

FALKIRK COUNCIL LICENSING BOARD

GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Falkirk Council Licensing Board has adopted the [Model Publication Scheme](#) produced by the Scottish Information Commissioner. You can see this scheme on our website at:

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

or by contacting us at the address below.

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how to find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright and re-use

Where Falkirk Council Licensing Board holds the copyright in its published information, the information (except logos) may be copied or reproduced without formal permission provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where Falkirk Council Licensing Board does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you:

Our photocopying charge per sheet of paper is shown in the tables below.

Black and white photocopying

| Size of paper | Pence per sheet of paper |
|----------------------|---------------------------------|
| A3 | £0.10 |
| A4 | £0.10 |

Colour photocopying

| Size of paper | Pence per sheet of paper |
|----------------------|---------------------------------|
| A0 | £8.72 |
| A1 | £5.87 |
| A2 | £4.39 |

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| A3 | £0.30 |
| A4 | £0.30 |

Information provided on CD-Rom will be charged at £1.00 per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Licensing
Falkirk Council
Governance Division
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

Telephone Number: 01324 501575

E-mail Address: licensing@falkirk.gov.uk

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT THE AUTHORITY

Class description:

Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations

| The information we publish under this class | How to access it |
|--|---|
| Administration of the Board | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Board's current membership, photographs and contact details. | http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/committees/committee.aspx?committee=132&t=11 |
| Role and Responsibilities of the Board | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Contact Details for the Licensing Section. | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Contact Details for the Licensing Standards Officers. | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/licensing-standards-officers.aspx |
| Falkirk Local Licensing Forum Information | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/licensing-forum.aspx |
| External Link to Scottish Government Gambling and Casinos | http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/gambling-premises.aspx |
| External Link to Gambling Commission | http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/gambling-premises.aspx |

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class

How to access it

External Link to view the Licensing (Scotland) Act 2005

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

External Link to view the Licensing (Fees) (Scotland) Regulations 2007

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

Byelaw prohibiting the Consumption of Alcoholic Liquor in Designated Public Places

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

Interactive Byelaw Area maps.

Licensing (Scotland) Act 2005 Statement of Policy

[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)

External Link to view the Gambling Act 2005

<http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/gambling-premises.aspx>

Gambling Act 2005 Statement of Principles

<https://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/docs/gambling-premises/Statement%20of%20Licensing%20Principles.pdf?v=201406020914>

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| Equalities Strategy 2013 | https://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/docs/licensing-board/01%20Falkirk%20Council%20Licensing%20Board%20Equality%20Strategy%202013.pdf?v=201611281317 |
| Publication Scheme | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Information for our service users: | |
| ALCOHOL | |
| Guide to Attending the Licensing Board | 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 |
| Information on Minimum Unit Pricing | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/minimum-pricing-alcohol.aspx |
| Premises Licences: | |
| Disabled Access and Facilities Statement Information and Prescribed Form | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Application Fees | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Current Applications for New and Provisional Premises Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/current-applications.aspx |
| Current Applications for non | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/current-applications.aspx |

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| minor variations to Premises Licences | |
| General Information on Premises Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Premises Licence Mandatory Conditions | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/guidance/22%20Premises%20Licence%20Mandatory%20Conditions.pdf?v=201611281317 |
| Application Form – New or Provisional Premises Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/02%20Premises%20or%20Provisional%20Premises%20Licence%20Application%20Form.doc?v=201406121450 |
| Guidance Note – applying for a New or Provisional Premises Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/guidance/18%20Premises%20Licence%20Guidance%20Notes.doc?v=201611281317 |
| Blank Operating Plan | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/03%20Blank%20Operating%20Plan.doc?v=201406121450 |
| Guidance Note – completing your Operating Plan | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/guidance/20%20Guidance%20for%20Completing%20Operating%20Plan.doc?v=201611281317 |
| Layout Plan checklist | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/guidance/21%20Layout%20Plan%20Checklist.doc?v=201611281317 |
| Application Form – Food Safety Section 50 Certificate | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/15%20Environmental%20Health%20and%20Trading%20Standards%20Section%2050%20Application%20Form.pdf?v=201611281317 |
| Application Form – Building Standards Section 50 Certificate | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/14%20Building%20Standards%20Section%2050%20Application%20Form.pdf?v=201406121450 |
| Application Form – Planning | |

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| Section 50 Certificate | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/16%20Planning%20Section%2050%20Application%20Form.pdf?v=201611281317 |
| Confirmation of Display of Site Notice | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/04%20Confirmation%20of%20Display%20of%20Site%20Notice.doc?v=201406121450 |
| Confirmation of Provisional Premises Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Guidance Note – making an objection or representation | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Objection Form | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/07%20Objections%20Form.doc?v=201406121450 |
| Representation Form | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/08%20Representations%20Form.doc?v=201406121450 |
| Application Form – Variation to Premises Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Application Form – Change of Designated Premises Manager | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Application Form – Change of details of Designated Premises Manager or Premises Licenceholder | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/premises-licence.aspx |
| Application Form – Change of Premises Name | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/11%20Change%20of%20Premises%20Name%20Application%20Form.doc?v=201406121450 |
| Application Form – Transfer on behalf of the current Premises Licenceholder (section 33) | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/12%20Transfer%20on%20behalf%20of%20Current%20Premises%20Licence%20holder%20Application%20Form.doc?v=201406121450 |
| Application Form – Transfer on behalf of person other than the current Premises | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/premises-licence/forms/13%20Transfer%20on%20behalf%20of%20person%20other%20than%20the%20current%20premise%20s%20licence%20holder%20Application%20Form.doc?v=201406121450 |

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| Licenceholder (section 34) | |
| Statutory Notices | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/statutory-notice.aspx |
| Members Clubs: | |
| General Information on Members Clubs | Information on Members Clubs is currently not available on our website. This information can be therefore be obtained by contacting the Licensing Section on the following link: http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Personal Licences: | |
| Application Fees | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/ |
| General Information on Personal Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/ |
| Mandatory Personal Licence Refresher Training. | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/refresher-training.aspx |
| Application Form – Personal Licence (new & renewal) | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/docs/forms/Application%20Form%20for%20New%20Applicants.doc?v=201406020914 |
| Guidance Note – applying for a New Personal Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/docs/guidance-notes/Guidance%20Notes.pdf?v=201406020914 |
| Application Form – Change of Address | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/docs/forms/Change%20of%20Address%20Form.doc?v=201406020914 |
| Application Form – Change of Name | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/docs/forms/Change%20of%20Name%20Form.doc?v=201406020914 |
| Application Form – Replacement Personal Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/docs/forms/Replacement%20Licence%20Request%20Form.doc?v=201406020914 |

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| Application for removal of Endorsement | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/ |
| Information on renewal of Personal Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/personal-licence/ |
| Occasional Licences: | |
| Application Fees | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/occasional-licence.aspx |
| Current Applications for Occasional Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/current-applications.aspx |
| General Information on Occasional Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/occasional-licence.aspx |
| Application Form - Occasional Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/occasional-licence.aspx |
| Guidance Note – applying for an Occasional Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/occasional-licence/guidance/Guidance%20Notes%20on%20Occasional%20Licences.pdf?v=201406020914 |
| Step by step guide to filling in the application form. | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/occasional-licence/guidance/Step%20by%20Step%20Guide%20to%20Filling%20in%20the%20Application%20Form.pdf?v=201406020914 |
| Guidance Note – making an objection or representation to an occasional licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/occasional-licence/guidance-objection/Guidance%20Notes%20on%20Making%20an%20Objection%20or%20Representation%20to%20an%20Occasional%20Licence%20Application.pdf?v=201406020914 |
| Occasional Licence Mandatory Conditions | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/occasional-licence.aspx |
| Sample Additional Conditions for Occasional | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/occasional-licence.aspx |

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| Licences | |
| Extended Hours: | |
| Application Fees | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/extended-hours.aspx |
| General Information on Extended Hours | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/extended-hours.aspx |
| Application Form - Extended Hours | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/extended-hours/forms/Application%20for%20Extended%20Hours.doc?v=201406020914 |
| Guidance Note – applying for Extended Hours | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/docs/extended-hours/guidance/Guidance%20Notes%20on%20Extended%20Hours.pdf?v=201406020914 |
| GAMBLING: | |
| Premises Licences: | |
| Application Fees | http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/gambling-premises.aspx |
| General Information on Gambling Premises Licences | http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/gambling-premises.aspx |
| Guidance Note - applying for a Gambling Premises Licence | http://www.falkirk.gov.uk/services/law-licensing/licensing/businesses/docs/gambling-premises/Guidance%20Notes%20for%20a%20Gambling%20Premises%20Licence.pdf?v=201406020914 |
| External link to Scottish Government website for application forms and notices | http://www.scotland.gov.uk/Topics/Justice/law/Licensing/Gambling/resources/forms |
| Small Society Lotteries: | |

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| General Information on Small Society Lotteries | http://www.falkirk.gov.uk/services/law-licensing/licensing/gambling/small-society-lottery-licence.aspx |
| Guidance Note - applying for a Small Society Lottery | http://www.falkirk.gov.uk/services/law-licensing/licensing/gambling/docs/small-society-lottery-licence/Guidance/Small%20society%20lottery%20guidance%20notes.pdf?v=201502090932 |
| Application Form – Small Society Lottery | http://www.falkirk.gov.uk/services/law-licensing/licensing/gambling/docs/small-society-lottery-licence/Forms/Application%20form.pdf?v=201502090932 |
| Return Form - Small Society Lottery | http://www.falkirk.gov.uk/services/law-licensing/licensing/gambling/docs/small-society-lottery-licence/Forms/Small%20societies%20return%20form.pdf?v=201502090932 |
| External link to Scottish Government website for information on Small Society Lotteries | http://www.gov.scot/Topics/Justice/law/Licensing/Gambling/Small-Society-Lotteries |
| External link to Gambling Commission website for information on Small Society Lotteries | http://www.gamblingcommission.gov.uk/Gambling-sectors/Gambling-sectors.aspx |
| Application Fees: | http://www.falkirk.gov.uk/services/law-licensing/licensing/fees-charges.aspx#gamblingact2005 |
| Public Registers | The necessary link to the Registers is currently not available. Further information can be obtained using the contact details: http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class

How to access it

Meetings/Board Decisions:

Dates of Licensing Board meetings

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

Agendas

<http://www.falkirk.gov.uk/services/council-democracy/councillors-decision->

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| | making/committees/committee.aspx?committee=132 |
| Reports | http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/committees/committee.aspx?committee=132 |
| Minutes | http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/committees/committee.aspx?committee=132 |
| Rules as to how members carry out their responsibilities: | |
| Members' Code of Conduct | The Code setting out how members are required to conduct themselves in undertaking their duties in public office is currently not available on our website. This information can be therefore be obtained by contacting Member Services on the following link: http://www.falkirk.gov.uk/contact-us/ |
| Members' Register of Interests | http://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/councillors/ |
| How We Involve Others: | |
| Complaints and feedback | http://www.falkirk.gov.uk/contact-us/complaints/ |

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

| The information we publish under this class | How to access it |
|---|---|
| Falkirk Council Licensing Board Financial Statements | http://www.falkirk.gov.uk/services/law-licensing/licensing/beer/beer-licensing-board/ |

The administration of the Licensing Board is carried out by Falkirk Council. This information can be therefore be obtained by contacting Falkirk Council on the following link: <http://www.falkirk.gov.uk/services/council-democracy/budgets-spending-performance/>

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

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| Class description: Information about how we manage the human, physical and information resources of the authority | |
| The information we publish under this class | How to access it |
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| The administration of the Licensing Board is carried out by Falkirk Council. This information can be therefore be obtained by contacting Falkirk Council on the following link: http://www.falkirk.gov.uk/contact-us/ | |

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

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| Class description: Information about how we procure goods and services, and our contracts with external providers | |
| The information we publish under this class | How to access it |
| | |
| The administration of the Licensing Board is carried out by Falkirk Council. This information can be therefore be obtained by contacting Falkirk Council on the following link http://www.falkirk.gov.uk/services/council-democracy/policies-strategies/procurement/default.aspx | |

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

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| Class description: Information about how the authority performs as an organisation, and how well it delivers its functions and services | |
| The information we publish under this class | How to access it |
| Statutory Functions Reports | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |
| Equality Strategy & Reports | http://www.falkirk.gov.uk/services/law-licensing/licensing/alcohol/licensing-board/ |

CLASS 8: OUR COMMERCIAL PUBLICATIONS

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| Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or |
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| research journal. | |
| The information we publish under this class | How to access it |
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| We do not currently hold or publish any information under this class. | |

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| CLASS 9: OPEN DATA | |
| Class description: Open data made available by us as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence. | |
| The information we publish under this class | How to access it |
| Our plans for open data | Open Data and the INSPIRE Regulations |
| . | |

| Version Number | Purpose / Change | Author | Date |
|-----------------------|--|---------------|-------------|
| 1.00 | Original version | Alison Barr | 5/8/2011 |
| 1.10 | Changes made to update the information in the scheme | Alison Barr | 10/6/2013 |
| 1.20 | Changes to reflect changes in structure and add links to new pages | Alison Barr | 17/2/2015 |
| 1.30 | Update to add Class 9 – Open Data | Wendy Barber | 19/12/2016 |
| 1.40 | Changes in line with 2017 model publication scheme | Wendy Barber | 30/10/2017 |
| 1.50 | Insert version control table; add links to new web pages; amend broken links | Alison Barr | 28/3/2019 |