

**Falkirk Council Licensing Board**

**Subject:** Licensing (Scotland) Act 2005  
Statutory Functions Report 2018/19  
**Meeting:** Licensing Board  
**Date:** 11 June 2019  
**Author:** Consumer Protection Manager

**1. Purpose of Report**

- This purpose of this report is to seek approval of the Statutory Annual Functions Report 2018/19.

**2. Recommendations**

**Members are requested to:-**

- (1) note the contents of the report; and**
- (2) approve the Statutory Functions Report 2018/19.**

**3. Background**

3.1 Members will be aware of the change to the Licensing (Scotland) Act 2005 introduced by the Air Weapons and Licensing Act 2015 requiring Licensing Boards to prepare and publish an annual functions report by no later than 3 months after the end of each financial year. The report must:

- state how, in the exercise of their functions under the Act during the financial year, the Board has had regard to the licensing objectives and their licensing policy statement, including any supplementary policy statement and the Board's overprovision statement, and
- summarise the decisions made by or on behalf of the Board during the financial year and state the number of licences held under the Act in the Board's area, including the number of occasional licences issued during the year.

3.2 The Board may include any other such information in the report about the exercise of their functions under the Act as it considers appropriate. Although Scottish Ministers may make regulations detailing the form and content of the report and its publication, they have not done so.

3.3 Members approved the first functions report in relation to the financial year 2017/18 at the meeting of the Board on 26 June 2018 and it was published by the end of June 2018 as required.

- 3.4 The functions report for the financial year 2018/19 is attached as Appendix 1. This must be published by the end of June 2019.

## **4. Implications**

### **Financial and Resources**

- 4.1 The main implication is in relation to staffing resources required to prepare the Functions Report.

### **Legal**

- 4.2 The Board has a statutory duty to publish a Functions Report within 3 months of the end of the relevant financial year.

### **Risk**

- 4.3 Failure to publish a Functions Report within 3 months of the end of the relevant financial year will be statutory failure and may lead to reputational damage to the Licensing Board.

### **Equalities**

- 4.4 The Board's continued commitment to equalities issues is demonstrated in the strategy and reports that have been published since 2013.

### **Sustainability/ Environmental Impact**

- 4.5 None.

## **5. Conclusion**

- 5.1 It is concluded that the information contained in the Functions Report meets the statutory requirement.

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Consumer Protection Manager  
Date: 3 June 2019

Contact Officer: Alison Barr, Consumer Protection Manager (telephone 501265)

## Appendices

Appendix 1 – Statutory Functions Report 2018/19.

### LIST OF BACKGROUND PAPERS

Nil

# **Falkirk Council Licensing Board**

## **Functions Report**

**2018 / 19**

Clerk to the Licensing Board  
Municipal Buildings  
West Bridge Street  
Falkirk  
FK1 5RS

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## **Appendices**

Appendix 1 – Liquor Licensing Statistics 1 April 2018 to 31 March 2019

Appendix 2 – Draft Minute of the joint meeting of the Board and the Forum 2 May 2019.

## **1. Introduction – Falkirk Council Licensing Board**

- 1.1 Falkirk Council Licensing Board ("the Board") is the licensing authority for the local government area of Falkirk for the purposes of the Act.
- 1.2 The current Board is made up of 10 members, all of whom are elected members of Falkirk Council. While the Board is made up of members elected to Falkirk Council, it is independent of the Council, being a separate legal entity with its own constitution and statutory procedures.
- 1.3 A list of members currently sitting on the Board is available on the Council's website at:

<http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/committees/committee.aspx?committee=132>

- 1.4 Falkirk is situated right at the centre of Scotland and has a growing population of over 154,000, with just under 60,000 people working in the area. The population is expected to grow yet further to over 168,000 by 2035 making it one of the fastest growing areas in Scotland. The principal town of Falkirk is centrally located and provides the main shopping, service and employment. Separated by a narrow green belt are the urban areas of Larbert/Stenhousemuir, Polmont and Grangemouth. The former two are largely residential in character, while Grangemouth is home to the largest petrochemical complex in Scotland, as well as a major port on the River Forth. In the western reaches of the area lie the settlements of Denny/Dunipace, Bonnybridge and Banknock, while to the east, overlooking the Forth, sits the town of Bo'ness. There are 18 smaller villages scattered across the rural parts of the area. The area has seen a growth in tourism in recent years with visitors' attractions such as the iconic Kelpies, Helix Park and the Falkirk Wheel.
- 1.5 The Licensing (Scotland) Act 2005 as amended ("the Act") makes provision for regulating the sale of alcohol and for regulating licensed premises and other premises on which alcohol is sold.
- 1.6 Under the Act, Licensing Boards are responsible for considering applications for:-
- premises licences
  - occasional licences
  - provisional licences
  - temporary licences
  - personal licences

- transfer of premises licences
- variation of premises licences
- extensions of licensing hours in respect of:
  - the sale of alcohol by retail; and
  - the supply of alcohol in members clubs

## **2. The Licensing Objectives**

2.1 The Act sets out the following five licensing objectives (“the licensing objectives”):

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

2.2 The licensing objectives provide a basis for the administration of the licensing regime. They also provide potential reasons for refusal of an application for the grant or variation of a premises licence or an occasional licence. Breach of the licensing objectives may provide grounds for reviewing a premises licence. Conditions attached to a premises licence or an occasional licence may be based on any one or more of the licensing objectives.

2.3 In exercising its functions under the Act, the Board are required to have regard to the licensing objectives as well as the statutory Section 142 guidance and their Statement of Licensing Policy.

## **3. Annual Functions Report**

3.1 Between 1 April 2018 and 31 March 2019, the Board met on 10 occasions to determine applications. Appendix 1 provides the statistics in relation to applications determined by both at Board meetings and under delegated powers. It also details the number and outcomes of reviews that were submitted.

3.2 Applications before the Board were dealt with in an open and transparent manner in accordance with licensing legislation and its statement of licensing policy.

3.3 Information and assistance is made available to persons wishing to apply for a licence, make representations or lodge objections or a review. Application forms are available to be downloaded from the Council’s website as well as guidance notes, legislation and statutory reports. In September 2018, the Licensing Office relocated to offices at the front of the Municipal Buildings in Falkirk. The office is open to the public Monday to Friday 9am to 12 noon. No appointment is necessary. Special provision can be made if these times are unsuitable.

- 3.4 For those attending a meeting of the Licensing Board, a helpful guide and “who’s who” is now available on the web site:

<http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/docs/licensing-board/Guide%20to%20attending%20a%20licensing%20board%20meeting.pdf?v=201901071346>

- 3.5 At their meetings, the Board attempted to make the process as informal as possible and consistent with the carrying out of the Board's quasi-judicial function. The Board always attempts to follow best practice in enforcement including adoption of standards, which, will in its actions, be proportionate, accountable, consistent, transparent and targeted.
- 3.5 Reports to the Board are written, as far as possible, in Plain English.
- 3.6 As narrated in the previous report, the Licensing Board set up a sub group in August 2017 to undertake a root and branch review of the current Statement of Licensing Policy. The sub group continued to work during 2018 with a supplementary policy on festive trading approved by the Board in June. The policy reduced the length of the festive period and introduced, for the first time, the Board granting a general extension of hours on specific days within that period. A key consideration for the introducing this was the licensing objective of protecting and improving public health.
- 3.7 The impact of the new policy was dramatic. The applicants that had previously applied for an additional hour every night of the festive period, as permitted by the previous policy, did not apply and the number of applications that were determined by the Board was reduced to 3. Details of these applications are in paragraph 4.8 of this report. As these were general extensions, there was no requirement for licenceholders to apply thus reducing the usual excessive workload on licensing staff in the run up to the festive period.
- 3.8 Police Scotland reported that there had only been 4 incidents over the festive period that could be attributed to licensed premises
- 3.9 The draft Statement of Licensing Policy received constructive feedback from both statutory and non-statutory consultees much of which was incorporated into the final version of the policy which was approved by the Board at it’s meeting in December 2018. Of particular note was the praise for the use of hyperlinks to policies and other web sites pertaining to alcohol.
- 3.10 The previous practice of carrying out site visits to premises is now a policy position for all new and provisional premises licence applications and those non-minor variations that are seeking changes to children and young person access or have objections. Site visits take place prior to the Board meeting at a date and time that is mutually convenient for the applicant the members.

- 3.11 In relation to occasional licences, and in order to drive up standards, the policy now requires the applicant to submit with their applications a form in which they must detail how the licensing objectives will be promoted at the event. The form is available on the Falkirk Council web site as is a list of sample additional conditions.
- 3.12 The Board is of the opinion that the use of close circuit television (CCTV) and, for off-sales, an electronic point of sale (EPOS) till are valuable in preventing crime and disorder and therefore, their new policy requires all new and provisional premises to have these in place.
- 3.13 In response to feedback from the Licensing Forum, sections on excluded premises and internet/remote sales were inserted in the new policy which can be downloaded from the website:

[http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/statement-policy/Statement%20of%20Licensing%20Policy%20\(December%202018\).pdf?v=201901101407](http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/statement-policy/Statement%20of%20Licensing%20Policy%20(December%202018).pdf?v=201901101407)

- 3.14 In September 2018, the process for the 10 year renewal of personal licences began. All licenceholders whose licence was due to expire on 31 August 2019 were notified in writing and a small number of renewals were received in the latter months of 2018. The flow of applications increased slightly over the first three months of 2019, however, the overall number of renewal applications lodged was low. This reflects the national picture.

#### **4. Decisions of the Board 2018/19**

- 4.1 The Board is required to determine applications for new and provisional premises licences and those variations that do not fall within the definition of “minor” variation. In addition, the Board determines applications for occasional licences, transfers, extended hours and personal licences to which objections or representations have been made and reviews of premises and personal licences.
- 4.2 Each application is determined on its own merits and the Board looks to its statement of licensing policy and the five licensing objectives to underpin their decision-making. Most objections and representations are submitted by Police Scotland and neighbouring properties/local residents. As reported in the 2017/18 Functions Report, only on one occasion since the commencement of the Act in September 2009 has the local Health Board such a submission. This position remains unchanged.
- 4.3 During the period 1 April 2018 to 31 March 2019, the Board determined applications for **21 non-minor variations, 4 new premises licences, 4 provisional premises licences, 1 occasional licence, 7 extended hours, 4 new personal licences** and **1 personal licence renewal**. All other applications were dealt with under delegated powers.
- 4.4 In relation to the applications for **new premises licences (including**



**provisional applications**) and **non-minor variations**, 1 objection and no representations were received from Police Scotland, 3 objections were received from local residents and 1 from a local community council. These were received in relation to 4 of the applications and were mainly based on concerns in relation to perceived noise nuisance, anti-social behavior, under-age drinking and the location of the premises. The Board visited all of the premises whose applications has been objected to. All applications were granted. The Board imposed the following condition on 3 of the premises licences to support the licensing objective of preventing public nuisance:

“The terminal hour for the outdoor drinking area is 22:00”

- 4.5 A further eight site visits were carried out by the Board during this period which is an increase of 6 from the previous period. 4 of the visits were to premises that were seeking changes to the access for children and young persons. The Board is mindful of the licensing objective of protecting children and young person from harm as illustrated in their new policy position relating to site visits. In addition, the Board actively seeks information from sources such as the Licensing Standards Officers and Police Scotland when assessing such matters.
- 4.6 As detailed in paragraph 4.3, the Board considered only 1 application for an **occasional licence** during this period. An objection had been received to the application. The application was granted with additional conditions imposed on the licence relating to the provision of food at the event, the minimization of noise nuisance and a requirement for stewarding for the duration of the event in order to address the concerns raised by the objector, who was a local resident, regarding public nuisance.
- 4.7 A Licensing Standards Officer contacts all those who submit an objection or representation to discuss their concerns. It continues to be the case that in many cases, there is a lack of understanding in relation to what was being applied for and that objections were being made based on an assumption of what might happen.
- 4.8 The Board determined 7 applications for **extended hours**;

Type of Premises	Type of Event	Reason	Decision
Hotel	Hogmanay Ball	Outwith festive policy	Granted
Hotel	Festive Functions	Outwith festive policy	Granted
Hotel	Wedding	Hours requested outwith policy	Granted
Pub/Restaurant/ live music venue	a. specialty act/performance	Outwith festive policy	a. Granted
	b. none		b. Refused

Nightclub	specialty act/performance	Hours requested outwith policy and objection from Police Scotland	Withdrawn by the applicant at the meeting
Nightclub	a. Mother's Day brunch  b. early kick off of football match	Objection from Police Scotland	a. Granted  b. Granted
Nightclub	specialty act/performance	Hours requested outwith policy and objection from Police Scotland	Refused.

- 4.9 This is a huge decrease in the number of this type of applications determined by the Board during 2017/18. Previously, 27 applications had been made, most of these being for during the festive period. The reduction is due to the change of policy in relation to festive trading approved by the Board in June 2018.
- 4.10 In the course of Board business, applications for **Personal Licences** are also heard where a notice of conviction(s) and a recommendation for refusal has been submitted by the Chief Constable. During this period, there were 2 such applications. The Chief Constable submitted objections on the grounds that the applicant had been convicted of relevant offence(s). One of the applications was granted by the Board but the other one was refused on the grounds that the Board considered that the applicant was not a fit and proper person to hold such a licence. All other applications were determined using delegated powers.
- 4.11 The Board also determined an application for the renewal of a personal licence where the Chief Constable had submitted a notice of conviction(s) and a recommendation for refusal. The applicant had failed to notify the Board of his conviction during the tenure of his licence as required by the Act. The Board granted the licence.

## 5. Licensing Board Training

- 5.1 As stated at the beginning of this report, during this period the Licensing Board comprises 10 members who were elected in the local elections in May 2017. 5 members has served previously on the Licensing Board, although 1 subsequently resigned and was replaced by a new member. As required by the Act, all members received training, provided by from Alcohol Focus Scotland, and passed the exam.
- 5.2 The Board recognises the need for continuous development of understanding and awareness of licensing law and practices, as well as wider issues. This is essential to making informed licensing decisions. With this in mind, Board members are asked

to undertake on-line training in relation to equality legislation and are regularly updated by officers and partners in relation to changes in legislation and other relevant matters. During this period, the members were invited to a training session on the updated Statement of Licensing Policy and a presentation was made to the Board by the Falkirk and Forth Valley Alcohol & Drug Partnerships in May 2018.

## **6. Licensing Forum**

- 6.1 The role of Licensing Forum is to keep under review the operation of the Licensing Act in the Falkirk area and to give advice and make recommendations to the Board in relation to those matters as the Forum considers appropriate. The Forum is the community's voice on alcohol licensing issues and the Board welcomes the views that all the members bring.
- 6.2 The composition of the Forum is statutory and whilst it has always attracted nominations from members of the trade and the public, there has been little interest shown by young persons and there has previously been no young person on the Forum. As reported previously, the Board was pleased to see that a member of the Scottish Youth Parliament is a member of the current Forum. Unfortunately, during 2018/19, the representative has not attended any of the meetings.
- 6.3 There are 18 members of the Forum which is an increase of 3 from the previous Forum.
- 6.4 Information on the role of the Forum is available to the public on the Falkirk website:

<http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/licensing-forum.aspx>

Information on the dates, times and venue of their meetings can be accessed via the above link. The Falkirk Licensing Forum meets quarterly and up to now has always been held at the council headquarters in Falkirk alternating meeting times between the afternoon and evening. Although discussions have taken place in relation to holding the meetings in venues across the area to raise the profile of the Forum, this has yet to be actioned.

- 6.5 There continues to be an issue with poor attendance at Forum meetings and 3 of the 5 meetings held during 2018/19 have been inquorate. This is due to competing demands on members' time and other commitments.
- 6.6 Although not a member of the Forum, the manager of the Licensing Team attends the meetings to advise the Forum of any emerging issues in the area, changes in legislation, consultations etc. Board members are also invited to attend.
- 6.7 The Act states that the Licensing Board and Licensing Forum must meet annually, although there is nothing stopping them from meeting more often. A copy of the draft minute of the meeting held on 2 May 2019 is appendix 2.

## **7. Reviews**

- 7.1 Any person may apply to the Licensing Board for a review of a premises licence.

Grounds for review are that one or more of the conditions on the licence have been breached or for any other ground relevant to the licensing objectives. Where an application for a review is submitted, a hearing must be held. The majority of such applications have previously been submitted by Police Scotland with other applications received from the Licensing Standards Officer, the Border Agency and local residents.

- 7.2 In the period 1st April 2018 to 31st March 2019 there were 3 premises licence reviews brought before the Board; 2 of which were for the same premises. Both reviews were submitted by the Chief Constable and related to incidents that took place within the premises over a period of time. The Board was satisfied, having heard submissions from all parties, that grounds for review were established and, on the first occasion, the Board agreed to issue a warning letter to the premises licenceholder and to vary the premises licence by amending the seasonal variation, removing outdoor drinking as an activity and adding a number of specific conditions. On the second occasion, 2 months later, the Board agreed to suspend the premises licence for a period of 6 weeks.
- 7.3 The third request for review was submitted by the Licensing Standards Officer and related to an independently operated on-sales premises and a breach of the mandatory condition to pay an annual retention fee. The Board were advised that the licenceholder was no longer the tenant of the property which hadn't traded for some time. The licenceholder was cited to the meeting but did not attend. Grounds for review were established and the Board agreed to revoke the premises licence.
- 7.4 In the same period there were 3 notifications of convictions in relation to personal licences; 2 were submitted by the licenceholder and one by the Chief Constable. One of the licenceholders surrendered his licence before the Board meeting. In relation to the other two, the Board took no further action and endorsed the other.
- 7.5 In addition to the above, the Board also considered a report of conduct inconsistent with the licensing objectives which was submitted by the Licensing Standards Officer. The circumstances narrated in the report related to the licenceholder, who was also the DPM, actively encouraging irresponsible consumption of alcohol. The Board endorsed the personal licence.

## **8. Conclusion**

- 8.1 As can be seen from the information in this report, this has been a busy and challenging year for the Board. Last year was a year of change with legislative changes coming into force, a number of new Board members, a new Convener and a new Clerk. This year, the Board members have worked well together making all decisions in a transparent and collegiate manner.

## Liquor Licensing Statistics for Period 01/04/2018 to 31/03/2019

<b>Premises Licence Statistics</b>	
<b>Premises Licences in Force on 31 March 2019</b>	<b>353</b>
(a) on license only	114
(b) off license only	145
(c) both	94
Applications received during 2018-19	
(a) on sale	2
(b) off sale	4
(c) both	1
Applications refused during 2018-19 under section 23	0
Applications granted during 2018-19 under section 23	6
Applications for review of premises licence during 2018-19 under S36 & S37 resulting in: <b>*see note below:-</b>	
(a) written warning	2
(b) variation	1
(c) suspension	1
(d) revocation	1
(e) no action	0
<b>Occasional Licence Statistics</b>	
<b>Number of Occasional Licences granted during 2018-19</b>	<b>588</b>
<b>Personal Licence Statistics</b>	
<b>Personal Licences in Force on 31 March 2019</b>	<b>1554</b>
Applications during 2018-19 under section 72:-	
(a) refused	1
(b) granted	149
Proceedings taken during 2018-19 under section 83 (notice of conviction) resulting in:-	
(a) endorsement	1
(b) suspension	0
(c) revocation	0
(d) no action	1
Proceedings taken during 2018-19 under section 84 (conduct inconsistent with licensing objectives) resulting in:-	
(a) endorsement	2
(b) suspension	0
(c) revocation	0
(d) no action	0
Proceedings during 2018-19 under section 86 (multiple endorsements) resulting in:-	
(a) endorsement	0
(b) suspension	0
(c) revocation	0
(d) no action	0
<b>Revocations of personal licences during 2018-19 under section 87(3) (failure to provide evidence of having undertaken refresher training)</b>	<b>89</b>
<b>Staff employed at 31 March 2019</b>	
Number (full-time equivalent) of licensing standards officers employed	2

\*1 of the premises licence reviews resulted in the Board taking 2 actions (variation and written warning)

## **Falkirk Council Licensing Board**

**Subject:** Licensing Board Annual Report for 2018  
**Meeting:** Joint Meeting between Falkirk Council Licensing Board and the Licensing Forum  
**Date:** 2 May 2019  
**Author:** Consumer Protection Manager

### **1. Background**

1.1 The purpose of this report is twofold:

- to provide an update on legislative changes, and
- to give an outline of the work carried out by the Licensing Board from 1 January to 31 December 2018 in relation to activity under the Licensing (Scotland) Act 2005.

The budgetary information in the report relates to the financial year 2017/18.

### **2. Legislation Update**

#### Immigration Act 2015

2.1 The right to work in the UK checks for personal licenceholders have not yet come into force.

#### Premises Licence (Scotland) Amendment Regulations 2018

2.2 From 30 March 2018, all applicants for a new Premises Licence must submit with their application a Disabled Facilities and Access Statement which must be in the prescribed form.

#### Air Weapons & Licensing Act 2015

2.3 The new Act makes significant changes to the Licensing (Scotland) Act 2005, and whilst nine Commencement Orders have subsequently been granted in relation to some provisions of the Act. There are still some provisions relating to alcohol that have yet to come into force.

2.4 Since the last report in February 2018, the only amendment that has been commenced is section 59 of the 2015 Act which relates to interested parties. This came into effect on 29 June 2018.

### Criminal Justice and Licensing (Scotland) Act 2010

- 2.5 Changes to the 2005 Act by virtue of the 201 Act also came into force on the 29 June 2018. These made changes to connected persons and interested parties and increased the powers of entry, inspection and seizure of Licensing Standards Officers.

### Alcohol (Minimum Pricing) (Scotland) Act 2012

- 2.6 The Scottish Government introduced Minimum Unit Pricing for alcohol on 1 May 2018 as part of a package aimed at helping reduce alcohol consumption and related harm. The minimum unit price is set at 50 pence per unit of alcohol.
- 2.7 Checks on compliance with the minimum unit pricing legislation is included in the monitoring visits carried out by the Licensing Standards Officers.
- 2.8 Information on Minimum Unit Pricing is available on the licensing pages of the council's website. Since its introduction we have not received any complaints specifically in relation to this matter.

## **3. Statement of Licensing Board Policy**

- 3.1 As members are aware, the 2005 Act was amended by the Air Weapons & Licensing Act 2015 to change the period for statements of licensing policy to run from 18 months after the next Council election (which was in May 2017) to 18 months after the following Council election. The Board will also still be able to publish a supplementary licensing policy statement to any existing licensing policy.
- 3.2 The sub group consisting of members of the Board and officers set up in September 2016 continued to work throughout 2018 on the review of the Statement of Licensing Policy. The Board approved a supplementary Statement of Licensing Policy in relation to festive trading at the Board in June. The supplementary policy shortened the length of the festive trading period and introduced the use of general extension of hours on certain days within the festive period. A copy of the supplementary policy, is attached as appendix 1.
- 3.3 The new Statement of Licensing Policy was issued for consultation with the closing date for responses being 19<sup>th</sup> October. Detailed responses were received from the local Licensing Forum, Police Scotland, Alcohol Focus Scotland and Falkirk Alcohol & Drug Partnership. Comments were taken on board by the sub groups and a number of changes made to the draft policy. The Board approved the new Statement of Licensing Policy on 19 December.

- 3.4 The new policy is published on the Council's web site and a link to it was sent to the Members of the Licensing Board and the Local Licensing Forum.

[http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/statement-policy/Statement%20of%20Licensing%20Policy%20\(December%202018\).pdf?v=201901101407](http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/statement-policy/Statement%20of%20Licensing%20Policy%20(December%202018).pdf?v=201901101407)

#### Overprovision

- 3.5 The sub group of the Licensing Board has been carrying out preparatory work in relation to the assessment of overprovision in the area since the group was established. This work stream has not been concluded, however, it is the intention of the sub group to publish a supplementary Statement of Licensing Policy once it is.

### **4. Financial Statement**

- 4.1 The Board must prepare and publish an annual financial report within three months of the end of the financial year. This report must include a statement of relevant income received by the Board during the financial year and the amount of relevant expenditure incurred in the year. An explanation of how the amounts were calculated must be included. Relevant income and relevant expenditure include fees brought in and costs incurred under the 2005 Act and also income received and costs incurred in relation to the social responsibility levy from premises licenceholders and occasional licenceholders. However, no regulations have as yet been made bringing the social responsibility levy into play.
- 2.8 The second such report was made in relation to the financial year 2017/18. A copy of the Statutory Annual Income and Expenditure Report 2017/18 was considered by the Board at its meeting in June 2018. It was published on the Council's web site in accordance with the statutory timescale. A copy of the Statutory Annual Income and Expenditure Report 2017/18 is attached as part of the fees report as appendix 2.

### **5. Functions Report**

- 5.1 The Air Weapons and Licensing Act 2015 amends the 2005 Act to place a duty on Licensing Boards to prepare an annual functions report. The first report, for 2017/2018, was approved by the Board at its meeting on 26 June 2018 and published by the end of June 2018 in accordance with the legislation. A copy of the report considered by the Board is attached as appendix 3. The report for 2018/19 requires to be published by the end of June 2019.



## **6. Budgetary Information**

- 6.1 The financial year runs from 1 April to 31 March the following year. In terms of the Licensing (Scotland) Act 2005, however, the annual retention fee is payable midway through the financial year on 1 October for all Premises Licences in effect or suspended on that date or, in any other case, 30 days after the date on which the licence takes effect. The income generated from the annual retention fees is therefore split equally between consecutive financial years; the income received from the annual retention fees in October 2017 being added to 50% of the retention fee income from October 2018. The remaining 50% of the October 2018 retention income will be carried forward at the end of March 2019 into the 2019/20 budget.
- 6.2 As in previous years, the collection of the 2018 annual retention fee was again carried out in conjunction with Falkirk Council's Sundry Accounts Team. All invoices were issued timeously to give the licenceholders 30 days' notice as required by the Act. The annual fee income gathered in respect of Premises Licences in effect or suspended on 1 October 2018 was circa £125,260 which is a slight decrease in the annual fee income gathered in 2017 (£132,040). The total annual budget for the Licensing Board comprises of the annual fee income plus the income for applications received during the financial year in relation to alcohol plus there is also additional income for gambling annual fee income and applications.
- 6.3 At the meeting of the Licensing Board on 26 June 2018, members approved the 2018/19 annual fee. There was no reduction in the fee level from the maximum prescribed, which has been the case since the 2005 Act came into force.

## **7. Licence Applications, Reviews and Revocations in 2018**

- 7.1 The Licensing Board met 10 times during 2018. The dates and minutes of the meetings are available on the Council's website:

**<http://www.falkirk.gov.uk/coins/calendar.asp>**

### **Premises Licences**

- 7.2 The table below shows the total number of licences in force on 31 December 2018:

Type Of Licence	Number
Premises Licence	359
Personal Licences	1423

- 7.3 In the previous report for 2017, reference was made to an application for a new premises licence for the off sales premises at 18 Nisbet Drive, Denny which was received at the end of 2017. The Board granted the licence at its meeting in March. The licence was subsequently surrendered in August 2018.
- 7.4 During 2018, two applications for new premises licences were received. The application for Bar 1 was granted by the Board in June and the other application, for Denny True Blues Hall in Denny, was granted in 2019.
- 7.5 In addition, three applications for provisional premises licences were received, these being a petrol station in Banknock, Co-op store in Carron Shopping Centre, Keystore in Shieldhill. The application for the petrol station was granted by the Board on 23 May 2018 and confirmed on 13 July 2018. The application for the Keystore was granted and confirmed in 2019. These premises are now operating. The provisional licence for the Co-op store was granted at the September meeting of the Board. The building of the premises is still on-going and therefore the confirmation has not yet been received.
- 7.6 During 2018, the Board did not refuse any of the applications for premises licences.

#### Variations to Premises Licences

- 7.7 This type of application requires to be determined by the Licensing Board. Ten applications for non-minor variations received in the latter months of 2017 were granted by the Board at the February and March 2019 meetings. A further 23 were received during 2018; of these 23 applications, 22 were granted by the Board during 2018 and 1 was granted at the February 2019 meeting. The Board applies specific conditions to 5 of the licences on variation and these all related to outdoor drinking.
- 7.8 36 applications to make a minor variation to a premises licence were received. These were for different types of changes including updating personal details, a decrease in the capacity (alcohol display area), change of store layout, request for a copy licence etc. In addition, 74 applications to change the Designated Premises Manager were received. All minor variations were granted under delegated powers.

#### Transfers of Premises Licences

- 7.9 29 applications to transfer premises licences were received during 2018. All have been granted.

### Premises Licence Reviews

- 7.10 There were 3 requests for a premises licence review during 2018; 2 of which were for The Ellwyn in Grangemouth. The first request for review was heard by the Board at their meeting in October. This request for review was submitted by the Chief Constable and was in relation to two separate incidents that took place at The Ellwyn, one in June during the Grangemouth Gala Day and the other during the televising of the Rangers FC v Celtic FC football match on 2 September. Grounds for review were established and the Board agreed to issue a warning letter to the premises licenceholder and to vary the premises licence by amending the seasonal variation, removing outdoor drinking as an activity and adding a number of specific conditions.
- 7.11 The Chief Constable submitted a second request for review in relation to numerous incidents occurring at The Ellwyn since the previous review hearing in October. This was heard by the Board at its meeting in December 2018. Grounds for review were established and the Board agreed to suspend the premises licence for a period of 6 weeks.
- 7.12 The third request for a premises licence review during 2018 was submitted by the Licensing Standards Officer in relation to the Town Bar@ Forty Six in Bo'ness and a breach of the mandatory condition to pay an annual retention fee. The request for review was heard by the Board at their meeting in November. Grounds for review were established. The Board heard that the premises were no longer trading and hadn't been for some time. The Board agreed to revoke the premises licence.

### Occasional Licences

- 7.13 The table below shows the analysis of the types of applicant for occasional licences for 2018. There was an increase of 174 from the previous year. 12 of these applications were withdrawn, 6 fell and none were refused. 544 were granted during 2018.

<b>Applicant Type</b>	<b>Number</b>
Club	85
Premises Licenceholder	88
Personal Licenceholder	310
Voluntary Organisation	79
<b>TOTAL</b>	<b>562</b>

- 7.14 Appendix 4 gives details of these applications by type of applicant, venue and event. The following table details the venues for which the most occasional licences were applied for:

Venue	No Of Occasional Licences Applied for
The Parsonage	75
Brian Clark Memorial Hall	54
Falkirk Stadium Community Area*	48
Dobbie Hall	38
Bo'ness Town Hall	30
Denny Orange Hall*	30
Camelon Juniors Pavilion	26
Grangemouth Town Hall	25
Denny Crypt Hall	18

(\*denotes Premises licence subsequently granted)

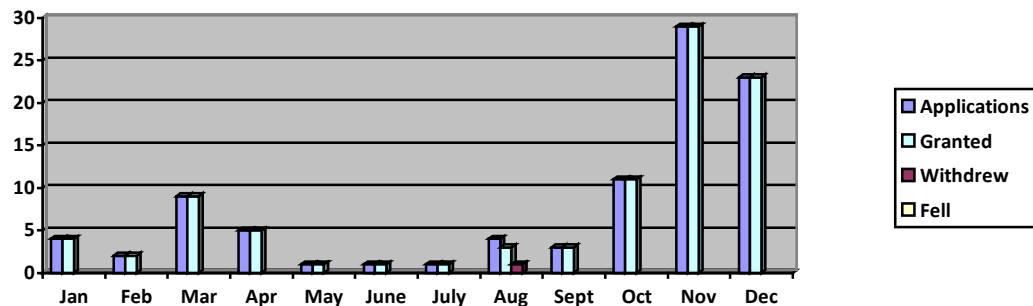
- 7.15 During 2018, 1 application for an occasional licence required to be determined by the Board. This was for an event at the Brian Clark Memorial Hall in Camelon. It was granted with a number of additional conditions attached.

#### Extended Hours

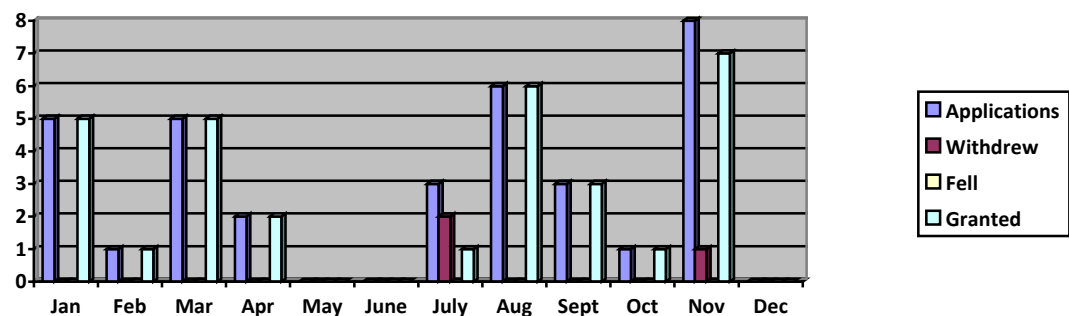
- 7.16 The number of extended hours applications dropped from 93 in 2017 to 34 in 2018. This can be seen in the bar charts below which show the number of applications received during 2017 and 2018 for extended hours by month together with the numbers granted, withdrawn or fallen.
- 7.17 This drop is due to the implementation of the Supplementary Statement of Licensing Policy – Festive Trading detailed in paragraph 3.2 of this report. None of the premise that have previously applied for an extra nights trading on each day of the festive period in terms of the old policy applied for extended hours under the new policy. No complaints were received in relation to the dates when the general extension of hours was in force and Police Scotland reports that there were only 4 minor incidents that related to licensed premises.
- 7.18 Only 4 applications required to be determined by the Board during 2018. 3 related to festive events and had to be determined by the Board as they were outwith policy. Two of the applications were from the Leapark Hotel; one for a Hogmanay Ball and the other for festive events that began prior to the festive period. Both were granted by the Board. The third application was for an extra hour's trading on the Thursday and Sunday between Christmas and New Year and was for Behind the Wall. The Board granted the extended hour for the Thursday when there was an event taking place on the premises but refused the hour on the Sunday as that wasn't the case.

- 7.19 The fourth application was for a wedding on a Sunday and was granted by the Board.

Extended Hours 2017:



Extended Hours 2018:



### Personal Licences

- 7.20 During 2018, 157 applications for personal licences were received; 73 of the applicants were male and 84 female.
- 7.21 Of the applications received during this period, 2 required to be determined by the Licensing Board. This was as the applications had revealed that the applicants had convictions for a relevant offence(s) recorded against them. The Board granted one of the applications following a hearing in which the circumstances of the convictions were explored within the context of the licensing objectives. The other application was refused by the Board on the grounds that the applicant was not a fit and proper person to be the holder of such a licence having regard to the licensing objectives with particular reference to that of preventing crime and disorder.

### Personal Licence Reviews

- 7.22 During 2018, the Board considered 3 personal licences where it had been made aware of relevant convictions. In two of these cases, it was the licenceholder that advised the Board and in the other it was the

Chief Constable. Hearing were held and the decisions of the Board are as follows:

Nature of Conviction	Disposal
Drugs	Personal licence surrendered before the Board meeting.
Drink Driving	No further action
Assault to injury	Endorsement

#### Behaviour Inconsistent with the Licensing Objectives

- 7.23 In 2018, the Board dealt for the first time with a report from the Licensing Standards Officer in relation to a personal licenceholder behaving in a manner that was inconsistent with the licensing objectives. The power to make such a report was given to Licensing Standards Officers by an amendment to the 2005 Act in the Air Weapons & Licensing (Scotland) Act 2015 which commenced in May 2017. In this case, the personal licenceholder was also the Designated Premises Manager and the behaviour took place on the licensed premises. The Board held a hearing and, after hearing from all parties, decided to endorse the licence.

#### Personal Licence Revocations

- 7.24 Section 87 of the Licensing (Scotland) 2005 Act provides that if a personal licenceholder fails to comply with the duty to undertake training and notify the appropriate Licensing Board within the statutory timescale, then the issuing Board *must* revoke the licence. The original provision was that the applicant cannot apply for another personal licence for a period of five years; however this has now been amended by the Air Weapons & Licensing Act 2015 which allows an application to be lodged for a new personal licence by a person whose licence has been revoked. It is important to note that this relaxation only applies where the licence has been revoked for failure to comply with Section 87.
- 7.25 94 personal licences were revoked in 2018. The revocations all being as a result of licenceholders failing to comply with the requirements of mandatory refresher training.

#### Renewal of Personal Licences

- 7.26 2018 saw the start of the process for the renewal of personal licences; the first of which will expire on 31 August 2019. Personal licences are granted for 10 years.

7.27 Prior to the 2005 Act coming into force, licensing authorities processed many applications for personal licences so they were in place for the commencement of the Act on 1 September 2005. The Scottish Government agreed that all those licences processed in the run up to the commencement of the Act would have an expiry date of 31 August 2019.

7.28 In terms of renewal, licenceholders must apply no later than 3 months before the date of the expiry of their licence. In September 2018, officers write to 399 personal licenceholders whose personal licence is due to expire on 31 August 2019 to advise them of the process and timescales for renewal. For these licenceholders the deadline for submitting a renewal application is 31 May 2019. This information is also available on the Council's website.

## **8. Recommendation**

### **8.1 For information.**

.....  
**pp Clerk to the Licensing Board**

**Date:** 24 April 2019

**Contact Officer:** Alison Barr, Consumer Protection Manager ext. 1265

### **Appendices**

Appendix 1 – Supplementary Statement of Licensing Policy – Festive Trading

Appendix 2 – Fees and Statutory Annual Income and Expenditure Statement  
report dated 14 June 2018

Appendix 3 – Statutory Functions Report 2017/18

Appendix 4 – Occasional Licence statistics 1 January to 31 December 2018

### **List of Background Papers**

Nil

# **Falkirk Council Licensing Board**

## **Licensing (Scotland) Act 2005**

### **Supplementary Statement of Licensing Policy**

#### **Festive Trading**

**Clerk to the Licensing Board**

**Municipal Buildings, West Bridge Street, Falkirk, FK1 5RS**

**Email: [licensing@falkirk.gov.uk](mailto:licensing@falkirk.gov.uk)**

**Tel: 01324 501575**



## **Contents**

1. INTRODUCTION
2. SUPPLEMENTARY STATEMENT OF LICENSING POLICY

## 1. INTRODUCTION

- 1.1 The Licensing (Scotland) Act 2005 (“the Act”) makes provision for regulating (a) the sale of alcohol and (b) licensed and other premises on which alcohol is sold.
- 1.2 The administration of alcohol licensing is carried out by Licensing Boards and section 6 of the Act requires all Licensing Boards to publish a statement of their licensing policy with respect to the exercise of their functions under the Act. The Board’s last Statement of Licensing Policy has effect from 3 February 2016.
- 1.3 In preparing a policy statement, each Licensing Board must ensure that it seeks to promote the five licensing objectives set out in section 4 of the Act. The 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.
- 1.4 In exercising its functions under the Act, the Board is required to have regard to its Statement of Licensing Policy and any supplementary licensing policy statement published by the Board in relation to that period. It must also have regard to any guidance issued by the Scottish Ministers under section 142 of the Act.
- 1.5 The Board, at its meeting on 21 March 2018, agreed to consider publishing a supplementary Statement of Licensing Policy in respect of Festive Trading.
- 1.6 In preparing a supplementary Statement of Licensing Policy, a Licensing Board must –
  - Ensure that the policy seeks to promote the licensing objectives, and
  - Consult –
    - (i) The Local Licensing Forum for the Board’s area,
    - (ii) If the membership of the Forum is not representative of the interests of all the persons specified in paragraph 2(6) of schedule 2 to the Act, such person or persons as appear to the Board to be representative of those interests of which the membership is not representative,
    - (iii) the relevant health board, and
    - (iv) such other persons as the Board thinks appropriate.

- 1.7 Having complied with the above requirements, the Board, at its meeting on 26 June 2018 agreed to publish a supplementary Statement of Licensing Policy in respect of Festive Trading as it relates to extended hours.

## **2. SUPPLEMENTARY STATEMENT OF LICENSING POLICY**

- 2.1 The Board's current policy position in respect of Festive Trading is in paragraph 11.8 of the Board's Statement of Licensing Policy and states:

"Festive Trading

11.8 The Board recognises that during the period leading up to Christmas Day and New Year's Day many residents may wish to celebrate by attending festive events and that many such events have become regular fixtures in the social life of the community. The Board wishes to recognise this by continuing its long held practice of permitting an extra hour of trading for all premises during the festive period; that being from evening of the first Thursday in December until the morning of 3 January each year inclusive. The additional hour will be for premises holding *bona fide* festive functions. Whilst recognising that festive events can take many forms and that these will vary depending on the nature of the premises within which they are to be held, the Board is of the view that a festive event or function should be more than one which simply provides additional drinking hours and should comprise one or more of the following elements – meals, buffets, dancing, disco, live entertainment such as magicians, comedians, live music etc."

- 2.2 The Board's Supplementary Statement of Licensing Policy in relation to Festive Trading supersedes the policy referred to above and states that:

"The Licensing Board will grant a general extension of hours on certain dates during the Festive Period which will run from mid-December to 2 January the following year. The dates for a general extension of hours will be set by the Board. The general extension will allow nightclub premises to extend their terminal hour for the sale of alcohol to a maximum of 4am and all other on sales premises to a maximum of 2am.

The general extension of hours will apply to on sales premises only.

Any premises that are open beyond 1am must comply with the late night opening mandatory conditions.

Any premises requiring extended hours for dates that are not covered by a general extension must make application to the Licensing Board at least 5 weeks before the event(s).

The dates agreed by the Board for the general extension of hours will be published on Falkirk Council's website".

- 2.3 This Supplementary Statement of Licensing Policy has effect from 26 June 2018.

**Falkirk Council Licensing Board**

**Subject:** Licensing (Scotland) Act 2005  
The Licensing (Fees) (Scotland) Regulations 2007  
Premises Licences – Annual Fees  
Statutory Annual Income and Expenditure Report 2017/18  
**Meeting:** Licensing Board  
**Date:** 26 June 2018  
**Author:** Consumer Protection Manager

**1. Purpose of Report**

1.1 This purpose of this report is to:

- provide Members with details of the income and expenditure of the Board for 2017/18;
- provide recommendations in relation to the annual fee levels to be paid by 1 October 2018; and
- seek approval of the Statutory Annual Income and Expenditure Report 2017/18.

**2. Recommendations**

**Members are requested to:-**

- (1) note the contents of the report;**
- (2) instruct officers to prepare a report for the first available meeting after the 1 October 2018 listing the Premises Licenceholders that have failed to pay the annual fee prior to the statutory deadline;**
- (3) agree to adopt the Premises Licences Annual Fee levels proposed in Appendix 1; and**
- (4) approve the Statutory Annual Income and Expenditure Report 2017/18 proposed in Appendix 2.**

**3. Background**

- 3.1 In accordance with the Licensing (Fees)(Scotland) Regulations 2007, the Board is required to set an annual fee for payment by holders of premises licences. Payment then requires to be made by licence holders not later than 1 October in that year. Payment of the annual fee is a mandatory condition of the licence.
- 3.2 While the level of the fee is within the discretion of the Board up to a prescribed amount (as set out in further detail below), the regulations require

the Board to have regard to the desirability of ensuring that the total fees payable are likely to be broadly equivalent to the expenses incurred by the Board. This requirement is replicated in the Gambling Act 2005.

- 3.3 The annual fee for 2018/19 is due on 1 October 2018 for all Premises Licences in effect or suspended on that date or, in any other case, 30 days after the date on which the licence takes effect.
- 3.4 There are six categories of premises referred to in the regulations and these are determined according to the premises rateable value. For each category there is a maximum fee that may be set, varying from £180 to £900. The prescribed maximum fee levels have remained unchanged since their introduction in 2009.
- 3.5 Should the Board decide to set a fee level lower than the maximum, it must:
- determine different fees for the six different categories; and
  - set those fees by reducing each of the fees by an identical percentage.
- 3.6 At the commencement of the Act, the Board decided to set the fees at the maximum prescribed level and annually thereafter. The Board has chosen not to reduce the annual fees as the costs of administering the Licensing Board have consistently exceeded the fee income. The Council has subsidised the cost of the administration of the Board since 2009 although the extent of the subsidy has decreased.

#### **4. Budgetary Information**

- 4.1 The financial year runs from 1 April to 31 March the following year. In terms of the Licensing (Scotland) Act 2005, however, the annual fee is payable midway through the financial year on 1 October. The income generated from the annual fee is therefore split equally between consecutive financial years; the income received from the annual fees in October 2017 being added to 50% of the annual fee income from October 2016. The remaining 50% of the October 2017 annual fee income is carried forward at the end of March 2018 into the 2018/19 budget.
- 4.2 The first annual fees were paid in October 2010. The Licensing Section notified all premises licenceholders and collected the fees. This was also the case in 2011. The process of collecting the fees was extremely time-consuming and therefore a pilot scheme was undertaken in 2012 with the task being undertaken by Falkirk Council's Sundry Accounts Team. The annual fees have been collected by Sundry Accounts ever since.
- 4.3 The Licensing Team provide details of all current premises licenceholders to the Sundry Accounts Team. In accordance with regulation 9 of the Licensing (Fees) (Scotland) Regulations 2007, the premise licenceholders are given written notice no later than 30 days before the date on which the fee is due,

namely 1 October. The written notice is in the form of an invoice which gives the payment due date as 1 October.

- 4.4 After the 1 October, the Sundry Accounts team update the Licensing Section weekly with the details of the fees which have been paid so that appropriate action can be taken in relation to those that remain unpaid.
- 4.5 Up until last year, a reminder and a final reminder were issued after the 1 October to those licenceholders whose fees were still outstanding. However, with the invoices that were issued in relation to the October 2017 fee, licenceholders were advised in an accompanying letter, that only one reminder would be issued and that failure to pay by the due date was a breach of a mandatory condition which may result in formal action being taken.
- 4.6 Members considered a report at their meeting in November 2017 which detailed the annual fee paying process. The report included information about how many premises licenceholders paid the annual fee after the 1 October 2017 – 30%. These licence holders are in breach of their mandatory conditions. By the end of October, there were only 10 fees outstanding.
- 4.7 In respect of the 2017 annual fees, no Section 14 Notices were served for non-payment of fees and no licences were transferred or surrendered. The final fee was paid on 10 November 2017.
- 4.8 For the 2018 annual fee, it is the intention of officers to issue with the invoice a covering letter advising premises licence holders that those failing to pay the fee by the 1 October 2018 will be cited to attend the next available Board to explain why their annual fee has not been paid before the statutory deadline.
- 4.9 Licenceholders have the option of paying the annual fee by cash, cheque, BACS or credit/debit card. Payment can be made in person at the Falkirk Council One Stop Shops or by phone. The Licensing Section is working towards enabling applications to be made on-line. It is anticipated that this will include the capacity for the annual fee to be paid on-line.

## **5. 2017/18 Budget Details**

- 5.1 The Licensing Board income is made up of the annual fee for premises licences issued under the Licensing (Scotland) Act 2005 (including any partial annual fees for Premises Licences granted throughout the financial year) and the Gambling Act 2005 plus additional fee income from applications received during the financial year. The following table shows the income generated by applications made during 2017/18:

<b>Licensing (Scotland) Act 2005</b>	
<b>Application Type</b>	<b>Income (£)</b>
Personal	7050
New Premises Licence	1900
Provisional Premises Licence	400
Confirmation of a Premises Licence	1500
Non minor Variation	5120
Minor Variation	3721
Transfer	1190
Extended Hours	900
Occasional Licence	4210
<i>Sub Total</i>	<i>25,991</i>
<b>Gambling Act 2005</b>	
<b>Application Type</b>	<b>Income (£)</b>
Bingo	1200
Small Lottery Permits	160
Notification of Gaming machine	150
<i>Sub Total</i>	<i>1510</i>
<b>TOTAL</b>	<b>27,501</b>

- 5.2 Licensing Board income from the annual fees and the application fees during the 2017/18 financial year amounted to £178,891, made up of £159,026 for liquor and £19,865 for gambling. This is a slight decrease of £6,655 on the previous year's income of £185,546. The fee income over the last six financial years has remained consistent with an average of £180,839 per annum. The income in 2017/18 was £1,948 below this average:

	<b>2012/ 13</b>	<b>2013/ 14</b>	<b>2014/ 15</b>	<b>2015/ 16</b>	<b>2016/ 17</b>	<b>2017/ 18</b>
<b>Alcohol Fees</b>	157,338	154,742	159,593	158,604	162,346	159,026
<b>Gambling Fees</b>	23,430	23,670	21,915	21,310	23,200	19,865
<b>Total Income</b>	<b>180,768</b>	<b>178,412</b>	<b>181,508</b>	<b>179,914</b>	<b>185,546</b>	<b>178,891</b>

- 5.3 The income generated by the Board contributed to the gross budget for administering it, but the Council subsidised the licensing function annually. The level of subsidy has reduced following management actions taken over recent years, but the cost of administering the service still substantially exceeded the income generated from fees in previous years.
- 5.4 However, a change to the accounting procedures derived from amendments to the Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines has been applied since the 2016/17 budget. Essentially this means that the Central Support Recharge, which has previously been paid by the Board to the Council to cover the costs of the support services it receives, is now no longer charged to the Board – these costs are now being met centrally by the Council. The budget for these costs has been removed from the Licensing Board budget since 2016/17.
- 5.5 The following table shows the gross expenditure, income and net expenditure since the change in accounting procedures in 2016/17:

	<b>2016/17</b>	<b>2017/18</b>
Employee Expenses	175,512	177,407
Supplies & Services	9,887	8,513
<b>Gross Expenditure</b>	<b>185,400</b>	<b>185,920</b>
<b>Income</b>	<b>(185,546)</b>	<b>(178,891)</b>
<b>Net Expenditure</b>	<b>(146)</b>	<b>7,029</b>

- 5.6 With the adoption of the new CIPFA guidelines, the income (liquor and gambling) still does not cover the cost of administering the Board by £7,029. The Board should note that for this period, the employee costs have been reduced as there has been a vacant post so the level of subsidy is artificially low. This post has now been filled and therefore the employee costs for 2018/19 will return to previous levels. That being the case, it is recommended that the Board maintains the same level of annual fees that has been charged previously.

## **6. Review of Alcohol Fees**

- 6.1 Since the fees regime came into effect, in 2009, a number of concerns have been raised by stakeholders who feel that the regime should be made fairer and that smaller businesses currently pay disproportionately large fees.



- 6.2 Previous reports to the Board concerning fees made reference to The Scottish Government's Justice Analytical Services who, on behalf of the Criminal Law and Licensing Division, conducted a review of alcohol licensing fees. The review, which was published in early 2014, did not come to a firm conclusion. The researchers were not able to obtain sufficient material from Licensing Boards to strongly evidence changes to the fees regime.
- 6.3 That said, the report contained a number of relevant recommendations, one of which was that Boards should be placed under a duty to report on their income and expenditure. This recommendation was included in the Air Weapons and Licensing (Scotland) Act 2015 which received royal assent in June 2015. The 2015 Act inserts a new section 9B to the Licensing (Scotland) Act 2005 to provide that the Board must prepare and publish an annual financial report not later than 3 months after the end of the financial year. This report must include a statement of relevant income received by the Board during the financial year and the amount of relevant expenditure incurred in the year. An explanation of how the amounts were calculated must be included. Relevant income and relevant expenditure include fees brought in and costs incurred under the 2005 Act and also income received and costs incurred in relation to the social responsibility levy from premises licenceholders and occasional licenceholders. However, no regulations have as yet been made under section 14 of the Alcohol etc (Scotland) Act 2010 bringing the social responsibility levy into play.
- 6.4 Scottish Ministers may make regulations detailing the form and content of the income and expenditure report and its publication. The reports considered by members in relation to the setting of the fees have, since 2013, provided details of the annual fee income and expenditure. The first such report was prepared and published in relation to the 2016/17 financial year. A Scottish Government representative has advised that these reports will ultimately inform a further review of the overall fees regime for alcohol licensing.
- 6.5 The review also recommended that there be an increase to the fee for an occasional licence; this is set within secondary legislation so it would be possible for this to be increased at any time. The Scottish Government representative has advised that there is an intention to look at the occasional licence fee, recognising that the current fee level is inappropriate

## **7. Statutory Annual Income and Expenditure Report 2017/18.**

- 7.1 The statutory Annual Income and Expenditure Report 2017/18 is attached as appendix 2 to the report. As this is a requirement of the Licensing (Scotland) Act 2005, the expenditure figures included elsewhere in this report have been adjusted to remove, as far as is practicable, the costs of administering the Gambling Act 2005.
- 7.2 An approximation of the costs of the Clerk to the Board and supporting staff outwith the Licensing Team have been included in the Direct Staff costs of the statutory financial report.

## **8. Conclusions**

- 8.1 It is concluded that the annual fees in relation to premises licences are retained at the existing level for 2018/19 as detailed in Appendix 1 to this report. The basis for this recommendation is threefold. Firstly, to maintain and support the necessary resources and staffing levels to ensure that all the issues and requirements which have been highlighted by the Board as being required to be addressed continue for the coming year, secondly, to await the review of fee levels by the Scottish Government following on from the publication of the statutory financial reports in the next couple of years, and thirdly, to await a review of the occasional licence fee.
- 8.2 The regulations allow scope for the annual fee to be paid in instalments. This would be at the discretion of the Board. The instalments may be paid in 4 or 12 equal payments over the course of the year following the date on which the fee would otherwise be due. Since 2014, the Board has made this available to licenceholders, however only a very few have taken it up. Officers can advise that on a couple of occasions where this has been the case, licenceholders have subsequently cancelled their Direct Debits and officers have had to spend time chasing up payments.

.....  
Consumer Protection Manager  
Date: 14 June 2018

Contact Officer: Alison Barr, Consumer Protection Manager (telephone 501265)

### Appendices

Appendix 1 – Proposed Premises Licences Annual Fee 2018

Appendix 2 - Statutory Annual Income and Expenditure Report 2017/18.

### LIST OF BACKGROUND PAPERS

Nil

## Appendix 1

LICENSING (SCOTLAND) ACT 2005
The Licensing (Fees) Scotland Regulations 2007
PREMISES LICENCES - FEE TABLE

Category	Rateable Value	New Application Fees £	*Annual Renewal Fees 1 October 2018 £
1	Not entered on the valuation roll or a nil value is shown	200	<b>£180</b>
2	£1 and £11,500	800	<b>£220</b>
3	£11,501 and £35,000	1,100	<b>£280</b>
4	£35,001 and £140,000	1,300	<b>£500</b>
5	£70,001 and £140,000	1,700	<b>£700</b>
6	Over £140,000	2,000	<b>£900</b>

\*Please Note: The figures in **Bold** are the proposed Premises Licences Annual Fees from 1 October 2018 referred to in the Members consideration

**Licensing (Scotland) Act 2005**  
**Falkirk Licensing Board Financial Report**  
**Financial Year: 2017/18**

The Falkirk 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 8 May 2018. 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:

<b>Income<sup>1</sup>:</b>	<b>(£159,026)</b>
<b>Direct Staff Costs<sup>2</sup>:</b>	<b>£170,109</b>
<b>Other Direct Costs<sup>3</sup>:</b>	<b>£8,428</b>
<b>Indirect Costs<sup>4</sup>:</b>	<b>£0</b>
<b>Net Income – Expenditure</b>	<b>£19,511</b>

**Notes:**

1. Denotes income from applications and annual fees received under the Licensing (Scotland) Act 2005.
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk, Licensing Standards Officers and other Council staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005.
3. Denotes direct budgetary costs associated with the exercise of the Licensing Board function in relation to supplies and services such as such as in house printing costs, stationery, postage, maintenance of computer systems etc.
4. Denotes the portion of central administrative costs such as accommodation, ICT, facility management etc. that are allocated to the Licensing Board budget. A change to the accounting procedures derived from amendments to the Chartered Institute of Public Finance and Accountancy (CIPFA) guidelines has been applied to the 207/18

budget. This means that the Central Support Recharge, which has previously been paid by the Board to the Council to cover the costs of the support services it receives, is now no longer charged to the Board – these costs are now being met centrally by the Council. The budget for these costs has been removed from the Licensing Board budget for 2017/18

**Falkirk Council Licensing Board**

**Subject:** Licensing (Scotland) Act 2005  
Statutory Functions Report 2017/18  
**Meeting:** Licensing Board  
**Date:** 26 June 2018  
**Author:** Consumer Protection Manager

**1. Purpose of Report**

- This purpose of this report is to seek approval of the Statutory Annual Functions Report 2017/18.

**2. Recommendations**

**Members are requested to:-**

- (1) note the contents of the report; and**
- (2) approve the Statutory Functions Report 2017/18 proposed in Appendix 1.**

**3. Background**

- 3.1 In August 2015, members considered a report outlining the numerous and significant changes to the Licensing (Scotland) Act 2005 that would take effect following the enactment of the Air Weapons and Licensing Bill on 24 June 2015. One of these changes is the introduction of a requirement for Licensing Boards to prepare and publish an annual functions report by no later than 3 months after the end of each financial year. The report must:
- state how, in the exercise of their functions under the Act during the financial year, the Board has had regard to the licensing objectives and their licensing policy statement, including any supplementary policy statement and the Board's overprovision statement, and
  - summarise the decisions made by or on behalf of the Board during the financial year and state the number of licences held under the Act in the Board's area, including the number of occasional licences issued during the year.
- 3.2 The Board may include any other such information in the report about the exercise of their functions under the Act as it considers appropriate. Although Scottish Ministers may make regulations detailing the form and content of the report and its publication, they have not done so.

- 3.3 The first Functions Report, in relation to the financial year 2017/18 must be published by the end of June 2018. It is attached as Appendix 1.

## **4. Implications**

### **Financial and Resources**

- 4.1 The main implication is in relation to staffing resources required to prepare the Functions Report.

### **Legal**

- 4.2 The Board has a statutory duty to publish a Functions Report within 3 months of the end of the relevant financial year.

### **Risk**

- 4.3 Failure to publish a Functions Report within 3 months of the end of the relevant financial year will be statutory failure and may lead to reputational damage to the Licensing Board.

### **Equalities**

- 4.4 The Board's continued commitment to equalities issues is demonstrated in the strategy and reports that have been published since 2013.

### **Sustainability/ Environmental Impact**

- 4.5 None.

## **5. Conclusion**

- 5.1 It is concluded that the information contained in the Functions Report meets the statutory requirement.

.....  
Consumer Protection Manager  
Date: 20 June 2018

Contact Officer: Alison Barr, Consumer Protection Manager (telephone 501265)

## Appendices

Appendix 1 –Statutory Functions Report 2017/18.

Nil

LIST OF BACKGROUND PAPERS



# **Falkirk Council Licensing Board**

## **Functions Report**

**2017 / 18**

Clerk to the Licensing Board  
Municipal Buildings  
West Bridge Street  
Falkirk  
FK1 5RS

## **Contents**

1. Introduction – Falkirk Council Licensing Board
2. The Licensing Objectives
3. Annual Functions Report
4. Decisions of the Board 2017/18
5. Licensing Board Training
6. Licensing Forum
7. Reviews
8. Conclusion

## **Appendices**

Appendix 1 – Liquor Licensing Statistics 1 April 2017 to 31 March 2018

Appendix 2 – Draft Minute of the joint meeting of the Board and the Forum.

## **1. Introduction – Falkirk Council Licensing Board**

1.1 Falkirk Council Licensing Board ("the Board") is the licensing authority for the local government area of Falkirk for the purposes of the Act.

1.2 The current Board is made up of 10 members, all of whom are elected members of Falkirk Council. While the Board is made up of members elected to Falkirk Council, it is independent of the Council, being a separate legal entity with its own constitution and statutory procedures.

1.3 A list of members currently sitting on the Board is available on the Council's website at:

<http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/committees/committee.aspx?committee=132>

1.4 Falkirk is situated right at the centre of Scotland and has a growing population of over 154,000, with just under 60,000 people working in the area. The population is expected to grow yet further to over 168,000 by 2035 making it one of the fastest growing areas in Scotland. The principal town of Falkirk is centrally located and provides the main shopping, service and employment. Separated by a narrow green belt are the urban areas of Larbert/Stenhousemuir, Polmont and Grangemouth. The former two are largely residential in character, while Grangemouth is home to the largest petrochemical complex in Scotland, as well as a major port on the River Forth. In the western reaches of the area lie the settlements of Denny/Dunipace, Bonnybridge and Banknock, while to the east, overlooking the Forth, sits the town of Bo'ness. There are 18 smaller villages scattered across the rural parts of the area.

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

1.6 Under the Act, Licensing Boards are responsible for considering applications for:-

- premises licences
- occasional licences
- provisional licences
- temporary licences
- personal licences
- transfer of premises licences
- variation of premises licences
- extensions of licensing hours in respect of:

- the sale of alcohol by retail; and
- the supply of alcohol in members clubs

## **2. The Licensing Objectives**

2.1 The Act sets out the following five licensing objectives (“the licensing objectives”):

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

2.2 The licensing objectives provide a basis for the administration of the licensing regime. They also provide potential reasons for refusal of an application for the grant or variation of a premises licence or an occasional licence. Breach of the licensing objectives may provide grounds for reviewing a premises licence. Conditions attached to a premises licence or an occasional licence may be based on any one or more of the licensing objectives.

2.3 In exercising its functions under the Act, the Board are required to have regard to the licensing objectives as well as the statutory Section 142 guidance and their Statement of Licensing Policy.

## **3. Annual Functions Report**

3.1 Between 1 April 2017 and 31 March 2018, the Board met on a monthly basis, with the exception of May, July and January to determine the applications. Appendix 1 provides the statistics in relation to applications determined by both at Board meetings and under delegated powers.

3.2 Applications before the Board were dealt with in an open and transparent manner in accordance with licensing legislation and its current statement of licensing policy. The Board's statement of licensing policy is on the Falkirk Council website:

<http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/statement-policy/Statement%20of%20Licensing%20Policy.pdf?v=201611281317>

3.3 Information and assistance was made available to persons wishing to apply for a licence, make representations or lodge objections or a review. Application forms are available to be downloaded from the Council's website as well as guidance notes. The Licensing Office is located in Falkirk and is open Monday to Friday 9am to 12. No appointment is necessary. Special provision can be made if these times are unsuitable.

3.4 At the monthly meetings, the Board attempted to make the process as informal as possible and consistent with the carrying out of the Board's quasi-judicial function. The Board always attempts to follow best practice in enforcement including adoption of standards, which, in its actions, will be proportionate,

accountable, consistent, transparent and targeted.

- 3.5 Reports to the Board are written, as far as possible, in Plain English.
- 3.6 The Licensing Board set up a sub group in August 2017 to undertake a root and branch review of the current Statement of Licensing Policy. The sub group is working closely with the Local Licensing Forum and other stakeholders. As part of the review, the sub group has consulted on a supplementary policy on festive trading reducing the length of the period and introducing a general extension of hours on certain days over the festive period, eg. Christmas Day and Hogmanay. A key consideration was the licensing objective of protecting and improving public health. It is anticipated that the supplementary policy on festive trading will be approved by the Board in June 2018 and will be published on the Council's web site.

#### **4. Decisions of the Board 2017/18**

- 4.1 The Board is required to determine applications for new and provisional premises licences and those variations that do not fall within the definition of "minor" variation. In addition, the Board determines applications for occasional licences, transfers, extended hours and personal licences to which objections or representations have been made and reviews of premises and personal licences.
- 4.2 Each application is determined on its own merits and the Board looks to its statement of licensing policy and the five licensing objectives to underpin their decision-making. Most objections and representations are submitted by Police Scotland and neighbouring properties/local residents. It is interesting to note that only on one occasion since the commencement of the Act in September 2009 has the local Health Board such a submission.
- 4.3 During the period 1 April 2017 to 31 March 2018, the Board determined applications for 26 non-minor variations, 4 new premises licences, 2 provisional premises licences, 7 occasional licences, 27 extended hours and 4 personal licences. All applications were granted.
- 4.4 In relation to the applications for new premises licences (including provisional applications) and non-minor variations, 1 objection and 2 representations were received from Police Scotland and 7 objections were received from local residents. These were received in relation to 5 of the applications and were mainly based on concerns in relation to perceived noise nuisance, anti-social behavior, under-age drinking and the location of the premises. The representations received suggested specific conditions to be added to the licences to address such issues as stewarding and restrictions on the terms of access for children and young persons. The Board visited two of the premises whose applications has been objected to by neighbours.
- 4.5 A further two site visits were carried out by the Board during this period. The visits were to premises that were seeking outdoor drinking. The Board is mindful of the licensing objective of preventing public nuisance and therefore, where genuine concerns are raised in relation to outdoor drinking, the Board makes a specific condition on the licence that outdoor drinking ceases at 10pm. The Board actively seeks information from sources such as the Environmental Health Noise Team, Community Wardens and Police Scotland when assessing such matters.

- 4.6 Where applications are received to amend the terms, times or parts of the premises children and young person can access, the Board frequently carries out a site visit to assess whether or not what is sought complies with its policy position and the licensing objective of protecting children and young persons from harm.
- 4.7 The Board considered 7 applications for occasional licences during this period; 4 had objections submitted from local residents and 3 were outwith policy in terms of the hours sought. All applications were granted. The Board imposed conditions on 2 of the applications in order to address concerns raised by the objector regarding public nuisance.
- 4.8 The Licensing Standards Officer contacts all those who submit an objection or representation to discuss their concerns. It was found that in many cases, there was a lack of understanding in relation to what was being applied for and that objections were being made based on an assumption of what might happen.
- 4.9 The Board determined 27 applications for extended hours all of which were outwith the Board's policy. The majority of applications were for the during the Festive Period. All applications were granted.
- 4.10 In the course of Board business, applications for Personal Licences are also heard where an objection has been submitted. During this period, there were 4 such application. Police Scotland submitted objections on the grounds that the applicant had been convicted of relevant offence (s). All applications were granted by the Board. All application where no objection is submitted are determined using delegated powers.

## **5. Licensing Board Training**

- 5.1 As stated at the beginning of this report, our current Licensing Board comprises 10 members who were elected in the local elections in May 2017. 5 members has served previously on the Licensing Board, although 1 subsequently resigned and was replaced by a new member. As required by the Act, all members received training, provided by from Alcohol Focus Scotland, and passed the exam.
- 5.2 The Board recognises the need for continuous development of understanding and awareness of licensing law and practices, as well as wider issues. This is essential to making informed licensing decisions. With this in mind, Board members are asked to undertake on-line training in relation to equality legislation and are regularly updated by officers and partners in relation to changes in legislation and other relevant matters. During this period, Police Scotland gave a presentation on the use of CCTV in licensed premises.

## **6. Licensing Forum**

- 6.1 The role of Licensing Forum is to keep under review the operation of the Licensing Act in the Falkirk area and to give advice and make recommendations to the Board in relation to those matters as the Forum considers appropriate. The Forum is the community's voice on alcohol licensing issues.
- 6.2 The composition of the Forum is statutory and whilst it has always attracted

nominations from members of the trade and the public, there has been little interest shown by young persons and there has previously been no young person on the Forum. The Board is therefore pleased to see that a member of the Scottish Youth Parliament is a member of the current Forum and welcomes the views that this, and all the other members, bring.

6.3 There are 18 members of the Forum which is an increase of 3 from the previous Forum.

6.4 Information on the role of the Forum is available to the public on the Falkirk website:

<http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/licensing-forum.aspx>

Information on the dates, times and venue of their meetings can be accessed via the above link. The Falkirk Licensing Forum meets quarterly and up to now has always been held at the council headquarters in Falkirk alternating meeting times between the afternoon and evening. Discussions have taken place in relation to holding the meetings in venues across the area and the Board would welcome this as it would raise the profile of the Forum.

6.4 Over the last few years, there have been long periods where the attendance at Forum meetings has been very low and therefore the meetings have been inquorate. This is due to competing demands on members' time and other commitments.

6.5 Although not a member of the Forum, the manager of the Licensing Team attends the meetings to advise the Forum of any emerging issues in the area, changes in legislation, consultations etc. Board members are also invited to attend.

6.6 The sub group of the Board reviewing the current statement of licensing policy has invited representatives of the Forum to canvas their views. Both the Board and the Forum are keen to work closely in relation to all matters. It should be noted that the Forum is not permitted to express views on individual applications.

6.7 The Act states that the Licensing Board and Licensing Forum must meet annually, although there is nothing stopping them from meeting more often. A copy of the draft minute of the meeting held in February 2018 is appendix 2.

## **7. Reviews**

7.1 Any person may apply to the Licensing Board for a review of a premises licence. Grounds for review are that one or more of the conditions on the licence have been breached or for any other ground relevant to the licensing objectives. Where an application for a review is submitted, a hearing must be held. The majority of such applications have been submitted by Police Scotland with other applications received from the Licensing Standards Officer, the Border Agency and local residents.

7.2 In the period 1st April 2016 to 31st March 2017 there was only one premises licence review brought before the Board. The request for review was

submitted by the Licensing Standards Officer and related to a small independent off-sales premises. The Board was satisfied, having heard submissions from both the premises licence holder and the Licensing Standards Officer, that grounds for review were established relating to the following licensing objectives:

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

The Board considered that it was necessary for the purposes of the foregoing objectives to revoke the licence.

7.3 In the same period there were no Personal Licence reviews.

## **8. Conclusion**

8.1 As can be seen from the information in this report, this has been a busy and challenging year for the Board. It has also been a year of change with legislative changes coming into force, a number of new Board members, a new Convener and a new Clerk. All members of the Board have participated positively in the work of Board and have collectively achieved the aim of providing fair, consistent and transparent decision making



**Liquor Licensing Statistics for Year Period 01/04/2017 to 31/03/2018**

<b>Premises Licence Statistics</b>	
<b>Licences in Force on 31 March 2018</b>	351
(a) on license only	125
(b) off license only	139
(c) both	87
Applications received during 2017-18	
(a) on sale	3
(b) off sale	1
(c) both	Nil
Applications refused during 2017-18 under section 23	Nil
Applications granted during 2017-18 under section 23	6
Applications for review of premises licence during 2017-18 under S36 & S37 resulting in:-	
(a) written warning	Nil
(b) variation	Nil
(c) suspension	Nil
(d) revocation	1
(e) no action	Nil
<b>Applications Received:</b>	
Non Minor Variations to Premises Licences	32
Minor Variations to Premises Licences	116
Transfers of Premises Licences	31
Extended Hours Applications	89
<b>Occasional Licence Statistics</b>	
<b>Number of Occasional Licences granted during 2017-18</b>	391
<b>Personal Licence Statistics</b>	
<b>Personal Licences in Force on 31 March 2018</b>	1350
Applications during 2017-18 under section 72:-	
(a) refused	Nil
(b) granted	126
Proceedings taken during 2017-18 under section 83 (notice of conviction) resulting in:-	
(a) endorsement	Nil
(b) suspension	Nil
(c) revocation	Nil
(d) no action	Nil
Proceedings taken during 2017-18 under section 84 (conduct inconsistent with licensing objectives) resulting in:-	
(a) endorsement	Nil
(b) suspension	Nil
(c) revocation	Nil
(d) no action	Nil
Proceedings during 2017-18 under section 86 (multiple endorsements) resulting in:-	
(a) endorsement	Nil
(b) suspension	Nil
(c) revocation	Nil
(d) no action	Nil

<b>Revocations of personal licences during 2017-18 under section 87(3) (failure to provide evidence of having undertaken refresher training)</b>	82
<b>Staff employed at 31 March 2018</b>	
Number (full-time equivalent) of licensing standards officers employed	1

**FALKIRK COUNCIL**

**Minute of Joint Meeting of Falkirk Licensing Board and the Falkirk Local Licensing Forum held in the Municipal Buildings, Falkirk on Monday 19 February 2018 at 15.30 p.m.**

**Present:** Councillor James Kerr (Convener of Falkirk Licensing Board); Councillors David Balfour, Lorna Binnie, Gordon Hughes and Ann Ritchie (Members of Falkirk Licensing Board); Carol Carmichael (Member of the public); Gordon Emslie (Personal Licence Holder- Trade); John Hamilton (Personal Licence Holder- Trade); Aileen Holliday (NHS Forth Valley- Health); Madelene Hunt (Member of the public); Andrew Kane (Member of the public); Ruth McDonald (Falkirk Alcohol and Drug Partnership- Health); Thomas Ross (Licensing Standards Officer); Liam Slaven (Scottish Youth Parliament- Young Persons); and Mark Stevenson (Personal Licence Holder- Trade)

**Chair:** Councillor Kerr

**Council Officers**

**Present:** Alison Barr, Consumer Protection Manager; Colin Moodie, Chief Governance Officer; Stuart Murray, Trainee Governance Assistant; and Antonia Sobieraj, Committee Services Officer.

**Also Present:** Licensing Sergeant, Claire Mackenzie, Police Scotland.

**1. Apologies**

Apologies were intimated on behalf of Provost William Buchanan; and Councillor John Patrick

**2. Minute**

The Minute of Joint meeting between Falkirk Licensing Board and the Falkirk Local Licensing Forum held on 22 November 2016 was approved.

**3. Licensing Board Annual Report – 1 January to 31 December 2017**

There was submitted Report (circulated) dated 19 February 2018 by the Clerk to the Licensing Board (a) setting out the work undertaken by the Board since 1 January 2017 in relation to activity under the Licensing (Scotland) Act 2005; (b) an outline of the main provisions that have come into force and work undertaking to mainstream changes from the Air Weapons and Licensing Act 2015, attaching, at Appendix 1, the report considered by the Licensing Board on 12 August 2015 which detailed the main changes to the Licensing (Scotland) Act 2005; (c) summarising the provisions of the 2015 Act which amend sections 6 and 7 of the 2005 Act, statement of licensing

policy: licensing policy periods and overprovision which came into force on 30 September 2016, attaching, at Appendix 2, the current Statement of Licensing Policy; (d) an outline of the annual financial report which was considered by the Licensing Board at their June 2017 meeting, attaching, at Appendix 3, the Statutory Annual Income and Expenditure Report 2016/17; (e) summarising the duty on Licensing Boards to prepare an annual functions report, with the first report due for publication by the end of June 2018; (f) summarising the “Fit and Proper” Test, which came into force on 15 May 2017 and stating that the Board has refused one application for a personal licence under the test; (g) outlining the Alcohol (Minimum Pricing) (Scotland) Act 2012 and the Scottish Government plans to introduce Minimum Unit Pricing for alcohol on 1 May 2018; (h) summarising the Immigration Act 2015 and stating that the provisions have not yet come into force regarding alcohol licensing; (i) outlining the budgetary information regarding the annual retention fee under the 2005 Act and that the Board approved the 2017/18 annual fee at the Board meeting on the 21 June 2017; (j) Providing a detailed overview of all Licence Applications, Reviews and Revocations in 2017.

After hearing from Alison Barr in summary of the Report, the Board **Noted** the Report and thereafter highlighted the undernoted issues:-

- The overprovision section on the Statement of Licensing Policy;
- The enforcement of premises licences and annual fees;
- The definition of minor and non-minor variations;
- The licencing of functions over the festive period;
- The guidance around when revocation of personal licences come into effect; and
- The legislation regarding occasional licences.

Councillors Balfour, Binnie, Hughes and Ritchie left to attend the SNP budget meeting at 16:00 p.m.

#### **4. Any Other Competent Business**

The following issues were discussed:-

- The Licensing Board sub-group and representatives from the Forum attending the next meeting;
- The Statement of Licensing Policies of other Boards;
- The licensing objectives in relation to alcohol and health;
- The purchase of alcohol and the use of social media; and
- The enforcement of licensing conditions.

Applicant Details	Venue	Reason
<b>MEMBERS' CLUBS</b>		
Grangemouth Railway Club	Grangemouth Railway Club	40th Birthday Party
Stehousemuir Cricket Club	Stehousemuir Cricket Club	70th Birthday Party
Stehousemuir Cricket Club	Stehousemuir Cricket Club	fundraiser
North Broomage Social Club	North Broomage Social Club	21st and 40th Birthday Party
Grangemouth Bowling Club	Grangemouth Bowling Club	Funeral Tea
Polmont Bowling Club	Polmont Bowling Club	Funeral Tea
Polmont Bowling Club	Polmont Bowling Club	Dinner Dance
Kenneth MacLennan	Lodge Carron 139 Social Club	Fundraiser
Kenneth MacLennan	Lodge Carron 139 Social Club	Fundraiser
William Goodwin	Grangemouth Bowling Club	Family party
North Broomage Social Club	North Broomage Social Club	40th Birthday Party
Lodge Dolphin	Lodge Dolphin	40th Birthday Party
Bonnybridge Bowling Club	Bonnybridge Bowling Club	40th Birthday Party
Douglas Lodge No, 409	Douglas Lodge No. 409	50th Birthday Party
Douglas Lodge No, 409	Douglas Lodge No. 409	25th Birthday Party
Bo'ness Chemical Workers Social Club	Bo'ness Chemical Workers Social Club	50th Wedding Anniversary
Bo'ness Chemical Workers Social Club	Bo'ness Chemical Workers Social Club	30th Birthday Party
Bo'ness Chemical Workers Social Club	Bo'ness Chemical Workers Social Club	40th Birthday Party
Grangemouth Rugby Club	Grangemouth Rugby Club	Motorbike Club Party
North Broomage Social Club	North Broomage Social Club	Golden Wedding Party
Burnhead Bowling Club	Burnhead Bowling Club	Funeral meal
Redding & Westquarter Unity Club	Redding & Westquarter Unity Club	Culture night
Redding & Westquarter Unity Club	Redding & Westquarter Unity Club	Culture night
Bonnybridge Bowling Club	Bonnybridge Bowling Club	Party Night
Blackness Boat Club	Blackness Boat Club	70th Birthday Party
North Broomage Social Club	North Broomage Social Club	40th Birthday Party

Jessie Ann Gilmour	Grangemouth Railway Club	21st Birthday Party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	50th Birthday Party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	family party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	40th Birthday Party
North broomage	north broomage	60th birthday
Stenhousemuir Cricket club	stenhousemuir cricket club	Family Fundraising Party
blackness boat club	Blackness boat club	Linlithgow Marches
Bonnybridge Bowling Club	Bonnybridge Bowling Club	60th Birthday Party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	Family party
George Mallice	Burnhead Bowling Club	21st Birthday Party
Grangemouth Bowling Club	Grangemouth Bowling Club	Family party
North Broomage Social Club	North Broomage Social Club	90th Birthday Party
Gordon Burness	Bonnybridge Bowling Club	50th Birthday Party
John Diram	Stenhousemuir Cricket Club	Prize Giving Evening
Stenhousemuir Cricket Club	Stenhousemuir Cricket Club	Local under 15 f c end of season fundraiser
Stenhousemuir Cricket Club	Stenhousemuir Cricket Club	H S Teachers Summer Break Up
Douglas Lodge No. 409	Douglas Lodge No. 409	Bo'ness Fair
Camelon Juniors Social Club	Camelon Juniors Soc Club	50th birthday party
Redding & Westquarter Unity Club	Redding & W/Q Unity Club	Free Colliers Walk
Camelon Juniors Social Club	Camelon Juniors Soc Club	30th Birthday Party
North Broomage Social Club	North Broomage Social Club	70th birthday party
Camelon Juniors Social Club	Camelon Juniors Social Club	Burlesque dance show
Grangemouth Bowling Club	Grangemouth Bowling Club	Family 40th Birthday Party
Polmont Bowling Club	Polmont Bowling Club	Dinner Dance
Grangemouth Bowling Club	Grangemouth Bowling Club	Funeral
Stenhousemuir Cricket Club	Stenhousemuir Cricket Club	40th Birthday Party
Grangemouth Bowling Club	Grangemouth Bowling Club	Family Birthday Party
Douglas Lodge No. 409	Douglas Lodge No. 409	Sports Q&A Session
North Broomage Social Club	North Broomage Social Club	50th Birthday Party
Stenhousemuir Cricket Club	Stenhousemuir Cricket Club	Christening Party
Grangemouth Bowling Club	Grangemouth Bowling Club	Ruby Wedding
Grangemouth Railway Club	Grangemouth Railway Club	60th Birthday Party

Polmont Bowling Club	Polmont Bowling Club	Fund raising race night
Grangemouth Bowling Club	Grangemouth Bowling Club	Sportsman's Dinner
Grangemouth Bowling Club	Grangemouth Bowling Club	Family Party
North Broomage Social Club	North Broomage Social Club	Diamond Wedding Anniversary
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	21st Birthday Party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	50TH Birthday Party
Bonnybridge Bowling Club	Bonnybridge Bowling Club	St Andrew's Night Dance
Bonnybridge Bowling Club	Bonnybridge Bowling Club	50th Birthday Party
Grangemouth Railway Club	Grangemouth Railway Club	40th Birthday Party
Camelon Juniors Social Club	Camelon Juniors Social Club	70th Birthday Party
John Dirom	Stenhousemuir Cricket Club	Engagement Party
Bridget Finnigan	Camelon Juniors Social Club	50th Birthday Party
Burnhead Bowling Club	Burnhead Bowling Club	50th Birthday Party
Grangemouth Bowling Club	Grangemouth Bowling Club	Race Night & Disco
Grangemouth Bowling Club	Grangemouth Bowling Club	Works Christmas Party
Lodge Dolphin Masonic Club	Lodge Dolphin Masonic Club	Sportsmans' Dinner
North Broomage Social Club	North Broomage Social Club	Surprise Party
Camelon Juniors Social Club	Camelon Juniors Social Club	50th Birthday Party
Camelon Juniors Social Club	Camelon Juniors Social Club	Tae Kon Do
Camelon Juniors Social Club	Camelon Juniors Social Club	Ladies Night
Camelon Juniors Social Club	Camelon Juniors Social Club	Birthday Party
Camelon Juniors Social Club	Camelon Juniors Social Club	Surprise 60th birthday party
Grangemouth Railway Club	Grangemouth Railway Club	60th Birthday Party
Grangemouth Railway Club	Grangemouth Railway Club	Race Night for kids football
Bonnybridge Bowling Club	Bonnybridge Bowling Club	60th Birthday Party
Lodge St John (Falkirk) No. 16	Lodge St John (Falkirk) No. 16	Burns Supper
Grangemouth Railway Club	Grangemouth Railway Club	Retired Members Party
<b>PERSONAL LICENCEHOLDER</b>		
Robert Booth	Brian Clark Memorial Hall	Charity darts competition
Isa McMinn	Bo'ness Town Hall	Audience with Paul Gascoyne
James Docherty	Bo'ness Chemical Workers Social Club	25th Wedding Anniversary
Imelda O'Donnell	Crypt Hall, Denny	50th Birthday Party

stuart maxwell	community area	hospitality
stuart maxwell	community area	hospitality
stuart maxwell	community area	hospitality
Gaynor Hicking	John Pye & Sons	Viewing of goods, online auction
Dawn Hogg	Shieldhill Welfare Hall	30th Birthday Party
Isa McMin	Bo'ness Town Hall	Sportsmans Dinner
William Gibson	Bo'ness Town Hall	Annual Dinner Dance
Mark Lyon	Dobbie Hall	Wedding Reception
Robert Booth	Brian Clark Memorial Hall	Charity darts competition
Robert Booth	Brian Clark Memorial Hall	Charity darts competition
Robert Booth	Brian Clark Memorial Hall	Charity darts competition
Robert Booth	Brian Clark Memorial Hall	Charity darts competition
Angela Pantan	WOW Desirable Gifts Ltd	Mother's Day promotion
Stewart Craig Prentice	Bo'ness Town Hall	Workshop on history of gin & cocktail making
Robert Hulett	Dobbie Hall	Speakers Night
andrew mckay	crypt hall	fundraising race night
andrew mckay	crypt hall	60th birthday
andrew mckay	crypt hall	50th birthday
andrew mckay	crypt hall	Retirement party
stuart maxwell	community area	hospitality
Andrew McKay	Crypt Hall	St Patrick's Day Singing
Stuart Maxwell	Community area	Hospitality
Stuart Maxwell	community area	Hospitality
Stuart Maxwell	community area	Hospitality
Stuart Maxwell	community area	Hospitality
Daniel John Ferguson	Denny Orange Hall	60th Birthday Party
Kenneth Maybury	Dobbie Hall, Stenhousmuir	Jersey Boys Show
Kenneth Maybury	Grangemouth Town Hall	ABBA tribute show
Kenneth Maybury	Dobbie Hall, Stenhousmuir	Neil Diamond Show
Kenneth Maybury	Grangemouth Town Hall	Hypnosis/Drag Cabaret Show
Kenneth Maybury	Grangemouth Town Hall	Rod Stewart Show
Andrew Phillips	Grangemouth Sports Complex	Martial arts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition



Stephen Craig Russell	Cowdenhill Community Hall	Anniversary Celebration
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Allan Miller	Grangemouth Town Hall	Wedding
Allan Miller	Bo'ness Town Hall	Wedding
Allan Miller	Bo'ness Town Hall	Wedding
Kenneth MacLennan	Lodge Carron 139	Fundraiser
Stuart Hamilton Maxwell	The Community Area, South Stand	Hospitality
Monica Shaw	Marquee next to Canada Wood	Gin Festival
Isa McMinn	Bo'ness Town Hall	Darts Exhibition
Isa McMinn	Bo'ness Town Hall	Wedding
Dawn Hogg	Shieldhill Welfare Hall	Fundraiser
Karen Robertson	Avonbridge Community Hall	Drag cabaret Act
Robert Booth	Brian Clark Memorial Hall	Darts competition
Morna Crawford	Dobbie Hall, Stenhousemuir	Shuffledown
Fiona Aitken	Bo'ness Town Hall	Wedding Reception
Andrew McKay	The Crypt Hall	Fundraiser
Andrew McKay	The Crypt Hall	Engagement Party
Colin Green	Grangemouth Town Hall	Budo Fighting Championships
Calum Miller	Dobbie Hall	Tribute Band
Stuart H Maxwell	South Stand, Falkirk Stadium	Supporters hospitality
Kenneth McHugh	Banknock Community Hall	Communion
Russell Wallace	market place - stall	Gin stall
Daniel Ferguson	shieldhill welfare hall	Brighton Rangers Supporters
Lorna Calder	Kinneil Estate	Scottish Car Performance Show
Robert Booth	Brian Clark Memorial Hall	30th family birthday party
Thomas Don	Dobbie Hall	Fund raising dance
Dawn Hogg	The Thrums, Laurieston	Fundraising disco
Laura Mary Dewar	Grangemouth Town Hall	Sparta Boxing Academy Dinner
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition

Robert Booth	Brian Clark Memorial Hall	Darts Competition
Stuart Hamilton Maxwell	The Falkirk Stadium	Champion League Final
Stuart Hamilton Maxwell	The Falkirk Stadium	Paul Hartley Road Show Event
Mark Robert Lyon	Dobbie Hall	Wedding reception
Andrew McKay	Denny Crypt Hall	30th Birthday Party
Nicola Ferguson	Falkirk Rugby Club	Beer Festival
Angela Panton	Wow Desirable Gifts	Fathers Day Promtton
Stuart Hamilton Maxwell	The Community Area	Unveiling of New Season Strip
Stuart Hamilton Maxwell	The Community Area	World Cup Final
Michael John Fraser	Bo'ness Town Hall	Wedding Reception
Kirsty Ure	Dobbie Hall	Concert
Kirsty Ure	Falkirk Stadium	Craft beer festival
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Nicola Ferguson	Falkirk Rugby Club	LGAFO Bikers weekend
Jill Tomlinson	The Wilderness, Airth	Airth Highland Games
Alan Morrison	Camelon Juniors football pavillion	Hospitality on a match day
Alan Morrison	Camelon Juniors football pavillion	Hospitality on a match day
Daniel Ferguson	Denny Orange Hall	Fund raising games night
Daniel Ferguson	Denny Orange Hall	Social night fund raiser
Daniel Ferguson	Denny Orange Hall	Wedding Anniversary
Daniel Ferguson	Denny Orange Hall	Inter lodge dominos
Daniel Ferguson	Denny Orange Hall	Sports and Social fund raiser
Ryan Longmuir	Marquee, 2 Slamannan Road, Falkirk	Wedding reception
Daniel Ferguson	Denny Orange Hall	Sports Day fund raiser
Alan Morrison	Camelon Juniors Football Club	Hospitality on a match day
Daniel Ferguson	Denny Orange Hall	Inter lodge dominos
Kenneth McHugh	North Inches Cottages (private house)	Wedding
Alan Morrison	Camelon Juniors Football ground pav	Hospitality on a match day
Daniel Ferguson	Denny Orange Hall	Race night fund raiser
Daniel Ferguson	Denny Orange Hall	Cultural Day

Alan Morrison	Camelon Juniors Football ground pav	Hospitality on a match day
Lee Robin	Abbotsinch Industrial Estate	Beer festival style bar
Daniel Ferguson	Denny Orange Hall	Inter Lodge Dominos Fund raiser
Daniel Ferguson	Denny Orange Hall	Dedication of hall
Daniel Ferguson	Denny Orange Hall	Cultural Day
Lynne Hunter	Dobbie Hall	Tribute Band
Colin Green	Grangemouth Town Hall	World Kickboxing Ass event
Colin Green	Grangemouth Town Hall	Budo Fighting championship
David McIlroy	Grangemouth Town Hall	Charity Dance
Alan Morrison	Camelon Juniors pavilion	Hospitality to sponsors
Alan Morrison	Camelon Juniors pavilion	Hospitality to sponsors
Alan Morrison	Camelon Juniors pavilion	Hospitality to sponsors
Grangemouth Bowling Club	Grangemouth Bowling Club	60th Birthday Party
Kenneth Mayburn	Grangemouth Town Hall	Cabaret Show
Kenneth Mayburn	Dobbie Hall	Abba Tribute Show
Kenneth Mayburn	Grangemouth Town Hall	Psychic Show
Kenneth Mayburn	Dobbie Hall	Motown Tribute Show
Kenneth Mayburn	Grangemouth Town Hall	Neil Diamond Tribute Show
Kenneth Mayburn	Grangemouth Town Hall	Elvis Tribute Show
Kenneth Mayburn	Dobbie Hall	Rod Stewart Tribute Show
Andrew McKay	Crypt Hall	Christening
Andrew McKay	Crypt Hall	Wedding reception
Catherine McGuire-Smith	Gillmeadow Farm, Linlithgow	21st Birthday Party
Jacqueline Galbraith	Falkirk Stadium	Pre and post match drinks
Gaynor Hicking	Auction House, Bridgeness R	Collection of alcohol
Kenneth McHugh	Bo'ness Town Hall	Wedding reception
Jacqueline Galbraith	Falkirk Stadium	Pre and post match drinks
Daniel Ferguson	Denny Orange Hall	Inter Lodge Dominos
Daniel Ferguson	Denny Orange Hall	Live Football Fundraiser
Jacqueline Galbraith	Falkirk Stadium	Pre and post match drinks
Jacqueline Galbraith	Falkirk Stadium	Pre and post match drinks
Robert Booth	Brian Clark MH	Darts competition
Robert Booth	Brian Clark MH	90th Anniversary march celebration

Robert Booth	Brian Clark MH	Fund raising event
Robert Booth	Brian Clark MH	Darts competition
Graeme James Munro	Grangemouth Town Hall	National Ass of Accor & Fiddle club
Kenneth McHugh	Bo'ness Town Hall	Wedding reception
Melanie Alice McCol	Dobbie Hall	Comedy Night
Tracy Fyfe	No 2 Champany Holdings	Wedding reception
Robert Booth	Brian Clarm MH	Darts competition
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
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Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Daniel John Ferguson	Denny Orange Hall	Inter Lodge Dominos
Daniel John Ferguson	Denny Orange Hall	Live Sports
Daniel John Ferguson	Denny Orange Hall	Live Sports
Joseph Donachie	Dobbie Hall	Victoria Harriers Pres Night
Alan Morrison	Camelon Juniors Pavilion	Hospitality
Mohammed Mukhtar	Bo'ness Town Hall	Wedding
Dawn Hogg	Laurieston Community Centre	Fundraising Dance
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Morna Crawford	Dobbie Hall	"Soul Spin"
Lynne Hunter	Dobbie Hall	Disco Night
Kenneth McHugh	Bo'ness Town Hall	Wedding
Andrew T Phillips	Grangemouth Sports Centre	Martial Arts Competition
Imelda O'Donnell	Crypt Hall	Ceilidh
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
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Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Nicola Ferguson	Falkirk Rugby Club	70th Birthday BBQ
Simon Preece	Bo'ness Town Hall	Wedding reception
Stephen Barr	Dobbie Hall	Annual Sportsmans Dinner
Karen Robertson	Avonbridge Community Hall	Hypnotist Show
Simon John Preece	Bo'ness Town Hall	Wedding reception
Dawn Hogg	Grangemouth Town Hall	Fund raising dinner and disco
William Gibson	Bo'ness Town Hall	Wedding
Gaynor Hicking	Auction House, Bo'ness	Collection of purchased alc
Daniel John Ferguson	Denny Orange Hall	Harmony after Degree
Kenneth Maybury	Grangemouth Town Hall	Motown Tribute Show
Kenneth Maybury	Dobbie Hall	Michael Buble Tribute Show
Kenneth Maybury	Grangemouth Town Hall	Michael Buble Tribute Show
Alan Morrison	Camelon Juniors Football Ground Pavilion	Hospitality
Alan Morrison	Camelon Juniors Football Ground Pavilion	Hospitality
Alan Morrison	Camelon Juniors Football Ground Pavilion	Hospitality
Lynne Hunter	Dobbie Hall	Back to the nineties disco
Angela Panton	WOW Desirable Gifts	Gin Tasters
Dawn Hogg	Laurieston Community Centre	Fundraising disco
Dawn Hogg	Laurieston Community Centre	Fundraising disco
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Robert Booth	Brian Clark Memorial Hall	Darts Competition
Andrew McKay	The Crypt	60th Birthday Party
Tracey Fyfe	Redding & Westquarter Unity Club	50th Birthday Party
Greg McMullan	Bowhouse Community Centre	Eastern Star Annual Dinner Dance
Christopher Veitch	Bo'ness United Hospitality Cabin	Hospitality

Christopher Veitch	Bo'ness United Hospitality Cabin	Hospitality
Michael David Craig	Bo'ness Town Hall	Wedding Reception
Daniel John Ferguson	Denny Orange Hall	Fundraising Night
Daniel John Ferguson	Denny Orange Hall	Fancy Dress Halloween Party
Henry McIntosh	Bo'ness United Club	Hospitality
Alan Miller	Ettrick Dochart Community Hall	Birthday Party
Henry McIntosh	Bo'ness United Club	Hospitality
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Daniel John Ferguson	Denny Orange Hall	Birthday Party
Daniel John Ferguson	Denny Orange Hall	Anniversary Party
Gaynor Hicking	John Pye & Sons	Auction
Gaynor Hicking	John Pye & Sons	Auction
Gaynor Hicking	John Pye & Sons	Auction
Gaynor Hicking	John Pye & Sons	Auction
Gaynor Hicking	John Pye & Sons	Auction
Robert Booth	Brian Clark Memorial Hall	Armistice Day Remembrance Service
Kenneth McHugh	Grangemouth Town Hall	Ladies Charity Night
Robert Booth	Brian Clark Memorial Hall	Ladies fundraising day
Jacqueline Galbraith	South Stand Falkirk Community Stadium	Hospitality
Andrew McKay	Crypt Hall	50th Birthday Party
Andrew McKay	Crypt Hall	30th Birthday Party
Daniel John Ferguson	Denny Orange Hall	Final Inter Lodge Dominos and Pool
Melanie West	Matty Steele Building	Christmas Lights switch on
Kenneth McHugh	Banknock Community Hall	Christening
Jacqueline Galbraith	South Stand Falkirk Community Stadium	Hospitality
Jonesys Boxing Club	Dobbie Hall	Amateur Boxing Club Show
Joseph Thomas	Roughcastle Walkway	Light up walk through roughcastle walkway
Dawn Hogg	The Thrums	Fundraising Bingo
Henry McIntosh	The United Club	Hospitality

Angela Panton	Wow Desirable Gifts Ltd	Birthday Party for shop
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Kerry Fraser	Bo'ness Town Hall	Wedding
Tracy Fyfe	Redding & Westquarter Unity Club	A Charity Night
Christopher Veitch		Hospitality for supporters
Joseph Thomas	Roughcastle Walkway	Light up walk through Roughcastle walkway
Alan Morrison	Camelon Juniors Football pavilion	Hospitality to sponsors on a match day
Joseph Thomas	Roughcastle Walkway	Light up walk through Roughcastle walk
Jennifer France	Acoustic Café	Christmas Parties and evening events
Kenneth McHugh	Grangemouth Town Hall	Xmas Party for C/S singles, etc.
Alan Morrison	Camelon Juniors Football pavilion	Hospitality to sponsors on a match day
Daniel John Ferguson	Denny Orange Hall	Live football and buffet
Daniel John Ferguson	Denny Orange Hall	Members Hogmanay Party and Buffet
Kenneth Maybury	Grangemouth Town Hall	ABBA Tribute show
Kenneth Maybury	Dobbie Hall	Elvis tribute show
Kenneth Maybury	Grangemouth Town Hall	Cher tribute show
Kenneth Maybury	Dobbie Hall	Gary Barlow tribute show
Kenneth Maybury	Grangemouth Town Hall	Jersey boys tribute show
Henry McIntosh	The United Club	Hospitality
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	60's/70's/80's Disco music night
Robert Booth	Brian Clark Memorial Hall	Darts competition
Catherine Peddie	Keystore Shieldhill	Operate as usual
Catherine Peddie	Keystore Shieldhill	Operate as usual
Catherine Peddie	Keystore Shieldhill	Operate as usual
Mark Robert Lyon	Bo'ness Recreation Centre	Caledonian Produce Christmas party
Robert Booth	Brian Clark Memorial Hall	Junior footballers end of season award ceremony
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality

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Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Jacqueline Galbraith	South Stand, Falkirk Stadium	Hospitality
Lynne Hunter	Dobbie Hall	Two night Disco Event
Gary McGill	22 East Pier Street, Bo'ness	Restaurant services
Gary McGill	22 East Pier Street, Bo'ness	Restaurant services
Gary McGill	22 East Pier Street, Bo'ness	Restaurant services
Gary McGill	22 East Pier Street, Bo'ness	Restaurant services
Laura Tickner	Grangemouth Town Hall	Falkirk Soccer Academy Awards
Robert Booth	Brian Clark Memorial Hall	Club Members Function
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Robert Booth	Brian Clark Memorial Hall	Darts competition
Tina Moffat	Market Stall	flavour vodac
Andrew McKay	Crypt Hall, Denny	50th Birthday Party
Andrew McKay	Crypt Hall, Denny	Fundraising-Dunipace Juniors
Andrew McKay	Crypt Hall, Denny	Dunipace Juniors Player of year
Henry McIntosh	The United Club	Hospitality
Alan Morrison	Camelon Juniors Football Pav	Hospitality
Mark Lyon	Bo'ness Town Hall	50th Birthday Party
Kirsty Ure	Dobbie Hall	Whisky Festival
Vincent Coyle	Westfield Farm, Airth	Racing Event
Kirsty Ure	Dobbie Hall	Concert
Romana Knowles	Falkirk Stadium	Little Mix Concert
	Thornhill Community Centre	Fundraising Dance
Kathryn Markey	The Barony Theatre	Performance of "The Ladykillers"
Colin Green	Grangemouth Town Hall	Kickboxing & muay thai bouts
Henry McIntosh	The United Club	Hospitality
Jacqueline Galbraith	The South Stand, Falkirk Stadium	Hospitality
Colin William Anderson	Bo'ness Town Hall	Childrens Theatre Production
Kenneth Maybury	Dobbie Hall	Cher/Shania Twain tribute act



Robert Booth	Brian Clark Memorial Hall	Darts competition
Stuart Maxwell	South Stand, Stadium	Pre and post drink
Daniel John Ferguson	Denny Community Hall	Birthday disco & buffet
Morna Crawford	Dobbie Hall	Glitter Funk Celebration
Cameron McCann	North Greens Park ,Airth	Samples - G&T's & Cocktails
Airth Castle Hotel	The Parsonage	Wedding
Kenneth McHugh	Bo'ness Town Hall	Wedding
Kenneth McHugh	Bo'ness Town Hall	Wedding
Vincent Coyle	Bankhead House	Wedding
<b>PREMISES LICENCEHOLDERS</b>		
Stenhousemuir Football Club	Stenhousemuir Football Club	Annual Community Family Fun Day
Stenhousemuir FC	Dobbie Hall	Sportsmans Dinner
Forth valley college stirling	forth valley college falkirk	quiz night
Airth castle Hotel	parsonage	Wedding
Airth castle Hotel	parsonage	Wedding
Airth castle Hotel	parsonage	Wedding
Airth castle Hotel	parsonage	Wedding
Forth Valley College Stirling	Forth Valley College, Falkirk	Fairtrade Quiz Night
Airth Castle Hotel & spa	The Parsonage	Corporate Event
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Airth Castle Hotel & spa	The Parsonage	Wedding Reception
Grangemouth Golf Club	gazebo @ G.G.C.	Birthday Party
Grangemouth Golf Club	gazebo @ G.G.C.	International Texas Scamble
Canada Wood Kitchen and Bar	Canada Wood Kitchen and Bar	International fourball event
The Wine Library	Larbert Village PS school hall	Indian style buffet
		Fundraising gin tasting event for the school

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Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
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Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	Wedding
Airth Castle Hotel & Spa	The Parsonage	60th Birthday Party
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Charity Ball
Airth Castle Hotel	The Parsonage	Charity Ball
Airth Castle Hotel	The Parsonage	Wedding
Airth Castle Hotel	The Parsonage	Chocolate making & gin tasting
Airth Castle Hotel	Dobbie Hall	Sportsmans' Dinner
Airth Castle Hotel	Grangemouth Town Hall	Sportsmens' Dinner
Airth Castle Hotel	Grangemouth Golf Club	Greenkeepers Benefit
Airth Castle Hotel	Grangemouth Golf Club	Open Texas Scramble

VOLUNTARY ORGANISATIONS			
1st Falkirk Scouts	Falkirk Scout Hall		Quiz and Curry Night
camelon jun fc	Camelon Juniors football ground pavillion		Hospitality for match day
camelon jun fc	Camelon Juniors football pavillion		Hospitality for match day
camelon jun fc	Camelon Juniors football pavillion		Hospitality for match day
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camelon jun fc	Camelon Juniors football pavillion		hospitality for match day
camelon jun fc	Camelon Juniors football pavillion		hospitality for match day
camelon jun fc	Dobbie Hall		Speakers Night
Larbert Amateur Operatic Society	Dobbie Hall		Musical - Sweet Charity
Gillespie true blues	shieldhill wellfare hall		fundraiser
ABOD	The Thrums, Laurieston		Fundraiser
Bo'hess Children's Fair Festival	Douglas Park		Over 30's Football Tournament
Carronshore Young Defenders LOL200	Dobbie Hall		Fundraiser
Denny True Blues			Fund raising buffet and disco
Lord Mountbatten Memorial	The Thrums		Various x 3 days
LOL 34 Blackbraes True Blues	Maddiston Old Folks Hall		Fund raising disco and raffle
Camelon Purple Guards LOL 317	Brian Clark Memorial Hall		Annual celebration of Orange Order
Camelon Purple Guards LOL 317	Brian Clark Memorial Hall		Fund raising event
Camelon Loyalists Flute Band	Denny Orange Hall		Fund raising disco and raffle
Emma Gillander	Friends of Airth Games		Marquee - Sponsorship Package
Dale Henry - Larbert Amateur Operatic	Dobbie Hall		Concert - Fundraiser
Charles Robinson	North Broomage Social Club		Wedding

Shieldhill Young Defenders Flute band	Shieldhill Welfare Hall	Fund raising event
Bo'ness Childrens Fair Festival	Bo'ness Town Hall	Ladies Day
Falkirk Trinity Church	Falkirk Trinity Church	CARA & FDAMH Gig in Sanctuary
Falkirk Trinity Church	Falkirk Trinity Church	Falkirk Story Telling Festival
Bo'ness Real Ale App Society	Bo'ness Town Hall	Real ale festival
Sisters of Gillespie LLOL231	Shieldhill Welfare Hall	Fund raising event
Bonnybridge Sons of William LOL 211	Dennyloanhead Community Centre	Fundraiser
Stenhousemuir Community FC	Dobbie Hall	Sportsman's Dinner
The Barony Theatre	The Barony Theatre	Performance
The Barony Theatre	The Barony Theatre	Concert
The Barony Theatre	The Barony Theatre	Performance
Falkirk Trinity Church	Falkirk Trinity Church	Falkirk RSCDS Concert
Falkirk Trinity Church	Falkirk Trinity Church	Bairns Big Band Concert
Slamannan Bible & Bible	Shieldhill Welfare Hall	Fund raising disco
Lord Mountbatten Memorial LOL 298	Laurieston Community Centre	Fundraising Social Evening
Dennyloanhead Community Hall Ltd	Archibald Russell Centre	Fundraising disco
Gillespie True Blues LOL 231	Shieldhill Welfare Hall	Fundraising Disco
Larbert Amateur Operatic Society	Dobbie Hall	Panto
Bo'ness Childrens Fair Festival	Bo'ness Town Hall	Christmas Party Night
Bo'ness Childrens Fair Festival	Bo'ness Town Hall	Christmas Party Night
Sons of William Bonnybridge LOL 211	Dennyloanhead Community Hall	Fund raising disco with flute band
Denny True Blues LOL 257	Denny Orange Hall	Members Christmas Party
Dennyloanhead Community Hall Ltd	Dennyloanhead Community Hall	Fundraiser Dance
Falkirk Trinity Church	Falkirk Trinity Church	Vine Trust fundraiser
Wallacestone and District Pipe Band	Greenpark Community Centre	Karaoke, Disco and Buffet

Lord Mountbatten Mem LOL No. 298	The Thrums	Fundraising social/dance
Falkirk Trinity Church	Falkirk Trinity Church	Falkirk Storytelling Festival
Grahamsdyke Branch SNP	Thornhill Road Community Centre	Burns Night
Sir William Wallace Grand Lodge of Scotland	Shieldhill Community Hall	Burns Supper
Bonnybridge Sons of William LOL 211	Archibald Russel Centre	Fundraiser
Trinity Church	Trinity Church	capital concert
Pride of the grange Volunteers F B	Dobbie Hall	Band 35th Anniversary
Trinity Church	Trinity Church	Mandolin Concert
gillespies true blues lol 231	Shieldhill Welfare Hall	Weekend Fundraiser
Denny true blues	denny orange hall	family fun day
Unison Kinneil Band	Blydon Hall	fundraiser
Colin Haggerty for Blackbraes True Blues	Old Folks Hall, Old Main Street, Maddiston	fundraiser
Jamie Alexander for Carronshore Young Defenders	Thornhill Community Hall	fundraiser
Bo'ness Childrens Fair	Bo'ness Town Hall	Afternoon Tea
Bo'ness Childrens Fair	Bo'ness Town Hall	Annual Dinner Dance
Laurieston Orange Lodge	Laurieston Community Hall	fundraiser
Falkirk Trinity Church	Falkirk Trinity Church	Ashton Lane concert in Sanctuary
Campaign for Real Ale (CAMRA)	Dobbie Hall	10th Larbert Cask Ale & Cider festival
The Barony Trustee's	The Barony Theatre	Silent Film Festival showing
Slamannan Bible & Crown Defenders	Shieldhill Welfare Hall	Fundraiser
Harvey Williamson for Bo'ness Sub Aqua Club	Polmont Greenpark Community Centre	Fundraiser
Gordon Lyon from Camelon Loyalist Flute Band	Laurieston Community Centre	Fundraiser
Darren Somerville from Camelon Loyalist Flute Band	Dobbie Hall, Stenhousmuir	Fundraiser

Black Braes	Maddiston old folk home	Fundraiser
Black Braes	Maddiston old folk home	Fundraiser
Camelon Loyalist Flute	Thronhill Community Centre	Fundraiser
Apprentice Boy's of Derry	Laurieston Community Centre	Fundraiser