

Orkney Local Licensing Forum meeting

16 April 2025

REPORT OF THE LICENSING STANDARDS OFFICER

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1. Background

This report updates the Orkney Local Licensing Forum (The Forum) on the activities of the Council's Licensing Standards Officer during the period 1 November 2024 to 31 March 2025. Please note that within this report the names of licence holders and licensed premises have been removed to assist complying with data protection provisions.

2. Current staffing arrangements

The Council now has a part time LSO who started the position on 10th March 2025. Although the LSO function is managed from within the Council's Environmental Health team, it is independent and separate to other environmental health work. The new LSO is undergoing training and is in the meantime being supported by the Service Manager-Environmental Health.

3. Review of activities 1 November 2024 to 31 March 2025.

In accordance with LSO functions, the following activities are of note:

The LSO has been requested to provide comments on the following applications:

Type of application	Number
Application for premises licence (including variations)	14
Application for occasional licence	73
Application for extended hours	4
Application for personal licence	17

The following reports have been made by the LSO to the Licensing Board:

Type of LSO report	Number
Section 38(4)(a) Licensing (Scotland) Act 2005 [LSO response to an application for review of a licence]	0
Section 69(3) Licensing (Scotland) Act 2005 [LSO comments on the determination of an application for extended hours]	0

Providing to interested persons information and guidance

The following requests for information/ guidance have been received during the period covered by this report.

- Information regarding free samples of drinks
- Information regarding subcontracted use of a premises
- Information regarding 'Ask for Angela' scheme
- Distribution of CAP Proxy Sales information leaflets

Supervising compliance of licence holders with their licence and conditions

Given the current resources available, pro-active inspections of licensed premises are not being undertaken. Reactive inspections may be made in response to a specific application, case or investigation on a risk assessed basis. Topics of compliance dealt with in this period include:

- Visits to local premises in response to application for a new licence
- Discussions with Police licensing officer regarding application for variation of licence
- Discussion with Premises Licence Holder regarding incident at their premises
- Visit to premise potentially trading without a licence

Providing information to Licensing Board in response of applicants for personal licences

There have been no instances during the period covered by this report where the LSO has needed to provide information to the Board in this regard.

Providing mediation services for the purposes of resolving disputes or disagreements between licence holders and other persons

No requests for mediation services have been received during the period covered by this report.

Issuing, in appropriate circumstances a “compliance notice”

No compliance notices have been issued during the period covered by this report.

Making an application for review of a licence

No applications for review of a licence have been made by the LSO during the period covered by this report.

4. Work with partners

By invitation the LSO attending the following partnership meetings:

- Community Alcohol Partnership Meeting
- Alcohol and Drugs Partnership
- Meeting with Police licensing sergeant
- Discussion with area fire commander re Licence Premises

5. Other activities/ forward look

We continue to work on planning for the Island Games 2025.

6. Contact details for the LSO

The LSO can be contacted via the following email address LSO@orkney.gov.uk