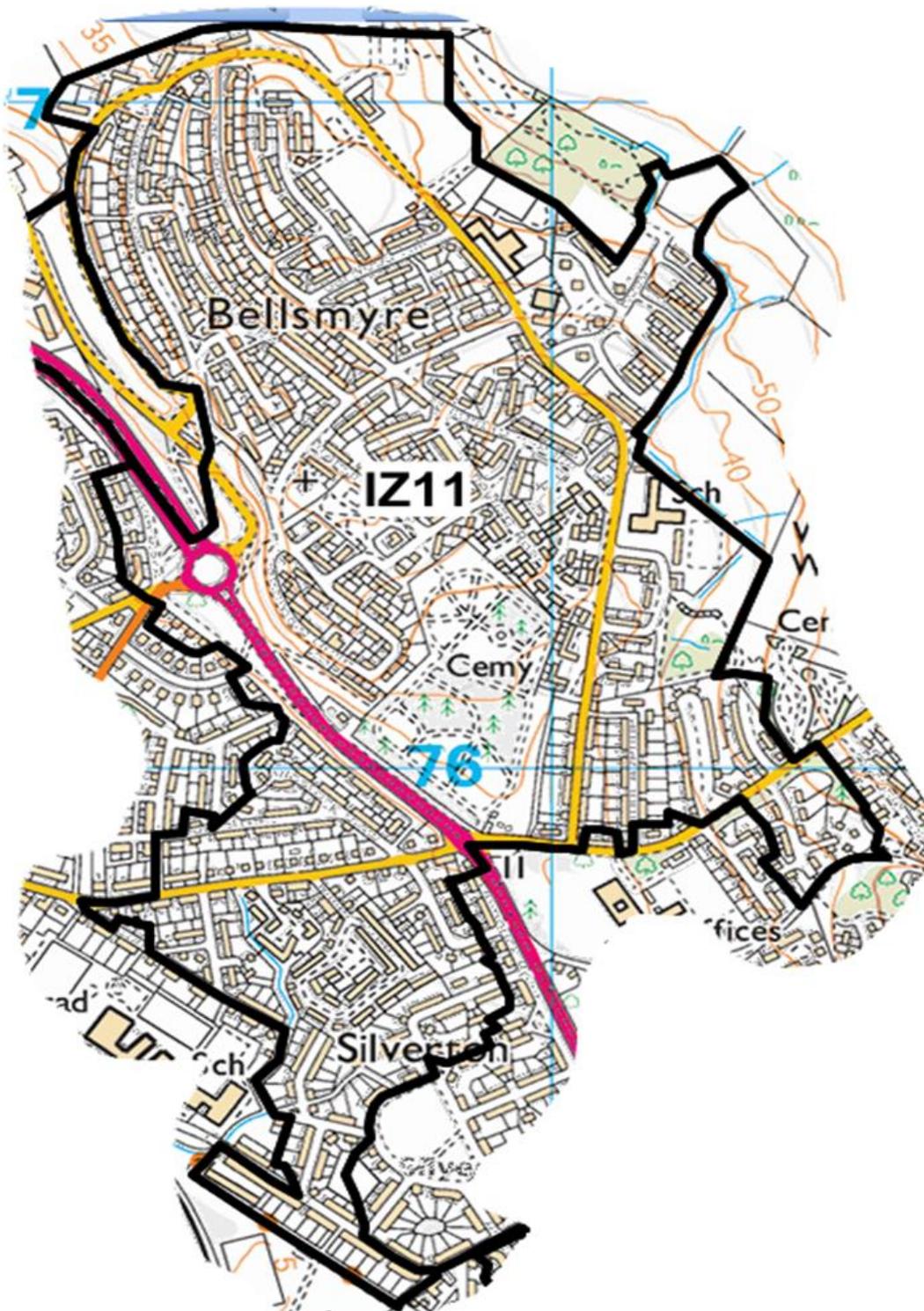
IZ 09 – Old Kilpatrick



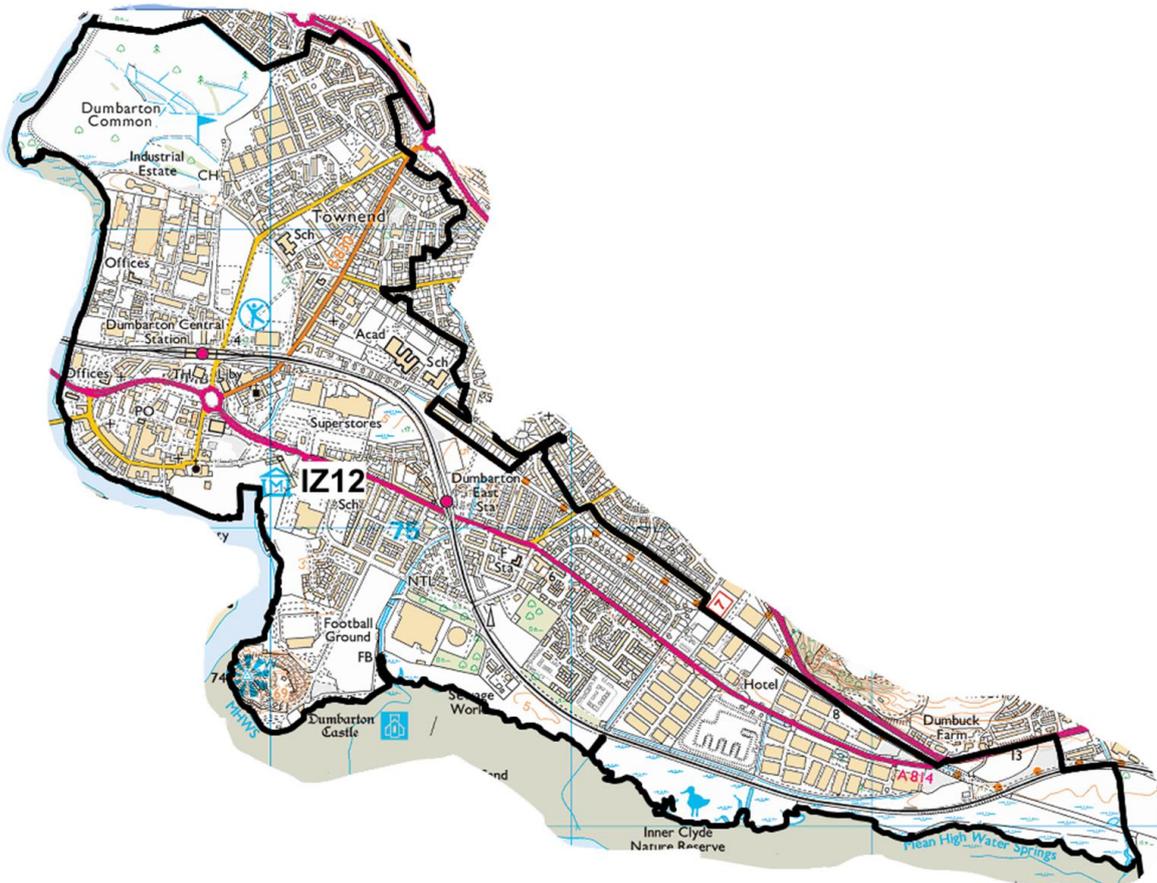
IZ 10 – Barnhill, High Overtoun, Milton & Bowling



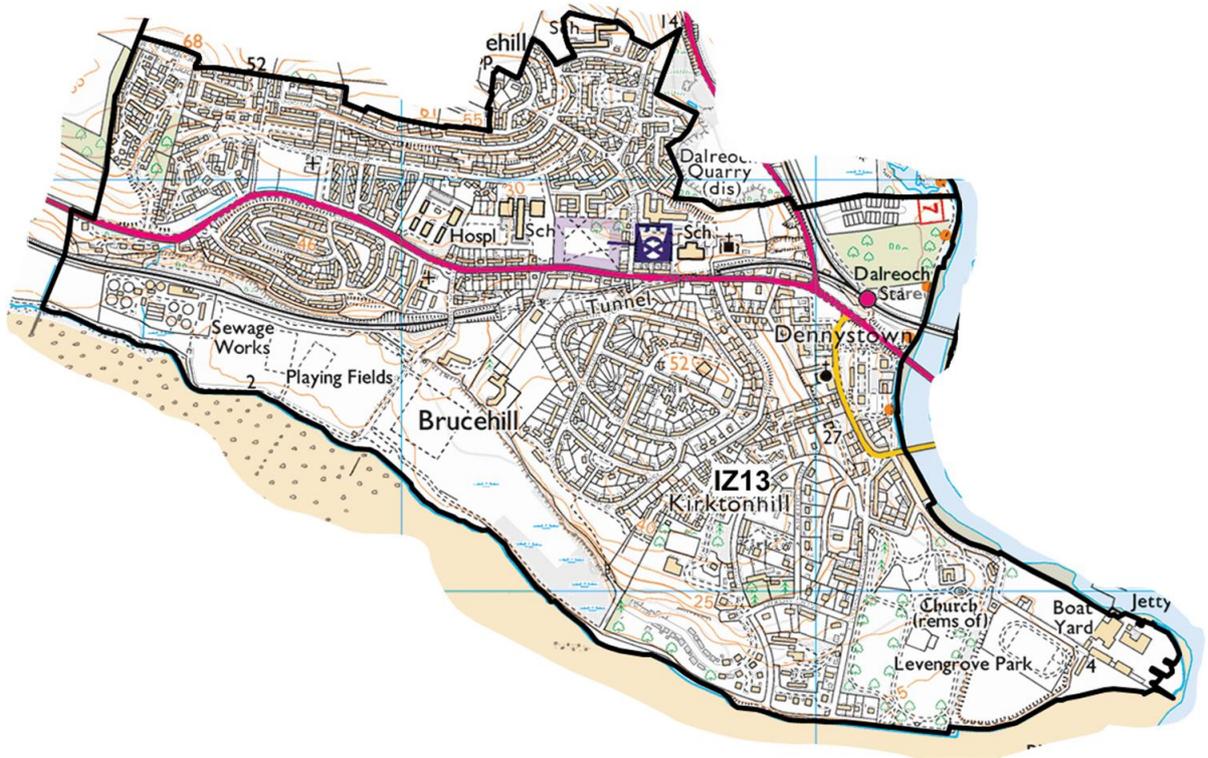
IZ 11 - Dumbarton North East – Bellsmyre & Silverton East



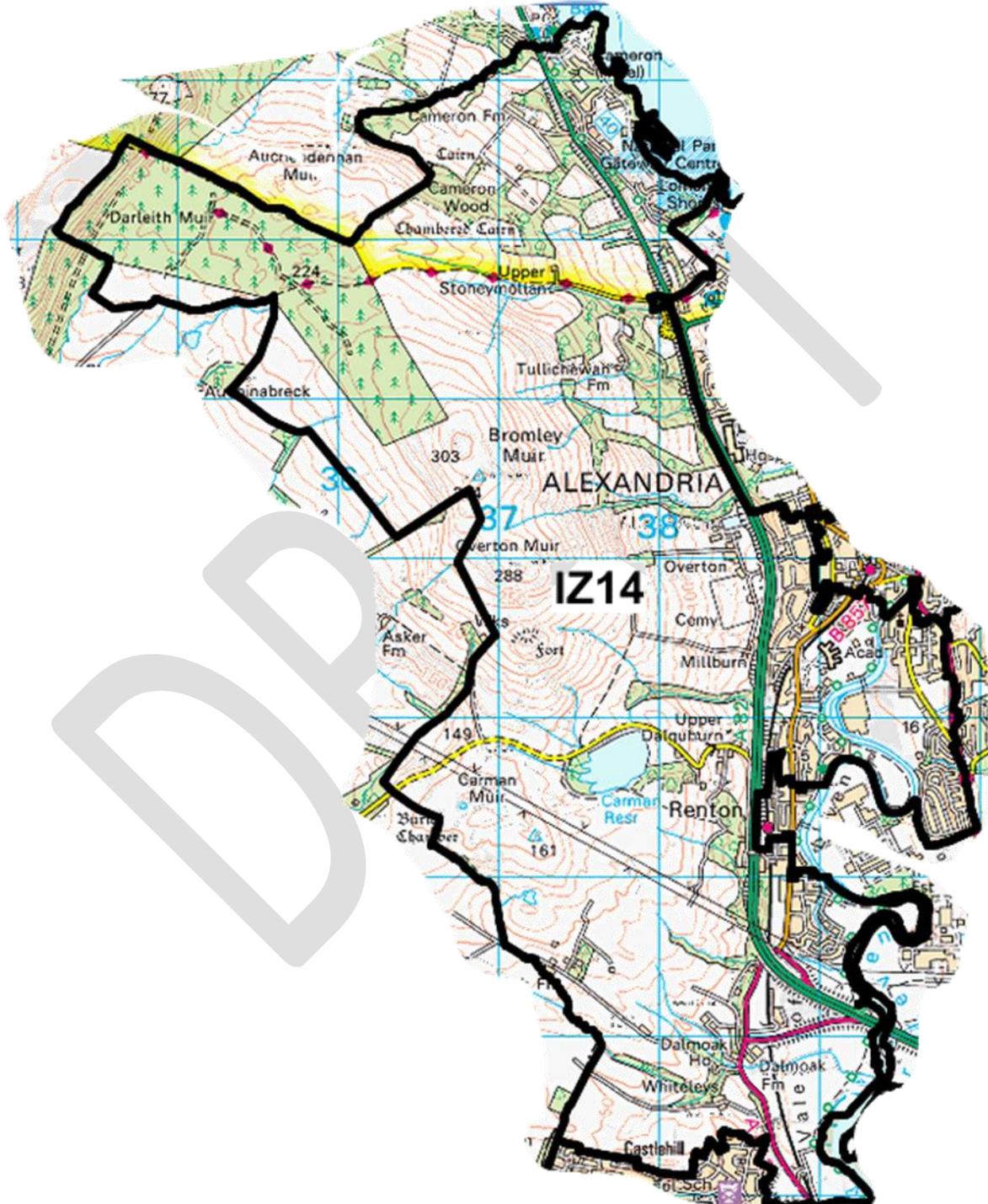
IZ 12 – Dumbarton Central, Dumbarton East & Townend



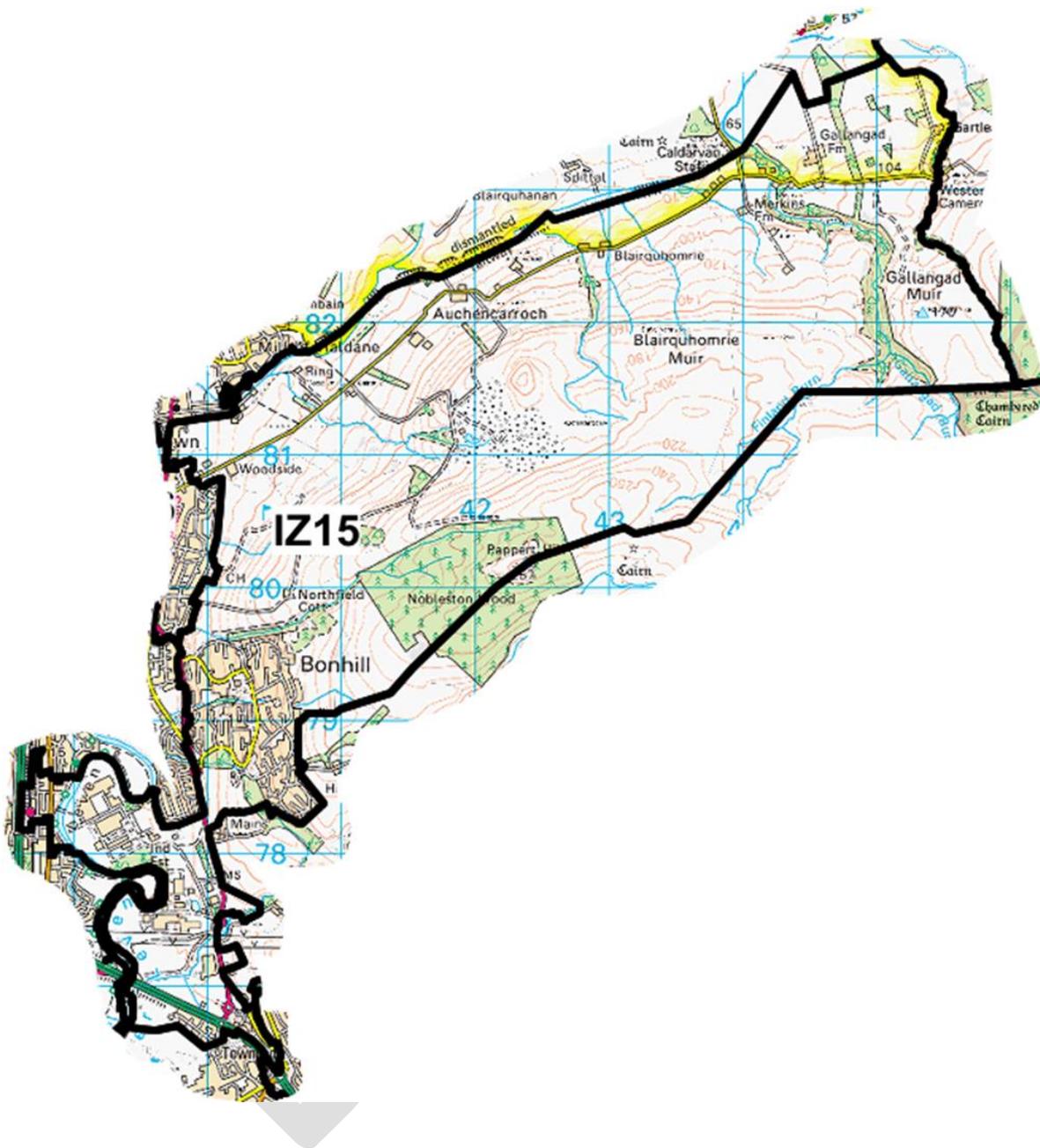
IZ 13 – Dumbarton West



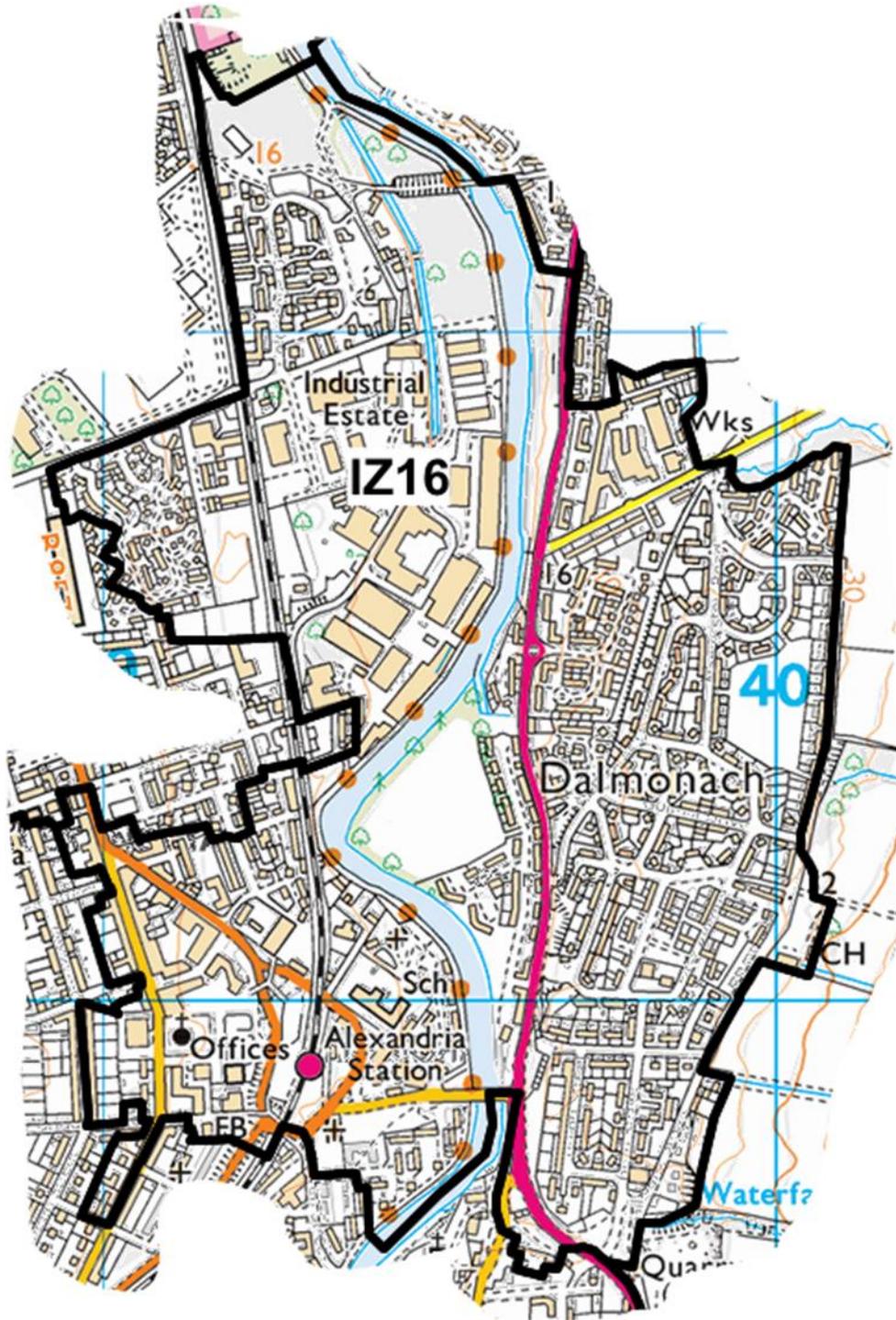
IZ 14 – Renton, Old Bonhill & Loch Lomond West.



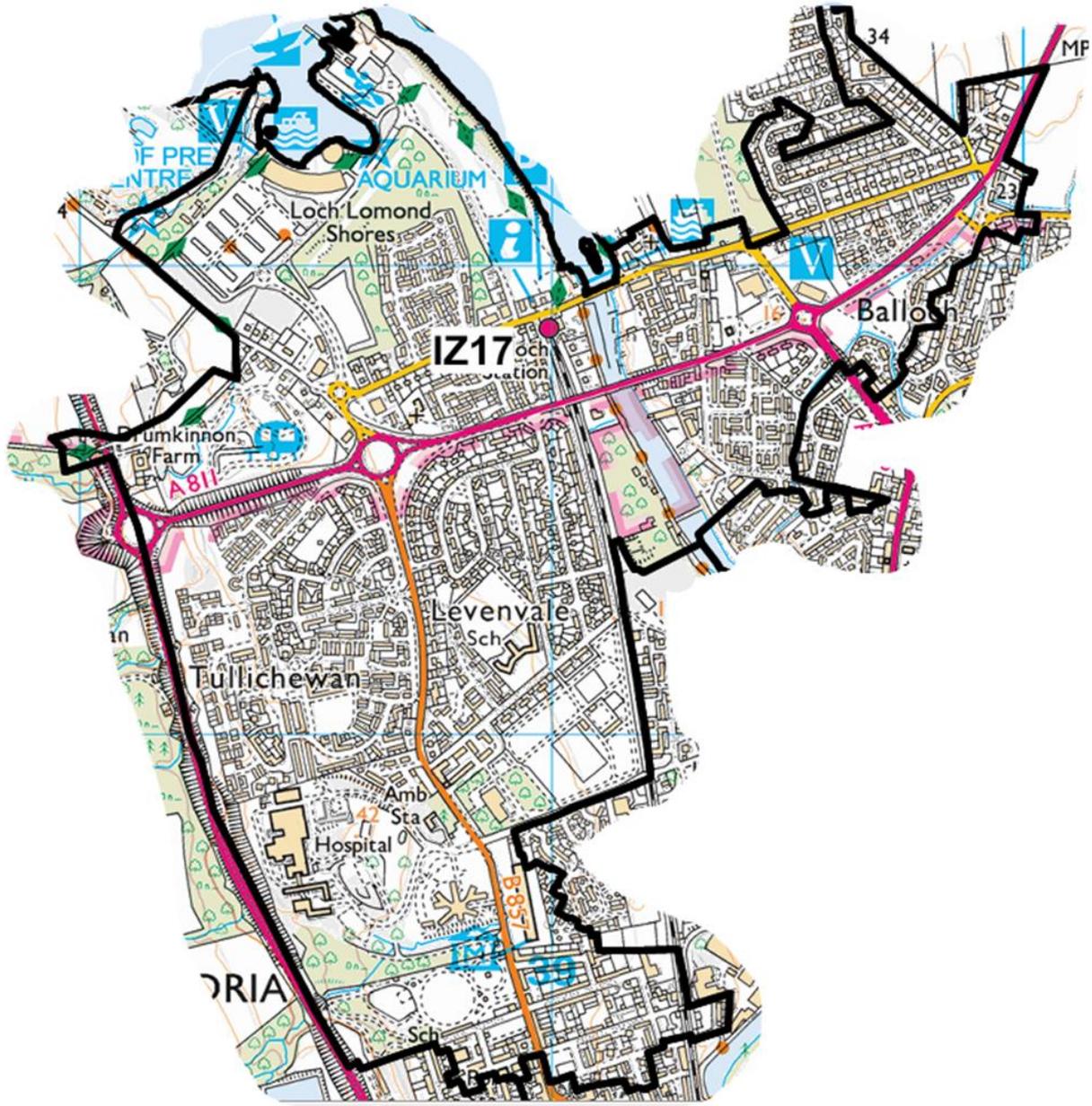
IZ 15 – Bonhill, Lomondgate & Renton North



IZ 16 – Alexandria Central, Rosshhead & Dalmonach



IZ 17 – Balloch & Alexandria North



IZ 18 – Jamestown, Balloch North East, Haldane & Gartocharn



PART 4

OVERPROVISION

29. Pro-active assessment of overprovision

- 29.1 Section 7 of the Act requires the Licensing Board to include in its Statement of Licensing Policy a statement as to the extent to which the Licensing Board considers there to be overprovision of licensed premises, or licensed premises of a particular description, in any locality within the Licensing Board's area.
- 29.2 The Licensing Board is of the view that its assessment of overprovision is a key tool in tackling alcohol-related health harms within West Dunbartonshire. In particular, the information submitted by the NHS Greater Glasgow and Clyde is of particular concern. The Licensing Board hopes that a robust overprovision assessment underpinned by probative evidence as well as whole population measures such as minimum unit pricing can help address the foregoing health harms.
- 29.3 The Licensing Board notes that setting out a clear and transparent Assessment of Overprovision will offer a clear indication to potential applicants that, depending on the nature of their application, they may face abortive costs should they not rebut the presumption against the granting of the application. The Assessment further clearly narrates the factors that the Licensing Board will have regard to when considering whether to grant an application in a locality designated as being overprovided for.
- 29.3 It is for the Licensing Board to determine which localities within the Licensing Board's area are considered for the assessment of overprovision. In identifying the localities the Licensing Board has had regard to the material gathered as part of its pre-consultation exercise (see paragraph 7 for further information).
- 29.4 In its Assessment of Overprovision, the Licensing Board has continued its established approach of utilising the Scottish Neighbourhood Statistics intermediate data zone geographies as the localities for this purpose. A number of agencies use intermediate data zone geographies to collate and publish statistics. Using these geographies allows the analysis of statistics and the number, capacities and hours of licensed premises.
- 29.5 The West Dunbartonshire area can be broken up in to 18 distinct IDZ localities. These intermediate data zones represent small geographical sections of the West Dunbartonshire Council area equivalent to an average of 4,000 household residents.
- 29.6 The Licensing Board, having examined data regarding:-
- Alcohol Related Hospital Admissions;
 - Alcohol Related Death Rate ;
 - Alcohol Related Mental Health;
 - the Scottish Index of Multiple Deprivation;

- police incidents including assaults, domestic incidents, disorder & alcohol specific crimes; and
- information regarding the number, capacity and licensed hours of licensed premises;

and having regard to its duty to promote the licensing objectives the Licensing Board, and subject to a public consultation, is of the view that there is overprovision of certain types of the licensed premises as detailed at paragraph 29.9 within several localities in the Licensing Board area.

- 29.7 When considering the material outlined at paragraph 29.6 the Licensing Board had regard to the impact of Minimum Unit Pricing and was of the view that the information presented to it justified an approach being taken on a local level. This allows the Licensing Board to address the issues presented by the number, capacity, and hours of licensed premises in several localities within West Dunbartonshire.
- 29.8 A summary of the evidence considered by the Board in assessing overprovision can be found within appendix [TO BE UPDATED POST CONSULTATION].
- 29.9 The Licensing Board considers there to be overprovision of the following types of licensed premises namely:-
- public houses;
 - nightclubs;
 - off-sales and local convenience stores; and
 - supermarkets.
- 29.10 The Licensing Board will determine as a matter of fact whether the subject premises in an application fits within one of the foregoing categories of licensed premises. The Licensing Board will come to a view on a premises category based on the consideration of any evidence presented to it and having regard to the information disclosed within the application (including but not limited to the description of premises narrated), the operating plan and the layout plan.
- 29.11 The Licensing Board having regard to the forementioned information at paragraph 29.6 is satisfied that there is sufficient evidence to establish a causal link between alcohol related harm and the number, hours and capacity of licensed premises at the level of an intermediate data zone and considers there to be overprovision of the foregoing types of licensed premises within West Dunbartonshire in the following 15 localities:-
- IZ01 Clydebank East inc. Whitecrook (part);
 - IZ02 Clydebank Central inc. Dalmuir (part) & Whitecrook (part);
 - IZ03 Drumry & Linnvale;
 - IZ04 Parkhall South, Radnor Park and North Kilbowie;
 - IZ06 Faifley & Hardgate East;
 - IZ08 Mountblow, Parkhall West and Dalmuir Central;

- IZ10 Barnhill, High Overtoun, Milton & Bowling;
- IZ11 Dumbarton North East – Bellsmyre & Silverton East;
- IZ12 Dumbarton Central, Dumbarton East & Townend;
- IZ13 Dumbarton West;
- IZ14 (Renton, Old Bonhill & Loch Lomond);
- IZ15 Bonhill, Lomondgate & Renton North;
- IZ16 Alexandria Central, Rosshead & Dalmonach;
- IZ17 Balloch & Alexandria North; and
- IZ18 Jamestown, Balloch North East, Haldane & Gartocharn.

For the avoidance of doubt, the Licensing Board considers, subject to the terms of paragraph 30, that there is currently no overprovision in the following localities:-

- IZ05 Goldenhill, Parkhall North, East Kilbowie & Hardgate Central;
- IZ07 Duntocher & Concho; and
- IZ09 Old Kilpatrick.

Maps of all 18 localities which make up the West Dunbartonshire area can be found in the appendices section of this policy.

- 29.12 The effect of this policy is to create a rebuttable presumption against the grant of an application within these localities for types of licensed premises noted at paragraph 23.9. Each application still requires to be determined on its merits and there may be exceptional cases in which an applicant is able to demonstrate that the grant of the application would not undermine the licensing objectives, or the objectives would not be undermined if the applicants operating plan were to be modified. The Licensing Board will expect applicants who are seeking the grant of a new premises licence within the foregoing categories of premises and locality to provide robust and reliable evidence to the Board why the benefit to the licensing objectives through the grant of their application outweighs the detriment to the licensing objectives and this policy. In particular, the Licensing Board recognises the positive health benefits associated with increased employment opportunities as a factor that applicants may use in support of their application and a factor that may in appropriate circumstances rebut such a presumption. In particular, the Board will expect to be addressed on the benefits of granting the application in terms of each licensing objective.
- 29.13 As part of the Licensing Board's Assessment of Overprovision it has considered the number, capacity, and licensed hours of licensed premises within each locality. The Licensing Board is aware that the capacity and hours of a premises can increase by the grant of a variation application in terms of section 29(5) of the Act. The Licensing Board considers that an application seeking an increase

in capacity and/or hours will activate a rebuttable presumption against the grant of the application.

- 29.14 If an existing licence ceases to be in force this does not necessarily mean that there is capacity for a new licence of a similar capacity. The material considered by the Licensing Board evidences that there is presently an overprovision of licensed premises in particular localities within West Dunbartonshire but does not quantify the extent of that overprovision in numerical terms. In these circumstances any application seeking to replace capacity relinquished by other premises will be subject to this policy. This will have particular regard to the data relating to the intermediate data zone to which the new application or application for increased capacity relates. It will also have regard to the type of premises capacity relinquished compared to the type of premises applied for.
- 29.15 There are three localities within West Dunbartonshire where the Licensing Board considers that there is not presently overprovision of licensed premises. These are IZ05 (Goldenhill, Parkhall North, East Kilbowie & Hardgate Central), IZ07 (Duntocher & Concho), and IZ 09 (Old Kilpatrick). The Licensing Board is aware that most of the 18 sub localities are in close proximity to areas with significant alcohol related health, crime and disorder problems. The Licensing Board is also aware that there is local evidence to suggest that persons in West Dunbartonshire, wishing to obtain alcohol from off-licences will travel up to two miles across sub-localities to purchase alcohol. Similarly persons will travel across the whole of West Dunbartonshire to attend nightclubs. Accordingly any application outwith the overprovision locality for new premises or increased capacity of existing premises may be subject to an overprovision assessment. This assessment will have regard to the alcohol related crime, disorder and health data relating to both the sub locality in which the application premises are located and the sub localities from where the customers are likely to be drawn.

30. Reactive overprovision assessment

- 30.1 Sections 23(5)(e) and 30(5)(d) of the Act respectively allows the Licensing Board to refuse an application for the grant or variation of a premises licence where the Licensing Board considers that, the application were to be granted, there would, as a result, be overprovision of licensed premises, or licensed premises of the same or similar description as the subject premises, in the locality.
- 30.2 It is, in the view of the Licensing Board, important to make sure that the grant of a premises licence or variation to increase the capacity or hours of a premises licence does not result in there being an overprovision of licensed premises in a particular locality. The Licensing Board will therefore carefully consider overprovision on a reactive basis by having regard to the ground of refusal for overprovision on a case by case basis.
- 30.3 The Licensing Board recognises the value in giving potential applicants an indication of how it will approach the foregoing ground of refusal. Where a

relevant application is considered by the Board it will consider the locality to be the intermediate data zone in which the premises is located. Accordingly, the Board will have regard to the number, capacities and hours of licensed premises within the relevant intermediate zone as well as any other material submitted to it as part of the application process, including but not limited to, objections, representations, anti-social behaviour reports from Police Scotland, and the Board's own local knowledge.

- 30.4 Applicants will be provided with details of premises including their type, capacity, and hours in advance of any hearing. The Licensing Board will expect to be addressed on whether the grant of the premises licence or variation will not result in an overprovision of licensed premises in that locality.

DRAFT

AssessmentNo	743	Owner	michael.mcdougall
Resource	Transformation	Service/Establishment	Regulatory
	First Name	Surname	Job title
Head Officer	Michael	McDougall	Section Head (Licensing)
	(include job titles/organisation)		
Members	Peter Clyde, Licensing Standards Officer Lawrence Knighton, Licensing Standards Officer		
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>		
Policy Title	West Dunbartonshire's Statement of Licensing Policy		
	The aim, objective, purpose and intended out come of policy		
	This policy sets out how the Licensing Board will exercise its functions in regards to the sale and supply of alcohol. This includes the Licensing Board's expectations around licensed hours, children and young persons' access, and administration of occasional (i.e. temporary) licences. Please note that the Assessment of Overprovision has been of a separate EIA.		
	Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.		
	To date there has been an extensive pre-consultation exercise. This exercise saw engagement with: Police Scotland, NHS Greater Glasgow and Clyde, West Dunbartonshire Health and Social Care Partnership and the Licensing Forum. Other stakeholders were engaged with on a targeted basis. There will now be a public consultation.		
	Does the proposals involve the procurement of any goods or services?		
	No		
	If yes please confirm that you have contacted our procurement services to discuss your requirements.		
	No		
SCREENING			
<i>You must indicate if there is any relevance to the four areas</i>			
	Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)		Yes
	Relevance to Human Rights (HR)		Yes
	Relevance to Health Impacts (H)		Yes
	Relevance to Social Economic Impacts (SE)		Yes
Who will be affected by this policy?			
This Policy will have an impact upon: (1) premises licence holders and applicants for premises licences and occasional (i.e. temporary) licences; (2) the residents of West Dunbartonshire; (3) persons who work in licensed premises; (4) persons who work in industries abutting the licensed trade, for example, taxi drivers, takeaway type premises; and (5) Police, NHS and other agencies.			
Who will be/has been involved in the consultation process?			
To date there has been an extensive pre-consultation exercise. This exercise saw engagement with: Police Scotland, NHS Greater Glasgow and Clyde, West Dunbartonshire Health and Social Care Partnership and the Licensing Forum. Other stakeholders were engaged with on a targeted basis. There will now be a public consultation as required by the licensing legislation as well as targeted engagement with key stakeholders, for example, the licensed trade, health board, and community groups.			

Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.

	Needs	Evidence	Impact
Age	The Licensing Board must promote the licensing objective of protecting children and young persons from harm. Children and young persons are at risk through being able to buy alcohol under age or being at risk of harm in premises that are unsuitable for their access.	Submission from health bodies posits that children and young persons who are exposed to visible alcohol consumption may experience a degree of harm. The submission further narrates that visibility of alcohol consumption normalises drinking culture to young people as potential future drinkers with younger children being more affected. The NHS Greater Glasgow & Clyde paper highlights the impact on children of non-dependent parental drinking and advise that this is identified at a number of case conferences for children on the child protection register. A Planet Young survey suggests that 61% of S3 pupils had drunk alcohol and that 3% had bought alcohol in a shop. Further information suggests that 10% of 15 year olds have managed to purchase alcohol.	The Policy will set out how Children and Young Persons will be protected from harm. In particular the access terms for Children and Young Persons is clearly narrated in the Policy.
Cross Cutting			
Disability	Persons with disabilities should be able to access licensed premises.	Applicants for new premises licences must submit a disabled access and facilities statement.	The Licensing Board will note the terms of this statement and it is available on request.
Social & Economic	The Policy relation	Health partners	The Policy on

<p>Impact</p>	<p>with social and economic factors is complex and multifaceted. On one hand licences authorising the sale and supply of alcohol are essential to businesses however, there are significant alcohol related health harms within West Dunbartonshire and alcohol costs the local economy.</p>	<p>submit that off sale type premises were almost five times more likely to expose children in the most deprived communities than in the least deprived ones. Also, Compared to children in the least deprived areas. those in the most deprived communities were almost three times more likely to be exposed to alcohol sales outlets. The NHS Greater Glasgow and Clyde paper highlights that West Dunbartonshire has the fourth highest local share of the most deprived SIMD. Consultation responses from licensed businesses highlighted the import of shops to the local area and the benefits of access to facilities that these premises provide such as Paypoint, and fresh fruit and veg.</p>	<p>licensed hours makes sure that there is a staggered dispersal between public house type premises and entertainment premises. This helps police resources and also the local transport infrastructure. The Policy recognises the importance of tourism to the local area as well as the health benefits through the creation of employment opportunities.</p>
<p>Sex</p>	<p>The Licensing Board's Policy sets out:- (1) how it promotes the licensing objective of promoting and improving health including measures that it expects licence holders to consider as well as this objective being a consideration when determining</p>	<p>From the NHS Greater Glasgow & Clyde paper: The mean number of units per week among drinkers in West Dunbartonshire is 11.2 with male drinker's consumption considerably higher at 14.1 units compared to 8.6</p>	<p>Women will benefit from a safe Night Time Economy environment where there are control measures in place to reduce the risk of alcohol related violence.</p>

	<p>appropriate licensing hours; and (2) how it promotes the licensing objective of preventing crime and disorder including measures that it expects licence holders to consider as well as this objective being a consideration when determining appropriate licensing hours and has had regard to issues around the Night Time Economy in terms of the transport infrastructure.</p>	<p>units for females. Alcohol consumption can be trigger rather than a cause of domestic abuse</p>	
Gender Reassign			
Health	<p>The Licensing Board must promote the licensing objective of protecting and improving public health. When considering applications it can refuse those applications where there is an inconsistency with the foregoing licensing objective. The Policy sets out how the Board will promote this objective.</p>	<p>As part of the Licensing Board's pre-consultation exercise the views of the various health bodies were sought. They provided the following evidence in relation to overprovision and health harms: "Current health data shows that alcohol related harm and alcohol specific deaths continue to be above the national average for West Dunbartonshire as a local authority. West Dunbartonshire has the 3rd highest alcohol specific deaths across Scotland's council area. Furthermore, when alcohol specific deaths were analysed for the year (2016-2020) against</p>	<p>Health stakeholders have been engaged with from an early stage in the preparation of the Policy. Information has been gathered from the NHS Greater Glasgow and Clyde and West Dunbartonshire Health and Social Care Partnership. This information has informed the preparation and drafting of the new Policy to make sure that it is evidence based. Doctor Daniel Carter, Consultant in Public Health, presented health related information to the Board on 9 May 2023. The Licensing Board is also consulting on its Assessment of Overprovision. The</p>

		<p>the baseline year (2002-2006) for each area. West Dunbartonshire has the second greatest increase in Alcohol Specific Deaths in Scotland</p> <p>Additionally, all intermediate zones within West Dunbartonshire have at least 1 alcohol related health harm indicators (Alcohol Related Hospital Admissions; Alcohol Specific Deaths; Alcohol Related Mental Health Admissions) above the national average with 16 of the 18 intermediate zones having 2 or more"</p> <p>There is evidence that has been considered by the Licensing Board that employment brings about health benefits (see Roelfs, Shor, Davidson & Schwartz, Losing life and livelihood... and Waddell and Burton, Is work good for your health and well-being?) Pre-consultation responses from businesses highlighted the importance of access to affordable fruit and veg as well as employment opportunities.</p>	<p>Policy contains a number of requirements designed to protect and improve public health.</p>
<p>Human Rights</p>	<p>The Board needs to consider the Human Rights of people and businesses where relevant Article 8</p>	<p>Police have presented material around the number of alcohol related crimes and</p>	<p>The final policy will be informed by consideration of these elements</p>

	(Private life, family etc.) is likely to be particularly relevant to people and families e.g. preventing ASB Article 1 of Protocol I to the ECHR as the "right to peaceful enjoyment of possessions" including economic interests of businesses	incidents. Health partners submit that there is evidence to suggest that laws limiting when people can buy and sell alcohol help lower harm associated with alcohol.	
Marriage & Civil Partnership			
Pregnancy & Maternity			
Race			
Religion and Belief			
Sexual Orientation			
Actions			
Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.			
Will the impact of the policy be monitored and reported on an ongoing bases?			
The Licensing Forum has a statutory role in monitoring the operation of the Licensing Board and reporting back to it on an ongoing basis. This will include the implementation of this Policy. The Policy itself requests that the Forum keep the Licensing Board updated with any matters it should be aware of, including but not limited to developments in local strategies or national policy changes.			
Q7 What is your recommendation for this policy?			
Introduce			
Please provide a meaningful summary of how you have reached the recommendation			
EIA 743: The Policy promotes the licensing objectives and is underpinned by probative evidence. It is relevant specially in terms of Sex, Age, Disability, Health, Socio-Economic impact's and Human rights with potential benefits. The Policy will now be subject to a public consultation so to gather the view of the residents of West Dunbartonshire as well as partner agencies. The Licensing Board will consider the responses received before agreeing a final policy.			

WEST DUNBARTONSHIRE LICENSING BOARD**Report by the Clerk to the Licensing Board****27 June 2023**

Subject: Licensing Board Financial Statement 2022/23**1. Purpose**

- 1.1** To allow the Licensing Board to consider its Annual Financial Report in relation to the period 1 April 2022 to 31 March 2023. The report is attached at Appendix 1.

2. Recommendations

- 2.1** It is recommended that the Licensing Board notes the terms of the Financial Report for 2022/23.

3. Background

- 3.1** The Air Weapons and Licensing (Scotland) Act 2015 amended the Licensing (Scotland) Act 2005 to impose a statutory duty on the Licensing Board to publish, on an annual basis, a report detailing the Licensing Board's income and expenditure during the previous financial year.

4. Main Issues

- 4.1** This is the Licensing Board's sixth financial statement since the commencement of the legislative requirement to publish such a statement. The financial statement covers the income received in connection with the Licensing Board's liquor licensing function and expenditure incurred by the Licensing Board, the Council and the Licensing Standards Officers. The statement explains how these amounts set out in it have been calculated.

5. Financial and Procurement Implications

- 5.1** The financial information in this report fulfils a statutory requirement of the Licensing (Scotland) Act 2005 as amended by the Air Weapons and Licensing (Scotland) Act 2015.

6. Risk Analysis

- 6.1** There is no risk to the Board associated with the contents of this report.

7. Equalities Impact Assessment (EIA)

- 7.1** There are no equalities impacts through consideration of this report.

8. Consultation

8.1 No consultation was required in the production of this report.

9. Strategic Assessment

9.1 There are no strategic implications associated with this report.

Alan Douglas
Clerk to the Licensing Board
5 June 2023

Person to Contact: Michael McDougall, Depute Clerk to the Licensing Board, Regulatory Services, West Dunbartonshire Licensing Board, Municipal Buildings, Church Street, Dunbarton G82 1NR. Email: michael.mcdougall@west-dunbarton.gov.uk

Appendix: Appendix 1 – Financial Report 2022/23

Background Papers: N/A

Wards Affected: All Wards

Licensing (Scotland) Act 2005

West Dunbartonshire Licensing Board Financial Report

Financial Year: 2022/23

The West Dunbartonshire Licensing Board is required under section 9B of the Licensing (Scotland) Act 2005 to publish an annual financial report within 3 months of the end of the relevant financial year.

This report has been prepared using financial data taken on 31/03/2023. The relevant budgets and other finance sources that the data has been extracted from have not yet been audited.

Consequently, the figures provided in this report are indicative and cannot be relied upon as an accurate reflection of income and expenditure relative to the exercise of the Licensing Board's functions under the Licensing (Scotland) Act 2005.

The financial statement is as follows:

Income¹:

Provisional Premises Licence	-£400
Confirmation	-£600
Annual Fees	-£81,578
Transfers	-£1,380
Minor Variations	-£1,103
Major Variations	-£800
Extended Hours	-£410
Occasional Licence	-£3,700
Personal Licence	-£4,600
Total	-£94,571

Direct Staff Costs²:

Licensing Administration Costs	£115,236
Legal Services	£54,433
Administrative Support	£23,885
Elected Members	£6,025
Total	£199,579

Other Direct Costs³:

Legal Expenses	£216
Stationery	£
Supplies and Services	£124
Pays to Other Agencies Bodies	£1,360
Transport	
Travel	£
Total:	£1,700

Indirect Costs⁴:

ICT	£37,188
Accommodation	£7,210
Facility Management	£53,964

Financial Services £2,960

Total: £101,322

Net Income – Expenditure £208,030

Notes:

1. Denotes income from the categories detailed for applications and annual fees received under the Licensing (Scotland) Act 2005
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk and other Legal Services staff, Licensing Administration Costs and other staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005.
3. Denotes the identified direct budgetary costs associated with the exercise of the Licensing Board function under each category provided.
4. Denotes the portion of central administrative costs allocated to the Licensing Board budget for each category provided.

WEST DUNBARTONSHIRE LICENSING BOARD

Report by the Clerk to the Licensing Board

27 June 2023

Subject: Licensing Board Annual Functions Report 2022/23

1. Purpose

- 1.1** To allow the Licensing Board to consider its Annual Functions Report in relation to the period 1 April 2022 to 31 March 2023. The report is attached at Appendix 1.

2. Recommendations

- 2.1** It is recommended that the Board notes the terms of the Functions Report for 2022/23.

3. Background

- 3.1** The Air Weapons and Licensing (Scotland) Act 2015 amended the Licensing (Scotland) Act 2005 to impose a statutory duty on the Licensing Board to publish an Annual Functions Report within three months of the end of each financial year.

4. Main Issues

- 4.1** The Functions Report requires the Licensing Board for the period 1 April 2022 to 31 March 2023: (1) to report how the Licensing Board has had regard to the licensing objectives and its Statement of Licensing Policy and Overprovision Assessment; (2) detail the decisions made by the Licensing Board; and (3) narrate details of the premises licensed within its area.

5. Financial and Procurement Implications

- 5.1** There are no financial or procurement implications associated with the contents of this report.

6. Risk Analysis

- 6.1** There is no risk to the Board associated with the contents of this report.

7. Equalities Impact Assessment (EIA)

- 7.1** There are no equalities impacts through consideration of this report.

8. Consultation

8.1 No consultation was required in the production of this report.

9. Strategic Assessment

9.1 There are no strategic implications associated with this report.

Alan Douglas
Clerk to the Licensing Board
5 June 2023

Person to Contact: Michael McDougall, Depute Clerk to the Licensing Board, West Dunbartonshire Licensing Board, Municipal Buildings, Church Street, Dumbarton G82 1NR. email: michael.mcdougall@west-dunbarton.gov.uk

Appendix: Appendix 1 – Functions Report 2022-2023

Background Papers: N/A

Wards Affected: All Wards

WEST DUNBARTONSHIRE LICENSING BOARD

Annual Function Report 2022-23

12 June 2023

1 Introduction

1.1 West Dunbartonshire Licensing Board is the licensing authority for West Dunbartonshire, for the purposes of the Licensing (Scotland) Act 2005 (“the Act”). The Licensing Board is responsible for regulating the sale and supply of alcohol in West Dunbartonshire.

1.2 This report is prepared so to discharge the Licensing Board’s duty in terms of section 9A of the Act namely: (1) to report how the Licensing Board has had regard to the licensing objectives and its Statement of Licensing Policy and Overprovision Assessment; (2) detail the decisions made by the Licensing Board (and officers exercising delegated authority); (3) narrate details of the premises licensed within its area. This is in relation to the period 1 April 2022 to 31 March 2023 (“the relevant period”).

1.3 The Licensing Board is normally made up of eight members, all of whom are elected members of West Dunbartonshire Council. Details of the membership can be found [here](#)¹.

2 Staffing

2.1 The Licensing Board is supported by the following officers:

Position	Role
Clerk to the Licensing Board	Clerking meetings, giving of legal advices to the Licensing Board, and policy development lead.
Committee Clerk	Arranging and minuting meetings.
Licensing Assistants	Processing applications and maintaining licensing permissions.
Licensing Standards Officers	Commenting on applications and providing advice and assistance to applicants and members of the community.
Senior Licensing Officer	Assisting with financial matters, in particular the administration of annual fees.

¹ https://wdccmis.west-dunbarton.gov.uk/cm5/Committees/May2022-Present/tabid/148/ctl/ViewCMIS_CommitteeDetails/mid/621/id/563/Default.aspx

3. Summary of licensed premises in West Dunbartonshire

3.1 Details of the licensed premises within West Dunbartonshire are as follows:-

Type	Number
On-sales	42
Off-sales	88
Both on and off-sales	94
Total	224

3.2 A list of the licensed premises in West Dunbartonshire can be found [here](#)².

4. Current Policy

4.1 The Licensing Board when exercising its functions has regard to the licensing objectives as set out at section 4 of the Act as well as its own Statement of Licensing Policy. The Licensing Board's current policy was published in November 2018. This Statement of Licensing Policy (including the Assessment of Overprovision) is currently under review. See paragraph 5 for further information.

4.2 The current Statement of Licensing Policy includes an Assessment of Overprovision. This Assessment of Overprovision details that the Licensing Board has had used intermediate zones as localities when assessing overprovision and narrates that the Licensing Board has found that overprovision exists in 16 of the 18 localities that make up West Dunbartonshire.

4.3 The Statement of Licensing Policy sets out measures that it expects premises licence holders to have regard to promote the licensing objectives, for example, encouraging the development of Pubwatch schemes, minimum standards for premises where Children and Young Persons might be present and best practice for the management of outdoor drinking areas.

4.4 The Policy also sets out the Licensing Board's expectations in relation to licensed hours and Children and Young Persons' access. It is of the view that clearly defining its expectations in this regard gives both the licensed trade and community certainty about how the Licensing Board will promote the licensing objectives. For example, the Licensing Board as set out in its Policy has attached local conditions to a premises licence requiring CCTV to off-sales premises licences where they seek to trade after 8pm.

4.5 During the relevant period the Licensing Board has had regard to the terms of its Statement of Licensing Policy when determining whether applications are consistent with the licensing objectives. In respect of each application

² <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/alcohol-licences/summary-of-premises-licence-register/>

received the Licensing Board has considered the terms of the application form and operating plan as well as the submissions made at the hearing along with the terms of the Policy, Scottish Government guidance and the Act. Furthermore, the Licensing Board has carried out site visits to applicant premises so to gather additional information prior to making a decision on an application. For example, prior to determining an application to vary a premises licence so to include an outdoor area, members of the Licensing Board attended at the premises to view the area in question.

5 New Statement of Licensing Policy and Overprovision Assessment

5.1 The Licensing Board at its meeting on the 1 November 2022 agreed to instruct the Clerk to the Licensing Board to commence a pre-consultation exercise as part of the development of the new Statement of Licensing Policy and Assessment of Overprovision. Information was requested from health and police partners. A targeted consultation exercise was carried out. The material ingathered was analysed by officers and considered by the Licensing Board on 3 May 2023. The Licensing Board instructed a draft Policy and Assessment of Overprovision to be prepared and this will be considered at the meeting of 27 June 2023.

5.2 As part of the development of the new Statement of Licensing Policy, Licensing Board members arranged to visit licensed premises so to gain an understanding of the current trading conditions.

6 Business of Licensing Board

6.1 During the relevant period, the Licensing Board met seven times. Appendix 1 details the items considered at these meetings.

6.2 When considering applications the Licensing Board had regard to the terms of the Act, any guidance issued by Scottish Ministers further to section 142 of the Act, the terms of the application, any objections or representations made, submissions made the applicant, and the Statement of Licensing Policy.

6.3 The Licensing Board consults with the following parties:-

- Community Councils;
- Police Scotland;
- Planning;
- Building Standards;
- Environmental Health; and
- Fire Service Scotland.

6.4 Appendix 2 details the outcome of applications determined by the Licensing Board. Minutes of these meetings can be found [here](#)³.

6.5 The following types of applications are considered under delegated authority:-

- Occasional licences;
- Transfer of premises licence;
- Extended hours certificates; and
- Minor variations to premises licence.

TYPE	DESCRIPTION	NUMBER
Occasional Licences	An occasional licence is a licence which authorises the sale of alcohol in premises for a one-off event, such as a wedding reception or a celebratory party	361
Extended Hours	An application by a licence holder to temporarily increase the licensed hours	42
Minor Variation	A minor variation is an application to make a change to a licence such as a change of premises manager or change of layout	44
Transfer	A Transfer Application allows a licence to be transferred from one holder to another, such as when a business is sold	22
Personal Licence	A Personal licence allows an individual to authorise the sale of alcohol in a Licensed Premises	689 live licences

Full details of all applications are narrated at Appendix 3 (Occasional Licences), 4 (Minor Variations), and 5 (Extended Hours).

6.6 361 Occasional Licence applications were considered in the last financial year, which represents a significant decrease in the number of occasional licence applications when compared to the 487 applications received in financial year 2021/22.

6.7 There were 42 applications from licence holders seeking to temporarily extend licensed hours, which is the same number of Extended Hours Applications received in the previous financial year.

6.8 There were 44 applications for a minor variation of a premises licence received in 2022/23. This represents a slight reduction in the number of

³ https://wdccmis.west-dunbarton.gov.uk/cm5/Committees/May2022-Present/tabid/148/ctl/ViewCMIS_CommitteeDetails/mid/621/id/563/Default.aspx

minor variations applications received when compared with the previous financial year.

7 Training

7.1 The Act requires that all Licensing Board Members have to attain an accredited training qualification within three months of being elected as a member of the Licensing Board. Members of the Licensing Board have complied with this statutory requirement.

7.2 Licensing Board Members are kept up to date with developments to alcohol licensing law and policy on both a national and local level. For example, the Licensing Board:

- considered reports from Police Scotland and NHS Greater Glasgow and Clyde relating to impact of the sale or consumption of alcohol in West Dunbartonshire; and
- submitted a consultation response to the Scottish Government's consultation on restricting alcohol advertising and promotion.

8 The Licensing Forum

8.1 West Dunbartonshire's Licensing Forum has been in existence since 2004, some years prior to the formation of a Forum becoming a requirement. The Licensing Forum membership includes representatives of the licensed trade, representatives of Health Licensing Standards Officers, and also Community Council members. The Forum has worked well in partnership with the Licensing Board and has provided valuable assistance to the Board, in particular the forum's input to the Licensing Policy and overprovision in particular. The Licensing Board are highly appreciative of the work that the forum does in the local area.

8.2 At its meeting on 29 February 2023 the Licensing Forum agreed to assist in the production of the new Statement of Licensing Policy. Following this decision a working group was set up to make recommendations to the Licensing Board in relation to the new policy. The particular focus of this group was to make recommendations to the Licensing Board on the assessment of Overprovision. The Licensing Forum recommendations were considered by the Licensing Board on 9 May 2023.

8.3 The Minutes of Licensing Forum Meetings can be found [here](#)⁴.

⁴ <https://wdccmis.west-dunbarton.gov.uk/cm5/PublicDocuments.aspx>

9 Licensing Standards Officers

9.1 The West Dunbartonshire Licensing Board is supported by two Licensing Standards Officers, Peter Clyde and Lawrence Knighton. Licensing Standards Officers have an important role to play within the Licensing system, they are seen as the first point of contact for members of the public, licence holders and other interested parties who may wish to understand how the licensing function operates in the West Dunbartonshire area.

9.2 Licensing Standards Officers have a statutory duty to:-

- provide information and guidance about the Act; supervise licensed premises compliance with the Act and premises licence conditions,
- provide information to the Licensing Board about the conduct of personal licence holders or applicants for personal licences where that conduct is inconsistent with the licensing objectives; and
- provide mediation services for the purposes of avoiding or resolving disputes or disagreements between licence holders and other persons.

9.3 Licensing Standards Officers are required to comment on applications that are submitted to the Licensing Board. They further carry out pro-active inspections of licensed premises. In the relevant period, the Licensing Standards Officers have inspected 130 licensed premises on a proactive basis.

9.4 Both Licensing Standards Officers during the relevant period played a key role in supporting the restart of Pubwatch groups after a hiatus owing to the covid-19 pandemic. The Licensing Standards Officers attend all Pubwatch meetings in West Dunbartonshire and provide support and advice to the groups on an ongoing basis.

10 Licensing Board Equality Scheme Update

10.1 The [Equalities Mainstreaming Report 2017-2021](https://www.west-dunbarton.gov.uk/media/4312487/appendix-eq-mainstreaming-report-2017.pdf)⁵ details the Board's commitment to upholding the values of equality. The Licensing Board recently produced an [update report](https://www.west-dunbarton.gov.uk/media/t23h0sl5/2021-25-eom-progress-report-2021-23.pdf)⁶ which details the progression with the outcomes of the equalities report.

Person to Contact: Michael McDougall, Depute Clerk to the Licensing Board, Regulatory Services, West Dunbartonshire Licensing Board, Municipal Buildings, Church Street, Dumbarton

⁵ <https://www.west-dunbarton.gov.uk/media/4312487/appendix-eq-mainstreaming-report-2017.pdf>

⁶ <https://www.west-dunbarton.gov.uk/media/t23h0sl5/2021-25-eom-progress-report-2021-23.pdf>

G82 1NR. Email: michael.mcdougall@west-dunbarton.gov.uk

Appendix 1: Summary of Licensing Board Meetings 2022/23

Meeting type	Date	New Premises/Provisional licence	Variation of Premises Licence	Review of Premises Licence	Consultations	Reports
Special	19/04/22			1		
Programmed	21/06/22		1			
Programmed	06/09/22					3
Programmed	01/11/22		1			3
Programmed	10/01/23		1		1	1
Programmed	07/03/23		1	4		2

Appendix 2. Summary of Licensing Decisions Made by West Dunbartonshire Licensing Board						
Board Meeting	Premises/Applicant/Report Author	Address	Application type	Objection(s)/Comments	Application/Report Summary	Decision
19-Apr-22	LSO Application for Premises Licence Review: The Shipyard Bar	1-3 & 6 Chalmers Street Clydebank G81 1RT	Premises Licence Review	N/A	Premises Licence Review Application	Grounds for review were established. No further action taken
21-Jun-22	Atlantis Bar	246-262 Kilbowie Road Clydebank G81 2JG	Application for Variation of Premises Licence	None	addition of outdoor area and misc. changes to the operating plan	Granted
06-Sep-22	The Clerk	N/A	Report	N/A	Licensing Board - Financial Report 2021-2022	Agreed
06-Sep-22	The Clerk	N/A	Report	N/A	Licensing Board - Functions Report 2021-2022	Agreed
06-Sep-22	The Clerk	N/A	Report	N/A	Licensing Board - Extensions to Licensed Hours	Agreed

					for Festive Period 2021-2022	
01/11/2022	The Clerk	N/A	Report	N/A	Review Of Licensing Policy Statement	Agreed
01/11/2022	Chief Constable Police Scotland	N/A	Report	N/A	Argyll and West Dunbartonshire Licensing Report 2022	Agreed
01/11/2022	Stevie's Supersave	46 Beeches Road Duntocher Clydebank G81 6HS	Application for Variation of Premises Licence	None	Vary the Licensed Hours to 10 a.m. to 10 p.m. each day	Granted
10-Jan-23	Ardoch House	Ardoch Estate Gartocharn Alexandria G83 8ND	Application for Variation of Premises Licence	Representation from West Dunbartonshire Environmental Health	Addition of Outdoor Events Area and an update to the Description of Premises	Granted subject to conditions and amendments to the Operating Plan.

10-Jan-23	The Clerk	N/A	Consultation	N/A	Submit for approval a draft consultation response on restrictions on alcohol advertisement and promotion	Agreed
07-Mar-23	Lomond Service Station	200 Main Street Jamestown Alexandria G83 8PW	Variation	None	Increase in Off-Sales capacity, vary Licensed Hours to 10 a.m. to 10 p.m. daily	Granted
07-Mar-23	LSO Application for Premises Licence Review: 6/8 Webster Street	6/8 Webster Street Clydebank G81 1AZ	Premises Licence Review	N/A	Premises Licence Review Application: Breach of Licence Condition: Annual	Continued
					Fees	
07-Mar-23 07-Mar-23	LSO Application for Premises Licence Review: Jenners	Unit 7 Retail Crescent Lomond Shores G83 8QL	Premises Licence Review	N/A	Premises Licence Review Application: Breach of Licence Condition: Annual Fees	Continued
	LSO Application for Premises Licence Review: Clydebank Hotel	Kilbowie Road Clydebank G81 2AP	Premises Licence Review	N/A	Premises Licence Review Application: Breach of Licence	Continued

					Condition: Annual Fees	
07-Mar-23	LSO Application for Premises Licence Review: Nico's Nosh	7 Britannia Way Clyde Shopping Centre G81 2UA	Premises Licence Review	N/A	Premises Licence Review Application: Breach of Licence Condition: Annual Fees	Continued
07-Mar-23	Dr Daniel Carter	N/A	Report	N/A	Overprovision Evidence from NHSGGC and WDHSCP	Continued
07-Mar-23	Licensing Standards Officer	N/A	Report	N/A	Report on the Number, Capacity and Licensed Hours of Licensed Premises, for the purposes of Assessment of Overprovision	Agreed

All applications for grant or variation of a premises licence were granted subject to the Licensing Board's standard conditions.

Appendix 3 – details of occasional licences

Ref No	Name of Premises	Town	Post Code	Details of Event	From	To	Decision
OL0123	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	5.2.23	5.2.23	Granted
OL0223	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	19.2.23	19.2.23	Granted
OL0323	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	5.2.23	5.2.23	Granted
OL0423	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	5.3.23	5.3.23	Granted
OL0523	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	19.2.23	19.2.23	Granted
OL0623	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	19.3.23	19.3.23	Granted
OL0723	Denny Civic Theatre	Dumbarton	G82 1NL	Variety Concert - Young Farmer's	16.2.23	18.2.23	Granted
OL0823	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	27.1.23	28.1.23	Granted
OL0923	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	18.2.23	19.2.23	Granted
OL1023	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	4.3.23	5.3.23	Granted
OL11022	Awestruck Academy	Clydebank	G81 1EA	Burlesque Class Ladies Night	23.4.22	23.4.22	Granted
OL11122	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	6.5.22	19.5.22	Granted
OL11222	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	17.4.22	30.4.22	Granted
OL1123	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	18.3.23	19.3.23	Granted
OL11322	Loch Lomond Bird of Prey Centre	Balloch	G83 8QL	Farmers Market	15.5.22	15.5.22	Granted
OL11422	Atlantis	Clydebank	G81 2JG	Outdoor Area	2.5.22	15.5.22	Granted
OL11522	Atlantis	Clydebank	G81 2JG	Outdoor Area	16.5.22	29.5.22	Granted
OL11622	Atlantis	Clydebank	G81 2JG	Outdoor Area	30.5.22	12.6.22	Granted
OL11722	Atlantis	Clydebank	G81 2JG	Outdoor Area	13.6.22	26.6.22	Granted
OL11822	Atlantis	Clydebank	G81 2JG	Outdoor Area	27.6.22	10.7.22	Granted
OL11922	Atlantis	Clydebank	G81 2JG	Outdoor Area	11.7.22	24.7.22	Granted

OL12022	Atlantis	Clydebank	G81 2JG	Outdoor Area	25.7.22	7.8.22	Granted
OL12122	Atlantis	Clydebank	G81 2JG	Outdoor Area	8.8.22	21.8.22	Granted
OL12222	Atlantis	Clydebank	G81 2JG	Outdoor Area	22.8.22	4.9.22	Granted
OL1223	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	24.3.23	25.3.23	Granted
OL12322	Atlantis	Clydebank	G81 2JG	Outdoor Area	5.9.22	18.9.22	Granted
OL12422	Atlantis	Clydebank	G81 2JG	Outdoor Area	19.9.22	2.10.22	Granted
OL12522	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	20.5.22	2.6.22	Granted
OL12622	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	3.6.22	16.6.22	Granted
OL12722	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	17.6.22	30.6.22	Granted
OL12822	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	1.7.22	14.7.22	Granted
OL12922	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	15.7.22	28.7.22	Granted
OL13022	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	29.7.22	11.8.22	Granted
OL13122	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	6.6.22	6.6.22	Granted
OL13222	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	19.6.22	19.6.22	Granted
OL1323	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	25.3.23	26.3.23	Granted
OL13322	Golden Friendship Club	Clydebank	G81 4AU	Fundraising	1.5.22	1.5.22	Granted
OL13422	Golden Friendship Club	Clydebank	G81 4AU	Fundraising	5.5.22	6.5.22	Granted
OL13522	Golden Friendship Club	Clydebank	G81 4AU	Fundraising	28.5.22	29.5.22	Granted
OL13622	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	15.5.22	15.5.22	Granted
OL13722	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	1.5.22	1.5.22	Granted
OL13822	Unit 3H Loch Lomond Shores	Balloch	G83 8QL	Whisky Shop	20.5.22	2.6.22	Granted
OL13922	Unit 3H Loch Lomond Shores	Balloch	G83 8QL	Whisky Shop	3.6.22	16.6.22	Granted
OL14022	Unit 3H Loch Lomond Shores	Balloch	G83 8QL	Whisky Shop	17.6.22	30.6.22	Granted
OL14122	Unit 3H Loch Lomond Shores	Balloch	G83 8QL	Whisky Shop	1.7.22	14.7.22	Granted
OL14222	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	17.5.22	30.5.22	Granted
OL1423	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	1.4.23	2.4.23	Granted

OL14322	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	31.5.22	13.6.22	Granted
OL14422	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	14.6.22	27.6.22	Granted
OL14522	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	28.6.22	11.7.22	Granted
OL14622	Awestruck Academy	Clydebank	G81 1EA	Musical	28.5.22	28.5.22	Granted
OL14722	Awestruck Academy	Clydebank	G81 1EA	Musical	29.5.22	29.5.22	Granted
OL14822	Awestruck Academy	Clydebank	G81 1EA	21st Birthday Party	11.6.22	11.6.22	Granted
OL14922	Awestruck Academy	Clydebank	G81 1EA	Wedding	17.6.22	18.6.22	Granted
OL15022	Awestruck Academy	Clydebank	G81 1EA	Music Extravaganza	18.6.22	18.6.22	Granted
OL15122	Duntocher Village Hall	Clydebank	G81 6JF	Netball Fundraiser	3.6.22	3.6.22	Granted
OL15222	Duntocher Village Hall	Clydebank	G81 6JF	Free Chippy Night	10.6.22	10.6.22	Granted
OL1523	Duntocher Village Hall	Clydebank	G81 6JF	Family Reunion	25.2.23	25.2.23	Granted
OL15322	Duntocher Village Hall	Clydebank	G81 6JF	50th Birthday party	11.6.22	11.6.11	Granted
OL15422	Duntocher Village Hall	Clydebank	G81 6JF	Football Fundraiser	28.5.22	28.5.22	Granted
OL15522	Duntocher Village Hall	Clydebank	G81 6JF	Football Fundraiser	4.6.22	4.6.22	Granted
OL15622	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	15.5.22	15.5.22	Withdrawn
OL15722	Loch Lomond Shores - Amusement Grounds	Balloch	G83 8QL	Top Dogs Festival	14.5.22	14.5.22	Granted
OL15822	Loch Lomond Shores - Amusement Grounds	Balloch	G83 8QL	Farmers Market	15.5.22	15.5.22	Granted
OL15922	Awestruck Academy	Clydebank	G81 1EA	Baby Shower	19.6.22	19.6.22	Granted
OL16022	Bankend Halls	Dumbarton	G82 2RB	Race Night	21.5.22	21.5.22	Granted
OL16122	Wards Cottage	Alexandria	G83 8SB	Wedding Reception - Marquee	21.5.22	21.5.22	Granted
OL16222	Bankend Halls	Dumbarton	G82 2RB	Buffet Night with Music	11.6.22	11.6.22	Granted

OL1623	Duntocher Village Hall	Clydebank	G81 6JF	Family Reunion	11.3.23	11.3.23	Granted
OL16322	Thorntons	Balloch	G83 8QL	Outdoor Area	13.5.22	26.5.22	Granted
OL16422	Old Kilpatrick Bowling Club	Old Kilpatrick	G60 5LX	21st Birthday Party	25.6.22	26.6.22	Granted
OL16522	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	15.5.22	15.5.22	Not Issued
OL16622	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	12.8.22	12.8.22	Granted
OL16722	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	26.8.22	8.9.22	Granted
OL16822	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	9.9.22	22.9.22	Granted
OL16922	Stags Head	Dumbarton	G82 1JN	Outdoor Beer Garden	23.9.22	6.10.22	Granted
OL17022	Clydebank Town Hall	Clydebank	G81 1UB	Dance show	27.5.22	28.5.22	Granted
OL17122	Clydebank Town Hall	Clydebank	G81 1UB	Encore Dance Show	8.6.22	9.6.22	Granted
OL17222	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	10.6.22	10.6.22	Granted
OL1723	Duntocher Village Hall	Clydebank	G81 6JF	Christening	11.3.23	11.3.23	Granted
OL17322	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	14.6.22	14.6.22	Granted
OL17422	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	17.6.22	17.6.22	Granted
OL17522	Clydebank Town Hall	Clydebank	G81 1UB	Dancelicious Dance Event	22.6.22	24.6.22	Granted
OL17622	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	4.6.22	4.6.22	Granted
OL17722	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	20.6.22	3.7.22	Granted
OL17822	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	4.7.22	17.7.22	Granted
OL17922	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	18.7.22	31.7.22	Granted
OL18022	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	1.8.22	14.8.22	Granted
OL18122	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	15.8.22	28.8.22	Granted

OL18222	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	29.8.22	11.9.22	Granted
OL1823	Aprils Dance Studio	Clydebank	G81 4BQ	Boxing Event	5.3.23	5.3.23	Granted
OL18322	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	12.9.22	25.9.22	Granted
OL18422	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	26.9.22	9.10.22	Granted
OL18522	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	10.10.22	23.10.22	Granted
OL18622	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	24.10.22	6.11.22	Granted
OL18722	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	15.5.22	28.5.22	Granted
OL18822	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	29.5.22	11.6.22	Granted
OL18922	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	12.6.22	25.6.22	Granted
OL19022	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	26.6.22	9.7.22	Granted
OL19122	The Shipyard Bar	Clydebank	G81 1RT	Outdoor Beer Garden	10.7.22	23.7.22	Granted
OL19222	Glenhead Social Club	Clydebank	G81 6HH	Outdoor Beer Garden	17.5.22	30.5.22	Granted
OL19322	Vale of Leven Golf Club	Alexandria	G83 9ET	Outdoor Beer Garden	1.6.22	14.6.22	Granted
OL19422	Clydebank Town Hall	Clydebank	G81 1UB	SQA Dance Show	5.6.22	5.6.22	Granted
OL19522	Lomond Shores Market	Balloch	G83 8QL	Off Sales Market	4.6.22	5.6.22	Granted
OL19622	Lomond Shores Market	Balloch	G83 8QL	Off Sales Market	19.6.22	19.6.22	Granted
OL19722	Lomond Shores Market	Balloch	G83 8QL	Off Sales Market	3.7.22	3.7.22	Granted
OL19822	Lomond Shores Market	Balloch	G83 8QL	Off Sales Market	4.6.22	5.6.22	Granted
OL19922	Lomond Shores Market	Balloch	G83 8QL	Off Sales Market	2.7.22	3.7.22	Granted
OL20022	Wards Cottage	Alexandria	G83 8SB	Wedding Reception	2.7.22	2.7.22	Granted

OL20122	Wards Cottage	Alexandria	G83 8SB	Wedding Reception	11.6.22	11.6.22	Granted
OL20222	Wards Cottage	Alexandria	G83 8SB	Wedding Reception	25.6.22	25.6.22	Granted
OL2023	St Martin's Church Hall	Renton	G82 4PZ	Race Night	18.2.23	18.2.23	Granted
OL20322	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	3.7.22	3.7.22	Granted
OL20422	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	17.7.22	17.7.22	Granted
OL20522	Loch Lomond Shores	Balloch	G83 8QL	Jubilee Event	4.6.22	5.6.22	Granted
OL20622	Duntocher Village Hall	Clydebank	G81 6JF	MBE Celebration	24.6.22	24.6.22	Granted
OL20722	Duntocher Village Hall	Clydebank	G81 6JF	5th Birthday Party	25.6.22	25.6.22	Granted
OL20822	Wards Cottage	Alexandria	G83 8SB	Wedding Reception	18.6.22	18.6.22	Granted
OL20922	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	12.7.22	25.7.22	Granted
OL21022	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	26.7.22	8.8.22	Granted
OL21122	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	9.8.22	22.8.22	Granted
OL21222	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	23.8.22	5.9.22	Granted
OL2123	Duntocher Village Hall	Clydebank	G81 6DF	Christening	12.3.23	12.3.23	Granted
OL21322	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	2.7.22	3.7.22	Granted
OL21422	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	2.7.22	2.7.22	Granted
OL21522	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	16.6.22	16.6.22	Granted
OL21622	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	29.7.22	29.7.22	Granted
OL21722	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	3.7.22	3.7.22	Granted
OL21822	Moss O Balloch	Balloch	G83 8QL	Farmers Market (Off Sales Only)	16.7.22	16.7.22	Granted

OL21922	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	17.7.22	17.7.22	Granted
OL22022	Levensgrove Park	Dumbarton	G82 4AF	Farmers Market (Off Sales Only)	30.7.22	30.7.22	Granted
OL22122	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	3.9.22	4.9.22	Granted
OL22222	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	3.7.22	3.7.22	Granted
OL2223	Denny Civic Theatre	Dumbarton	G82 1NL	DPT Veriity Stage Performance	1.3.23	4.3.23	Granted
OL22322	Levensgrove Park	Dumbarton	G82 4AF	Pipe Band Championships (OS ONLY)	30.7.22	30.7.22	Granted
OL22422	Moss O Balloch	Balloch	G83	Highland Games (Off Sales Only)	16.7.22	16.7.22	Granted
OL22522	Island Slice	Dumbarton	G82 4BW	Distillery Tour	25.6.22	26.6.22	Granted
OL22622	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	6.6.22	6.6.22	Granted
OL22722	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	20.8.22	20.8.22	Granted
OL22822	Clydebank Town Hall	Clydebank	G81 1UB	Graduation Night	13.9.22	13.9.22	Granted
OL22922	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	17.9.22	17.9.22	Granted
OL23022	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	1.10.22	1.10.22	Granted
OL23122	Clydebank Town Hall	Clydebank	G81 1UB	Theatre Show	23.10.22	29.10.22	Granted
OL23222	Clydebank Town Hall	Clydebank	G81 1UB	Pyschic Show	22.11.22	22.11.22	Granted
OL2323	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	5.3.23	5.3.23	Granted
OL23322	Clydebank Town Hall	Clydebank	G81 1UB	Theatre Show	27.11.22	4.12.22	Granted
OL23422	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	26.12.22	16.12.22	Granted
OL23522	Whisky Shop	Balloch	G83 8QL	Off Sales	15.7.22	28.7.22	Granted

OL23622	Whisky Shop	Balloch	G83 8QL	Off Sales	29.7.22	11.8.22	Granted
OL23722	Whisky Shop	Balloch	G83 8QI	Off Sales	12.8.22	25.8.22	Granted
OL23822	Loch Lomond Shores	Balloch	G83 8QL	On Sales - LLS Anniversary	2.7.22	3.7.22	Granted
OL23922	Vale of Leven Golf Club	Alexandria	G83 9ET	Beer Garden	16.6.22	29.6.22	Granted
OL24022	Loch Lomond Shores	Balloch	G83 8QL	Market - Off Sales	17.7.22	17.7.22	Granted
OL24122	1 Farm Road	Clydebank	G81 6HH	Beer Garden	24.6.22	7.7.22	Granted
OL24222	Moss O' Balloch	Balloch	G83 8LQ	Highland Games	16.7.22	16.7.22	Granted
OL2423	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	19.3.23	19.3.23	Granted
OL24322	Levengrove Park	Dumbarton	G82 4AF	Pipe Band Championship	30.7.22	30.7.22	Granted
OL24422	Thorntons	Balloch	G83 8QL	Beer Garden	1.7.22	14.7.22	Granted
OL24522	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	16.7.22	16.7.22	Granted
OL24622	Bankend Halls	Dumbarton	G82 2RB	Fundraising Dance	30.7.22	30.7.22	Granted
OL24722	Thorntons	Balloch	G83 8QL	Beer Garden	15.7.22	29.7.22	Granted
OL24822	Vale of Leven Golf Club	Alexandria	G83 9ET	Beer Garden	30.6.22	13.7.22	Granted
OL24922	Glenhead Social Club	Clydebank	G81 6HH	Beer Garden	15.7.22	28.7.22	Granted
OL25022	Glenhead Social Club	Clydebank	G81 6HH	Beer Garden	29.7.22	11.8.22	Granted
OL25122	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	21.8.22	21.8.22	Granted
OL25222	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	18.8.22	18.8.22	Granted
OL2523	Whisky Shop	Balloch	G83 8QL	Whisky Shop	10.3.23	23.3.23	Granted
OL25322	Duntocher village hall	Clydebank	G81 6JF	18th Birthday Party	29.7.22	29.7.22	Granted
OL25422	Duntocher village hall	Clydebank	G81 6JF	Christening	31.7.22	31.7.22	Granted
OL25522	Loch Lomond Shores	Balloch	G83 8QL	Market (OFF SALES ONLY)	7.8.22	7.8.22	Granted
OL25622	Vale of Leven Golf Club	Alexandria	G83 9ET	Beer Garden	15.7.22	15.7.22	WITHDRAWN
OL25722	Thorntons	Balloch	G83 8QL	Beer Garden	29.7.22	11.8.22	Granted
OL25822	Lomond Shores Market	Balloch	G83 8QL	Market (OFF SALES ONLY)	4.9.22	4.9.22	Granted
OL25922	Lomond Shores Market	Balloch	G83 8QL	Market (OFF SALES ONLY)	18.9.22	18.9.22	Granted

OL26022	Whisky Shop	balloch	G83 8QL	Off Sales	26.8.22	8.9.22	Granted
OL26122	Whisky Shop	balloch	G83 8QL	Off Sales	9.9.22	22.9.22	Granted
OL26222	Whisky Shop	balloch	G83 8QL	Off Sales	23.9.22	6.10.22	Granted
OL2623	Whisky Shop	Balloch	G83 8QL	Whisky Shop	24.3.23	6.4.23	Granted
OL26322	Thorntons	Balloch	G83 8QL	Outdoor Café	12.8.22	25.8.22	Granted
OL26422	Lomond Shores Market	Balloch	G83 8QL	Market (OFF SALES ONLY)	7.8.22	7.8.22	Granted
OL26522	Lomond Shores Market	Balloch	G83 8QL	Market (OFF SALES ONLY)	21.8.22	21.8.22	Granted
OL26622	Clydebank Golf Club	Clydebank	G81 5QY	Beer Garden (9th Hole)	20.8.22	20.8.22	Granted
OL26622	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	6.9.22	19.9.22	Granted
OL26722	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	20.9.22	3.10.22	Granted
OL26822	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	4.10.22	17.10.22	Granted
OL26922	Horse & Barge	Clydebank	G81 4BB	Outdoor Beer Garden	18.10.22	31.10.22	Granted
OL27022	Lomond Shores Market	Balloch	G83 8QL	Food & Drink Festival - On & Off Sales	3.9.22	4.9.22	Granted
OL27122	Clydebank Golf Club	Clydebank	G81 5QY	Members & Guests Golf Day - On & Off	20.8.22	20.8.22	Granted
OL27222	Duntocher Village Hall	Clydebank	G81 6JF	19th Birthday Party	27.8.22	27.8.22	Granted
OL2723	Whisky Shop	Balloch	G83 8QL	Whisky Shop	7.4.23	20.4.23	Granted
OL27322	Duntocher Village Hall	Clydebank	G81 6JF	Fundraiser	2.9.22	2.9.22	Granted
OL27422	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	3.9.22	3.9.22	Granted
OL27522	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	2.9.22	3.9.22	Granted
OL27622	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	8.9.22	8.9.22	Granted
OL27722	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	9.9.22	9.9.22	Granted
OL27822	Lomond Shores Market	Balloch	G83 8QL	Food and Drink Festival (ON-Sales)	3.9.22	4.9.22	Granted

OL27922	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	12.8.22	12.8.22	Granted
OL28022	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	25.8.22	25.8.22	Granted
OL28122	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	28.8.22	28.8.22	Granted
OL28222	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	4.9.22	4.9.22	Granted
OL2823	Whisky Shop	Balloch	G83 8QL	Whisky Shop	21.4.23	4.5.23	Granted
OL28322	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	10.9.22	10.9.22	Granted
OL28422	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	16.9.22	16.9.22	Granted
OL28522	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	1.10.22	1.10.22	Granted
OL28622	THE PAVILION AT BOTURICH CASTLE	Alexandria	G83 8LX	Wedding	15.10.22	15.10.22	Granted
OL28722	Loch Lomond Shores	Balloch	G83 8QL	Food and drink Festival (OFF - Sales)	3.9.22	4.9.22	Granted
OL28822	Dumbarton Golf Club	Dumbarton	G82 2BQ	Charity Event	28.8.22	28.8.22	Granted
OL28922	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	4.9.22	4.9.22	Granted

OL29022	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	18.9.22	18.9.22	Granted
OL29122	Golden Friendship Club	Clydebank	G81 4AU	Fundraising	18.9.22	19.9.22	Granted
OL29222	Car Park Adjacent to Pawn Lounge		G83 0DL	Pride Event	28.8.22	28.8.22	Granted
OL2923	Glenhead Social Club	Clydebank	G81 6HH	Members & Guests Party	4.3.23	5.3.23	Granted
OL29322	Bankend Halls	Dumbarton	G82 2RB	Dance	17.9.22	17.9.22	Granted
OL29422	Golden Friendship Club	Clydebank	G81 4AU	Charity Fundraiser	27.8.22	27.8.22	Withdrawn
OL29522	Old Kilpatrick Bowling Club	Old Kilpatrick	G60 5LX	30th Birthday	22.10.22	23.10.22	Granted
OL29622	Bankend Halls	Dumbarton	G82 2RB	Singer	15.10.22	15.10.22	Granted
OL29722	Vale of Leven Golf Club	Alexandria	G83 9ET	Beer Garden	26.8.22	8.9.22	Granted
OL29822	Loch Lomond Shores	Balloch	G83 8QL	Food & Drink Festival - Off Sales	2.9.22	5.9.22	Granted
OL29922	Thorntons	Balloch	G83 8QL	Beer Garden	2.9.22	15.9.22	Granted
OL30022	Vale of Leven Golf Club	Alexandria	G83 9ET	Funeral	22.8.22	22.8.22	Granted
OL30122	Vale of Leven Golf Club	Alexandria	G83 9ET	Funeral	25.8.22	25.8.22	Granted
OL30222	Vale of Leven Golf Club	Alexandria	G83 9ET	Gender Reveal Party	27.8.22	27.8.22	Granted
OL3023	Bankend Halls	Dumbarton	G82 2RB	Social Evening	25.3.23	25.3.23	Granted
OL30322	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	30.8.22	12.9.22	Granted
OL30422	Whisky Shop	balloch	G83 8QL	Off Sales	7.10.22	20.10.22	Granted
OL30522	Whisky Shop	balloch	G83 8QL	Off Sales	21.10.22	3.11.22	Granted
OL30622	Whisky Shop	balloch	G83 8QL	Off Sales	4.11.22	17.11.22	Granted

OL30722	Loch Lomond Shores		G83 8QL	Off Sales	2.10.22	2.10.22	Granted
OL30822	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	15.10.22	15.10.22	Granted
OL30922	Clydebank Town Hall	Clydebank	G81 1UB	CMS Junior Theatre Show	23.10.22	29.10.22	Granted
OL31022	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	2.10.22	2.10.22	Granted
OL31122	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market (Off Sales Only)	16.10.22	16.10.22	Granted
OL31222	Awestruck Academy	Clydebank	G81 1EA	Wedding Anniversary Celebration	1.10.22	1.10.22	Granted
OL3123	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	15.3.23	18.3.23	Granted
OL31322	Awestruck Academy	Clydebank	G81 1EA	Gender Reveal Party	2.10.22	2.10.22	Granted
OL31422	Glenhead Social Club	Clydebank	G81 6HH	Beer Garden	22.9.22	5.10.22	Granted
OL31522	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	15.9.22	28.9.22	Granted
OL31622	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	29.9.22	12.10.22	Granted
OL31722	Duntocher village hall	Clydebank	G81 6DF	CMS Fundraiser	8.10.22	8.10.22	Granted
OL31822	Duntocher village hall	Clydebank	G81 6DF	Christening	9.10.22	9.10.22	Granted
OL31922	Duntocher village hall	Clydebank	G81 6DF	Engagement Party	22.10.22	22.10.22	Granted
OL32022	Duntocher village hall	Clydebank	G81 6DF	Halloween Party	29.10.22	29.10.22	Granted
OL32122	Dumbarton Bowling Club	Dumbarton	G82 1AG	Christmas Party	16.12.22	16.12.22	Granted

OL32222	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	16.10.22	16.10.22	Granted
OL3223	Loch Lomond Shores	Balloch	G83 8QL	Food and Drink Festival (ON-Sales)	1.4.23	2.4.23	Granted
OL32322	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	3.12.22	4.12.22	Granted
OL32422	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	20.11.22	20.11.22	Granted
OL32522	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	6.11.22	6.11.22	Granted
OL32622	Clydebank Town Hall	Clydebank	G81 1UB	Provost Civic Awards	7.10.22	7.10.22	Granted
OL32722	Clydebank Town Hall	Clydebank	G81 1UB	High School Musical	26.10.22	29.10.22	Granted
OL32822	Old Kilpatrick Bowling Club	Old Kilpatrick	G60 5LX	Engagement Party	12.11.22	13.11.22	Granted
OL32922	Awestruck Academy	Clydebank	G81 1EA	Mascarade Ball	15.10.22	15.10.22	Granted
OL33022	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	13.10.22	26.10.22	Granted
OL33122	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	27.10.22	9.11.22	Granted
OL33222	Duntocher village hall	Clydebank	G81 6DF	Charity Fundraiser	28.10.22	28.10.22	Granted
OL3323	Loch Lomond Shores	Balloch	G83 8QL	Continental Market (On-Sales)	21.4.23	23.4.23	Granted
OL33322	Duntocher village hall	Clydebank	G81 6DF	Baptisim	6.11.22	6.11.22	Granted
OL33422	Duntocher village hall	Clydebank	G81 6DF	All Star's Comedy Show	12.11.22	12.11.22	Granted
OL33522	Duntocher village hall	Clydebank	G81 6DF	Baby Shower	26.11.22	26.11.22	Granted

OL33622	Duntocher village hall	Clydebank	G81 6DF	21st Birthday Party	11.11.22	11.11.22	Granted
OL33722	Old Kilpatrick Bowling Club	Old Kilpatrick	G60 5LX	21st Birthday Party	10.12.22	11.12.22	Granted
OL33822	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	7.11.22	20.11.22	Granted
OL33922	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	21.11.22	4.12.22	Granted
OL34022	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	5.12.22	18.12.22	Granted
OL34122	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	19.12.22	1.1.23	Granted
OL34222	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	2.1.23	15.1.23	Granted
OL3423	Loch Lomond Shores	Balloch	G83 8QL	Food and Drink Festival	1.4.23	2.4.23	Granted
OL34322	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	16.1.22	29.1.23	Granted
OL34422	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	30.1.23	12.2.23	Granted
OL34522	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	13.2.23	26.2.23	Granted
OL34622	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	27.2.23	12.3.23	Granted
OL34722	Sixty Ate Bar & Kitchen	Clydebank	G81 1UG	Outdoor Beer Garden	13.3.23	26.3.23	Granted
OL34822	Bankend Halls	Dumbarton	G82 2RB	Christmas Party	2.12.22	2.12.22	Granted
OL34922	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	18.12.22	18.12.22	Granted
OL35022	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	4.12.22	4.12.22	Granted
OL35122	Awestruck Academy	Clydebank	G81 1EA	Family Celebration Night	5.11.22	5.11.22	Granted

OL35222	Golden Friendship Club	Clydebank	G81 4AU	Fundraising Country Night	4.11.22	5.11.22	Granted
OL3523	Duntocher Village Hall	Clydebank	G81 6JF	Beatson Fundraiser	1.4.23	1.4.23	Granted
OL35322	Cameron House Hotel	Alexandria	G83 8QZ	Festive Market	26.11.22	27.11.22	Granted
OL35422	Clydebank Town Hall	clydebank	G81 1UB	Christmas Fair	3.12.22	3.12.22	Granted
OL35522	Cameron House Hotel	Alexandria	G83 8QZ	Festive Market	26.11.22	27.11.22	Granted
OL35622	Clydebank Town Hall	clydebank	G81 1UB	Wedding	10.11.22	10.11.22	Granted
OL35722	Golden Friendship Club	Clydebank	G81 4AU	Christmas Party	9.12.22	10.12.22	Granted
OL35822	Whisky Shop	balloch	G83 8QL	Off Sales	18.11.22	1.12.22	Granted
OL35922	Whisky Shop	balloch	G83 8QL	Off Sales	2.12.22	15.12.22	Granted
OL36022	Whisky Shop	balloch	G83 8QL	Off Sales	16.12.22	29.12.22	Granted
OL36122	Clydebank Town Hall	Clydebank	G81 1UB	Mummers Theatre Group	16.11.22	19.11.22	Granted
OL36222	Clydebank Town Hall	Clydebank	G81 1UB	Psychic Night	22.11.22	22.11.22	Granted
OL3623	Duntocher Village Hall	Clydebank	G81 6JF	30th Birthday	25.3.23	25.3.23	Granted
OL36322	Whisky Shop	balloch	G83 8QL	Off Sales	30.12.22	12.1.23	Granted
OL36422	Duntocher Village Hall	Clydebank	G81 6DF	Free Chippy Night	25.11.22	25.11.22	Granted
OL36522	Duntocher Village Hall	Clydebank	G81 6DF	Christmas Party Night	16.12.22	16.12.22	Granted
OL36622	Duntocher Village Hall	Clydebank	G81 6DF	Musical Fundraiser	8.12.22	8.12.22	Granted
OL36722	Duntocher Village Hall	Clydebank	G81 6DF	Christmas Fundraiser	18.12.22	18.12.22	Granted
OL36822	Loch Lomond Shores	Balloch	G83 8QL	Festive Market	3.12.22	4.12.22	Granted
OL36922	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	12.11.22	25.11.22	Granted

OL37022	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	26.11.22	9.12.22	Granted
OL37122	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	10.12.22	23.12.22	Granted
OL37222	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	24.12.22	5.1.23	Granted
OL3723	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	2.4.23	2.4.23	Granted
OL37322	Clydebank Town Hall	Clydebank	G81 1UB	Christmas Fair	3.12.22	3.12.22	Granted
OL37422	The Pavilion at Boturich Castle	Alexandria	G83 8LX	Wedding	11.11.22	12.11.22	Granted
OL37522	The Pavilion at Boturich Castle	Alexandria	G83 8LX	Wedding	10.12.22	10.12.22	Granted
OL37622	The Pavilion at Boturich Castle	Alexandria	G83 8LX	Wedding	28.12.22	28.12.22	Granted
OL37722	Bankend Halls	Dumbarton	G82 2RB	Dance	18.2.23	18.2.23	Granted
OL37822	Whisky Shop	Balloch	G83 8QL	Whisky Shop	24.11.22	24.11.22	Granted
OL37922	Whisky Shop	Balloch	G83 8QL	Whisky Shop	8.12.22	8.12.22	Granted
OL38022	Loch Lomond Shores	Balloch	G83 8QL	Late Christmas Market	24.11.22	24.11.22	Granted
OL38122	Loch Lomond Shores	Balloch	G83 8QL	Christmas Market	3.12.22	4.12.22	Granted
OL38222	Island Slice	Dumbarton	G82 4BW	Distillery Tour	17.12.22	17.12.22	Granted
OL3823	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	1.4.23	2.4.23	Granted
OL38322	Loch Lomond Shores	Balloch	G83 8QL	Christmas Market	3.12.22	4.12.22	Granted
OL38422	Clydebank Town Hall	Clydebank	G81 1UB	Limitless Dance Show	7.12.22	7.12.22	Granted
OL38522	Clydebank Town Hall	Clydebank	G81 1UB	Christmas Panto	15.12.22	16.12.22	Granted
OL38622	St Martin's Church Hall	Renton	G82 4PZ	Family Christmas Party	17.12.22	17.12.22	Granted
OL38722	Awestruck Academy	Clydebank	G81 1EA	Dynamite Gymnastics Club	17.12.22	17.12.22	Granted

OL38822	Duntocher Village Hall	Clydebank	G81 6DF	Christening	21.1.23	21.1.23	Granted
OL38922	Duntocher Village Hall	Clydebank	G81 6DF	21st Birthday Party	20.1.23	20.1.23	Granted
OL39022	Dumbarton Golf Club	Dumbarton	G82 2BQ	Hogmany Party	31.12.22	1.1.23	Granted
OL39122	Whisky Shop	Balloch	G83 8QL	Whisky Shop	24.2.23	9.3.23	Granted
OL39222	Whisky Shop	Balloch	G83 8QL	Whisky Shop	10.2.22	23.2.23	Granted
OL3923	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	1.4.23	2.4.23	Granted
OL3923	Awestruck Academy	Clydebank	G81 1EA	21st Birthday Party	12.3.23	12.3.23	Granted
OL39322	Whisky Shop	Balloch	G83 8QL	Whisky Shop	27.1.23	9.2.23	Granted
OL39422	Whisky Shop	Balloch	G83 8QL	Whisky Shop	13.1.23	26.1.23	Granted
OL39522	St Martin's Church Hall	Renton	G82 4PZ	Reunion	2.1.23	2.1.23	Granted
OL4023	Awestruck Academy	Clydebank	G81 1EA	21st Birthday Party	18.3.23	18.3.23	Granted
OL4123	Loch Lomond Shores	Balloch	G83 8QL	Springfest	1.4.23	2.4.23	Granted
OL4223	Loch Lomond Shores	Balloch	G83 8QL	Springfest	1.4.23	2.4.23	Granted
OL4323	Loch Lomond Shores	Balloch	G83 8QL	Springfest	1.4.23	2.4.23	Granted
OL4423	Duntocher Village Hall	Clydebank	G81 6JF	Family Party	18.3.23	18.3.23	Granted
OL4523	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	22.4.23	23.4.23	Granted
OL4623	Boturich Castle	Balloch	G83 8LX	Wedding	31.3.23	31.3.23	Granted
OL4723	Golden Friendship Club	Clydebank	G81 4AU	Fundraiser	30.4.23	1.5.23	Granted
OL4823	Boturich Castle	Balloch	G83 8LX	Wedding	8.4.23	9.4.23	Granted
OL4923	Old Kilpatrick Bowling Club	Old Kilpatrick	G60 5LX	Engagement Party	22.4.23	23.4.23	Granted
OL5023	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	16.4.23	16.4.23	Granted
OL5123	Moss O Balloch	Balloch	G83 8LQ	Kiltwalk	30.4.23	30.4.23	Granted

OL5223	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	1.4.23	1.4.23	Granted
OL5323	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	6.5.23	6.5.23	Granted
OL5423	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	12.5.23	13.5.23	Granted
OL5523	Clydebank Town Hall	Clydebank	G81 1UB	Wedding Reception	20.5.23	20.5.23	Granted
OL5623	Clydebank Town Hall	Clydebank	G81 1UB	Dance Show	23.5.23	24.5.23	Granted
OL5723	Loch Lomond Shores	Balloch	G83 8QL	Springfest	1.4.23	2.4.23	Granted
OL5823	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	25.3.23	7.4.23	Granted
OL5923	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	8.4.23	21.4.23	Granted
OL6023	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	22.4.23	5.5.23	Granted
OL6123	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	6.5.23	19.5.23	Granted
OL6223	Sweeney's Boatyard	Balloch	G83 8SS	Café/Bar/Beer Garden	20.5.23	2.6.23	Granted
OL6323	Bankend Halls	Dumbarton	G82 2RB	Fundraising Dance	27.5.23	27.5.23	Granted
OL6423	St Martin's Church Hall	Renton	G82 4PZ	Football Presenstation	27.5.23	27.5.23	Granted
OL6523	Denny Civic Theatre	Dumbarton	G82 1NI	Amatuer Production	16.5.23	21.5.23	Granted
OL6623	Duntocher Village Hall	Clydebank	G81 6JF	First Holy Communion	13.5.23	13.5.23	Granted
OL6723	Duntocher Village Hall	Clydebank	G81 6JF	First Holy Communion	20.5.23	20.5.23	Granted
OL6823	Duntocher Village Hall	Clydebank	G81 6JF	Football Club Presentation	27.5.23	27.5.23	Granted
OL6923	Duntocher Village Hall	Clydebank	G81 6JF	Christening	28.5.23	28.5.23	Granted
OL7023	Bankend Halls	Dumbarton	G82 2RB	Dance	17.6.23	17.6.23	Granted

OL7123	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	7.5.23	7.5.23	Granted
OL7223	Loch Lomond Shores	Balloch	G83 8QL	Farmers Market	21.5.23	21.5.23	Granted
OL7323	Dumbarton Bowling Club	Dumbarton	G82 1AG	First Holy Communion	13.5.23	13.5.23	Granted
OL7423	Duntocher Village Hall	Clydebank	G81 6JF	Fundraising Night	22.4.23	22.4.23	Granted

Appendix 4: details of minor variations

Type of Application	Ref No	Name of Premises	Address 1	Address 4	Post Code	Status
Change of DPM	0293	Iceland Food Limited	Unit 6	Clydebank	G81 2XA	Granted
Change of DPM	0067	Asda	31 Britannia Way	Clydebank	G81 2RD	Granted
Change of DPM	0048	Lennox Bar	139 High Street	Dumbarton	G82 1LE	Granted
Change of DPM	0154	Dumbarton Harp Social Club	141-143 High Street	Dumbarton	G82 1LE	Granted
Change of DPM	0124	Counting House	17 High Street	Dumbarton	G82 1LS	Granted
Change of DPM	0059	Cleddans	387 Kilbowie Road	Clydebank	G81 2TU	Granted
Change of DPM	0116	Aldi	5 Kilbowie Retail Park	Clydebank	G81 2QB	Granted
Change of DPM	0138	Scotmid	2 Freeland's Place	Old Kilpatrick	G60 5ED	Granted
Change of DPM	0114	Diva	7 Stewart Street	Clydebank	G81 4AD	Granted
Change of DPM	0023	BP M & S Simply Food Ltd	Milton Service Station	Dumbarton	G82 2TD	Granted
Change of DPM	0072	The Park Bar	421 Dumbarton Road	Clydebank	G81 4DU	Granted
Change of DPM	0031	McKenzie's Bar	41/43 Main Street	Alexandria	G83 0DY	Granted
Change of DPM	0157	Waterside Inn	1A Riverside Lane	Dumbarton	G82 1LB	Granted
Change of DPM	0193	Iceland Food Limited	35/37 Sylvania Way South	Clydebank	G81 1EA	Granted
Change of DPM	0006	McColls	106 High Street	Dumbarton	G82 1PQ	Granted
Change of DPM	0021	Waverley Bar	Westbridgend	Dumbarton	G82 4AB	Granted
Change of DPM	0174	Iceland Food Limited	66 Bank Street	Alexandria	G83 0NH	Granted
Change of DPM	0038	The Goldenhill Bar	1 Victoria Place	Clydebank	G81 6AX	Granted
Change of DPM	0059	Cleddans	387 Kilbowie Road	Clydebank	G81 2TU	Granted
Layout Plan	0174	Iceland Food Limited	66 Bank Street	Alexandria	G83 0NH	Granted
Change of DPM	0215	Home Bargains	Unit 13-15 Carinthia Way	Clydebank	G81 2RR	Granted
Change of DPM	0072	The Park Bar	421-423 Dumbarton Road	Clydebank	G81 4DU	Granted
Change of DPM	0140	Nisa Local	232/234 Dumbarton Road	Old Kilpatrick	G60 5LJ	Granted

Change of DPM	0016	Asda	St James Retail Park	Dumbarton	G82 1RD	Granted
Change of DPM	0300	Lidl Store	Castle Street	Dumbarton	G82 1QY	Granted
Change of DPM	0049	Glen Lusst	67 Dumbarton Road	Glasgow	G60 5DA	Granted
Change of DPM	0052	McColls	Lomond Drive	Dumbarton	G82 3AS	Granted
Change of DPM	0173	Sixty Ate Bar & Kitchen	68 Dumbarton Road	Clydebank	G81 1UG	Granted
Change of DPM	0018	Stag's Head	116 Glasgow Road	Dumbarton	G82 1JN	Granted
Change of DPM	0037	The Titan	1710 Great Western Road	Clydebank	G81 2XT	Granted
Change of DPM	0200	Fentons	174 Main Street	Alexandria	G83 8PN	Granted
Change of DPM	0262	The Liquor Shed	104 High Street	Dumbarton	G82 1PQ	Granted
Layout Plan	0184	137-139 Hawthorn Street	137-139 Hawthorn Street	Clydebank	G81 3NH	Granted
Change of DPM	0207	Cameron House Hotel	Loch Lomond	Loch Lomond	G83 8QZ	Granted
Change of DPM	0157	The Boatyard Bar & Grill	1A Riverside Lane	Dumbarton	G82 1LB	Granted
Change of DPM	0293	Iceland Food Limited	Unit 6 Clydebank Retail Park	Clydebank	G81 2XA	Granted

Appendix 5: Extended hours

Ref No	Name of Premises	Address 1	Address 2	Post Code	Details of Event	From	To	Times applied for
OE0122	Glenhead Social Club	1 Farm Road	Clydebank	G81 6HH	Scottish Amateur Cup Final	20-Apr-22	21-Apr-22	12midnight to 1am
OE0222	Village Tavern	259 Dumbarton Road	Clydebank	G81 6DP	Communion	15-May-22	16-May-22	12 midnight till 12.30am
OE0322	Village Tavern	259 Dumbarton Road	Clydebank	G81 6DP	Communion	29-May-22	30-May-22	12 midnight till 12.30am
OE0422	The Shipyard Bar	1-3 Chalmers street	Clydebank	G81 1RT	Old Firm Game	01-May-22	01-May-22	11am till 12:30pm
OE0522	Lodge Barns o' Clyde 1018	112 Second Avenue	Clydebank	G81 2SW	Summer Meeting	29-Jul-22	29-Jul-22	11am till 12:30pm
OE0622	The Laughing Fox	119 Bridge Street	Alexandria	G83 0TA	Halloween Party	29-Oct-22	30-Oct-22	1am to 2am
OE0722	Atlantis	246-262 Kilbowie Road	Clydebank	G81 2JG	Festive Extension	31-Dec-22	01-Jan-23	11am to 3am
OE0822	Macintosh Bar	2/4 Swindon Street	Clydebank	G81 4HR	Festive Extension	09-Dec-22	03-Jan-23	Various
OE0922	McKenzies Bar	41-43 Main Street	Alexandria	G83 ODY	Festive Extension	02-Jan-23	03-Jan-23	11am to 1am
OE1022	McKenzies Bar	41-43 Main Street	Alexandria	G83 ODY	Festive Extension	26-Dec-22	27-Dec-22	11am to 1am
OE1122	Argyle Bowling Club	Argyle Park	Alexandria	G83 0SE	Festive Extension	31-Dec-22	01-Jan-23	11am to 3am
OE1222	Lodge Barns o' Clyde 1018	112 Second Avenue	Clydebank	G81 2SW	Lodge Installation	08-Dec-22	09-Dec-22	11.30pm to 12.30am
OE1322	The Counting House	17/19 High Street	Dumbarton	G82 1NF	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE1422	Brock Bowling Club	Overburn Avenue	Dumbarton	G82 2BU	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE1522	Lomond Park Hotel	Balloch Road	Balloch	G83 9NJ	Festive Extension	08-Dec-22	03-Jan-23	1am to 4am
OE1622	Club Mango	70 Dumbarton Road	Clydebank	G81 1UG	Festive Extension	24-Dec-22	01-Jan-23	3am to 4am
OE1722	Lodge Cochno Social Club	Masonic Hall, Glasgow Road	Clydebank	G81 5PJ	Lodge Installation	23-Dec-22	24-Dec-22	1am to 2am
OE1822	Lodge Cochno Social Club	Masonic Hall, Glasgow Road	Clydebank	G81 5PJ	New Year Party	31-Dec-22	01-Jan-23	1am to 3am

OE1922	Clydebank Bowling Club	11 John Knox Street	Clydebank	G81 1NF	New Year Party	31-Dec-22	01-Jan-23	12 midnight till 2pm
OE2022	The Shipyard Bar	1-3 Chalmers street	Clydebank	G81 1RT	Festive Extension	16-Dec-22	31-Dec-22	Various
OE2122	St Patrick's Church Hall	10 Strathleven Place	Dumbarton	G82 1BA	Festive Extension	31-Dec-22	31-Dec-22	1am to 2am
OE2222	Singer Bowling Club	12 Boquhanran Road	Clydebank	G81 3BE	Festive Extension	31-Dec-22	31-Dec-22	1am to 2am
OE2322	Westhills	17 Glasgow Road	Clydebank	G81 5PJ	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE2422	Glenhead Social Club	1 Farm Road	Clydebank	G81 6HH	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE2522	Sixty Ate Bar & Kitchen	68 Dumbarton Road	Clydebank	G81 1UG	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE2622	Pawn Lounge	15 Overtoun Street	Alexandria	G83 0DL	Festive Extension	19-Dec-22	31-Dec-22	12am to 3pm
OE2722	Laughing Fox	119/123 Bridge Street	Alexandria	G83 0TA	Festive Extension	19-Dec-22	31-Dec-22	12am to 3pm
OE2822	Dumbarton Harp Social Club	141-143 High Street	Dumbarton	G82 5DY	Festive Extension	26-Dec-22	02-Jan-23	12am to 3pm
OE2922	Desire Nightclub	100 Balloch Road	Balloch	G83 8SS	Festive Extension	25-Dec-22	02-Jan-23	1am to 3am
OE3022	Eastfield Bowlin Club	127 Glasgow Road	Dumbarton	G82 1RQ	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE3122	Waverley Bar	30 West Bridgend	Dumbarton	G82 4AB	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE3222	The Ettrick Bar	159 Dumbarton Road	Old Kilpatrick	G60 5JQ	Festive Extension	24-Dec-22	31-Jan-22	Various
OE3322	Desire Nightclub	100 Balloch Road	Balloch	G83 8SS	Staff Christmas Party	09-Jan-23	10-Jan-23	1am to 2am
OE3422	The Balloch Hotel	1 Balloch Road	Balloch	G83 8SS	Festive Extensions	31-Dec-23	01-Jan-23	1am to 2am
OE3522	Dumbarton Kilwinning Lodge No 18	Church Street	Dumbarton	G82 1QQ	Festive Lodge Meeting	17-Dec-22	18-Dec-22	1am to 2am
OE3622	Chandlers	2 Kilbowie Road	Clydebank	G81 1TH	Festive Extension	18-Dec-22	02-Jan-23	Various
OE3722	Doghouse Bar	54 Balloch Road	Balloch	G83 8LE	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am
OE3822	The Park Bar	421-423 Dumbarton Road	Clydebank	G81 4DU	Festive Extension	31-Dec-22	01-Jan-23	1am to 3am

OE0123	Dumbarton Golf Club	Overburn Avenue 11 John Knox Street	Dumbarton	G82 2BQ	Special Event Party	14-Jan-23	15-Jan-23	12 midnight to 1am
OE0223	Clydebank Bowling Club Dumbarton Kilwinning Lodge No	Church Street	Clydebank	G81 1NF	Burns Supper	28-Jan-23	29-Jan-23	12 midnight to 1am
OE0323	18	Church Street	Dumbarton	G82 1QQ	Super Bowl Party	12-Feb-23	13-Feb-23	11pm to 3am
OE0423	The Laughing Fox	119 Bridge Street	Alexandria	G83 0TA	Easter Family Fun Day	09-Apr-23	10-Apr-23	12 midnight to 1am

LICENSING (SCOTLAND) ACT 2005 “the 2005 Act”

PREMISES LICENCE REVIEW APPLICATION – LSO Report.

PREMISES: 0084 Jenners Unit 7 Retail Crescent Lomond Shores Balloch G83 8QL

PREMISES LICENCE HOLDER: House of Fraser Ltd Unit A Brooke Park East Shirebrook NG20 8RY

Non-Payment of annual Fee 2021

The requirement to pay the annual fee is a mandatory condition of the premises licence. The Act requires that where a premises breaches a mandatory condition the Licensing Standards Officer must Issue a notice on the premises. Where the premises licence holder fails to comply with this notice then a premises licence review can be undertaken. The annual fee for WDLBPREM/0084 is £900.

The Licensing Board initially suspended this Premises Licence following the non-payment of the Annual Fee due by October 2021 on Tuesday 15 February 2022 and remains suspended as this report goes to print.

Non-Payment of Annual Fee 2022

At the time that this report was written, the Premises Licence Holder has failed to pay the annual fee due by 1 October 2022. A Section 14 notice was served on 17 December 2022. Following a failure to comply with this notice, a Premises Licence review application was made by the Licensing Standards Officer.

At its meeting on 7 March 2023, the Licensing Board considered the review application. Despite proper notification of this meeting, including visits by officers to the Premises, the Licence Holder was not in attendance at this meeting and the Board decided that the matter should be continued and re-considered at its meeting of 9 May 2023.

A letter was sent to the Premises Licence Holder via recorded deliver on 28 March 2023 and a copy of this letter was delivered to the premises by hand. This correspondence explained the importance of the Premises Licence Holder’s attendance at the subsequent meeting. Despite a copy of this also being sent to the Store Manager via email no contact from either the Licence Holder or the Store Manager has been forthcoming to date. Accordingly the Licence Holder has now been cited to attend the 9 May 2023 meeting of the Licensing Board.

This information is respectfully submitted to the Board for its consideration.

Summary of Outstanding Annual fees due:

2021 - £900

2022 - £900

Peter Clyde

Licensing Standards Officer

Date: 19 April 2023

Contact:

Peter Clyde, Licensing Standards Officer, Regulatory Services, Council Offices, 16 Church Street, Dumbarton. G81 1TG.

E-mail: peter.clyde@west-dunbarton.gov.uk

Our Ref: WDLBPREM/0084

Your Ref:

Date:

If telephoning please ask for: Peter Clyde - Direct Line (XXXX)

E-Mail Address: peter.clyde@west-dunbarton.gov.uk

The Clerk
West Dunbartonshire Licensing Board
c/o West Dunbartonshire Council
16 Church Street
Dumbarton
G82 1QL

Dear Sir,

**LICENSING (SCOTLAND) ACT 2005 (“the 2005 Act”): SECTION 36
PREMISES LICENCE REVIEW APPLICATION
PREMISES: 0084 Jenners
PREMISES LICENCE HOLDER: House of Fraser Ltd Unit A Brook Park East Shirebrook
NG20 8RY**

In terms of section 36 of the Licensing (Scotland) Act 2005 I, as a designated Licensing Standards Officer, hereby makes application to the Licensing Board for a review of the premises licence in respect of the premises known as Jenners Unit 7 Retail Crescent Lomond Shores Balloch G83 8QL.

I make this application in terms of Section 36(3)(a) that one or more of the conditions to which the premises licence is subject has been breached and that the notice issued pursuant to this breach has not been complied with; namely;

Para 10 of Schedule 3 to the 2005 Act – *Payment of Annual or Recurring Fees* – the licence holder has failed to pay the annual fee for 2022-2023

By way of background, this condition requires the holder of a premises licence (whether it be in effect or suspended) to make payment of an annual fee to the Licensing Board. For these particular premises the annual fee is £900.

In support of this application, the following information is provided for consideration.

The 2005 Act requires that the annual fee be paid to the Licensing Board before the 1 October each year.

The Licensing Board should be aware that this licence is currently not in force following a decision of the Licensing Board on 15 February 2022 to suspend the licence as a result of non-payment of the annual fee for period 2021 – 2022. Licensing records indicate that this fee also remains unpaid. For the avoidance of doubt no alcohol is being sold from these premises currently.

In relation to the annual fee for 2022-2023, the Premises Licence holder was notified of the need to pay the annual fee by letter on the 14 August 2022. On 14 October 2022 a reminder letter was sent to both the Premises Licence Holder and also to the premises marked for the attention of the Designated Premises Manager (DPM). This letter detailed that the annual fee had not been paid by the due date and encouraged the Licence Holder/DPM to make contact with the Licensing Team to rectify this matter. No contact was forthcoming.

Given that the annual fee for 2022-2023 had not been paid, and that no contact had been made with the Licensing Office, a compliance notice was issued on 17 December 2022 under Section 14 of the Licensing Act. This notice was sent to the registered office of the licence holder and copied to the premises. The notice specified that the annual fee should be paid not later than the 13 January 2023.

This notice has not been complied with.

Section 14 of the Licensing Act states that if a compliance notice is not complied with, the Officer should make a premises licence review application in respect of the licence. This is the basis for the application to review this licence.

I therefore request that the Licensing Board consider the aforementioned grounds for review and take such steps as it consider necessary or appropriate for the purposes of the Licensing Objectives under the terms of Section 39(2) of the Act.

Yours faithfully,

A handwritten signature in black ink, consisting of several loops and a trailing flourish, positioned below the text 'Yours faithfully,'.

Peter Clyde
Licensing Standards Officer

**LICENSING (SCOTLAND) ACT 2005
COMPLIANCE NOTICE UNDER SECTION 14**

Notice is hereby given in terms of Section 14 (2) (a)(i) of the above Act and is issued by Peter Clyde, being an Officer authorised by the Licensing Authority.

This notice requires action to be taken by the Licence Holder to remedy the breaches of the licensing conditions outlined below. Failure to do so to the satisfaction of the Licensing Standards Officer will result in an application to the Licensing Board for a review of the Premises Licence.

Premises Licence Holder & Licence No:	WDLBPREM/0084
Premises Subject to Notice:	Jenners Unit 7
Date & Time Issued:	14 December 2022
Premises Manager Details:	Angela Gow
Details to Whom Issued:	Licence Holder and Premises Manager (copy)
COMPLIANCE FAILURE	
<i>Licensing Standards Officer should state failure and cite supporting condition of the Act or relevant local licensing condition(s)</i>	
Breach of a mandatory condition, namely paragraph 10 of Schedule 3 to the 2005 Act, i.e. payment of annual or recurring fees.	
The annual fee for the Premises Licence has not been paid prior to the 1 October 2022. A reminder letter was sent on the 14 October however according to our records this Fee remains unpaid.	
Payment of £900 requires to be made prior to 13 January 2023 .	
You, as the holder of this Premises Licences, must comply with the conditions attached to the Licence. Failure to make this payment in full before this date and therefore, complying with the terms of this notice will result in an application for the review of the Premises Licence.	
REQUIREMENT TO COMPLY	
With Immediate Effect:	N/A
(or) Comply By:	13 January 2023
Licensing Standards Officer & Contact Details	
Peter Clyde licensing@west-dunbarton.gov.uk	