

Orkney Local Licensing Forum meeting

21st January 2026

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 29th October 2025 to 15th January 2026. Please note that within this report the names of licence holders and licensed premises have been removed to assist in complying with data protection provisions.

2. Current staffing arrangements

The Licensing Standards Officer (Alcohol) (LSO), David Bowden, was appointed to the part-time post on the 3rd of December 2025. They are scheduled to complete the mandatory training required for the role in the first week of March 2026.

The LSO brings a strong background in criminal justice and safeguarding, experience they anticipate will support their transition into the position, particularly in areas involving risk assessment, compliance, and the promotion of safe practices.

Since taking up the post, their priority has begun to familiarise with local licensing practices, engage with key stakeholders, and identifying opportunities to support premises in meeting their licensing obligations. The LSO has expressed a particular interest in developing initiatives that assist licensed premises in maintaining compliance and promoting responsible alcohol sales.

3. Review of activities 29 October 2025 – 15/01/2025.

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

- Response to consultations

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

Type of application	Number
Application for premises licence (including variations)	9
Application for occasional licence	35
Application for extended hours	0
Application for personal licence	4

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 interested persons information and guidance

No requests for information/ guidance have been received during the period covered by this report.

- Supervising compliance of licence holders with their licence and conditions

Given the past resources available, proactive inspections of licensed premises have been difficult to prioritise. Necessary reactive inspections continue to have been completed, in response to specific applications, or investigation on a risk assessed basis. Topics of compliance dealt with in this period include:

- Visit to premises applying for occasional license to ensure adequate risk assessment in place.
- 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 needed to provide additional 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.

The LSO is currently exploring opportunities to complete mediation training to support this part of the LSO role.

- 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

The LSO has begun to meet with partners and hopes to establish links with the following:

- Orkney Food and Drink
- Orkney Rape and Sexual Assault Service
- Police Scotland - both local officers and officers from the specialist licensing team
- Orkney Licensing Forum Convenor
- Orkney Community Alcohol Partnership
- Orkney Alcohol and Drugs Partnership
- NHS Orkney

The LSO also met with colleagues in the Licensing Team to start building productive working relationships.

5. Other activities/ forward look

- To introduce the new LSO to all those with a premises licence via letter.
- To start to check on premises adherence to their premises license and offer support and guidance as needed.
- To consider a ‘support pack’ which could be given to licensed premises
- Keeping a watching brief on ‘Martyn’s Law’ and how it may affect events and licensed premises.
- To be more proactive in ensuring the adequacy of risk assessments being provided as part of the application for occasional licences. Previously many have been generic in nature, and some are simply a printout of the example that has been provided for a by the Board.

6. Contact details for the LSO

Please use the following email address LSO@orkney.gov.uk