



Falkirk Council

Information about attending a licensing board meeting

What is the Falkirk Licensing Board?

Falkirk Licensing Board is made up of 10 local Councillors and they are responsible for considering a wide range of applications for both alcohol and gambling licences.

The Licensing Board meetings are held in public in the Council Chambers in the Municipal Buildings, West Bridge Street, Falkirk and normally begins at 9.30am prompt. 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 the Falkirk council website. A copy of the Agenda is also made available on the day of the meeting.

Why have I been called 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 cited to the meeting to present their case before the Board makes a decision.

If you are an applicant, you will receive a citation letter requesting their attendance enclosing copies of any reports or letters that the Board will take into consideration when determining the application.

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.

When should I attend the licensing board?

The citation letter will advise you of the date and the time that you should attend the meeting. Falkirk Licensing Board deals with a number of applications at each meeting although everyone is cited to attend the meeting at 9.30am, so be prepared for a wait until your application is called.

If you are unable to attend the meeting you may arrange for someone else to represent you and speak on your behalf. If that person is not an agent, such as a Solicitor, then you must provide the person with written consent, otherwise 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 the board before the meeting if you are unable to attend.

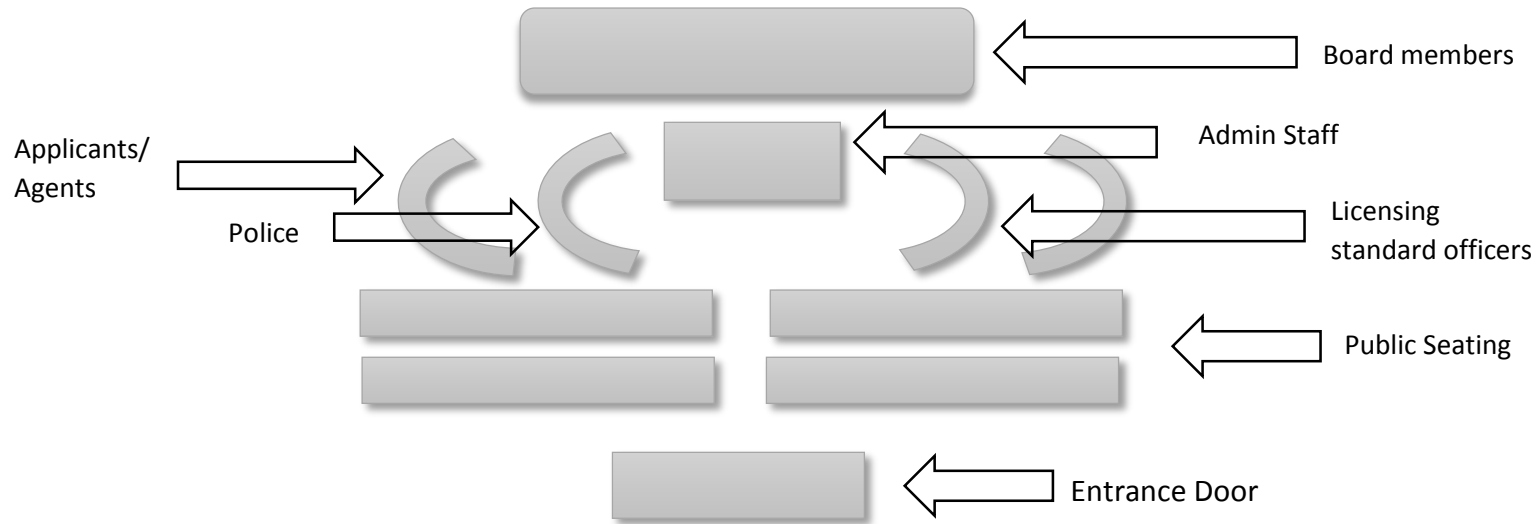
Once a decision has been made on the application, the Chair of the Board will inform you of the decision and then you are free to leave.

Where should I sit?

Although the layout of the Licensing Board meeting is formal and very similar to a court, you should not be apprehensive. Members of the Board and the Clerk sit on a raised platform looking out to the public. The Clerk to the Board gives legal direction to the members of the board. Administrative staff sit at the table directly in front of them. On the right hand side are the Licensing Standard Officers and officers from other council services such as Building Standards, Environmental Health. Solicitors and agents sit on the left hand side.

The seating area at the rear is for the general public to sit. Once an application is called the Chair will invite the applicant to come forward and sit at a seat next to a microphone.

Mobile phones **MUST** be switched off once the meeting has started.



What happens when my application is called?

The Chair of the Licensing Board will announce each application in turn in the order shown on the Agenda. If you are an applicant, when your application is called, you will be asked to move forward and take a seat beside a microphone. If there are any objections or representations the Chair will ask if they are present. If you have objected to or made representations in relation to the application you will also be asked to move forward and take a seat beside a microphone. You **do not** need to stand when speaking to the Board members.

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 and you will be notified by the Licensing Section of the decision in due course. The decision of the Board has immediate effect.

Further information is available from:

Licensing Section
Municipal Buildings
West Bridge Street
Falkirk
FK1 5RS

Telephone: 01324 501575 / Email: Licensing@falkirk.gov.uk