**Attending a Licensing Board Meeting**

# What is the Falkirk Licensing Board?

Falkirk Licensing Board is made up of 10 local Councillors and are responsible for considering applications for both alcohol and gambling licences. They also review licences when a request for review is received.

The Licensing Board meetings are currently held remotely using the WebEx app and normally begin at 10am prompt. As the meetings are public, they are live streamed on YouTube. They are not recorded so you cannot watch them at a later time or date.

An agenda detailing the items that are to be considered at the meeting is available to view 5 working days prior to the Board meeting on Falkirk Council’s website.

# Why have I been asked to go to the Licensing Board?

When the Licensing Board has to consider an application, the applicant and any person who has made an objection or representation will be invited to the meeting to present their case before the Board makes a decision.

If you are an applicant, you will receive an email requesting your attendance. Copies of the report and, if applicable, any objections or representations that the Board may take into consideration when determining the application will be attached.

If you have objected to or made representations in relation to an application, you will be asked to attend to speak in support of your submission by email.

# When should I attend the Licensing Board?

The email will advise you of the date and the time of the meeting. You will also be sent an email from a member of the Democratic Services team who will offer you the opportunity to have a run through using the WebEx app. This should mean that there are no issues with you joining the meeting.

Falkirk Licensing Board deals with a number of applications at each meeting although everyone is cited to attend the meeting at 10am, so be prepared for a wait until your application is called. You can listen to the other applications as it is a public meeting.

If you are unable to attend the meeting, you may arrange for someone else to represent you and speak on your behalf. You must let us know well before the date of the meeting and you will need to provide their contact details including their email address. If that person is not an agent, such as a Solicitor, then you must email us giving your permission for that person to represent you. If you do not, the application will be continued to the next Licensing Board meeting. It is essential that the representative can answer any questions that the Board may have in relation to the application. You should advise us before the meeting if you are unable to attend.

When the decision has been made on the application, the Chair of the Board will inform you of the decision and you are free to leave the meeting.

# How will I know Who’s Who at the meeting?

At the start of the meeting, the Chair of the Board will introduce himself, the other members of the Board and the officers.

The Clerk to the Board gives legal direction to the members of the Board. The report is presented by an officer from the Licensing Team. The Licensing Standard Officers (LSOs) and officers from other council services such as Building Standards, Environmental Health may also be at the meeting.

# What happens when my application is called?

The Chair of the Licensing Board will announce each application in turn. If you are an applicant, when you application is called, you will be asked to indicate that you are at the meeting. You should do that by raising your hand. The Chair will ask you to confirm your name.

If there are any objections or representations, the Chair will ask if the person(s) who made them are present. If you have objected to or made representations in relation to the application you will also be asked to indicate that you are at the meeting. You should do that by raising your hand. The Chair will ask you to confirm your name.

The Chair will take control of the meeting and any questions must be directed through him/her.

Once all the information has been heard, the Board will consider the application. Sometimes they will adjourn the meeting, but most times the decisions are made without an adjournment.

Once a decision has been made, you can leave the meeting. The decision of the Board has immediate effect and your licence will be sent to you as soon as possible.

Please remember to have your mobile phone on silent mode once the meeting has started. Do not turn it off as an officer may need to contact you during the meeting.

Further information is available:

By calling: 01324 501575

By emailing: [licensing@falkirk.gov.uk](mailto:licensing@falkirk.gov.uk)