

# Orkney Local Licensing Forum meeting

20/04/2026

## 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 15<sup>th</sup> January 2026 to 20<sup>th</sup> April 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 3<sup>rd</sup> of December 2025. They have now successfully completed the Licensing Standards Officer Training on 4<sup>th</sup> March 2026.

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 written to all premises with an alcohol licence introducing himself and reminding them of their legal requirements. The LSO has now started to complete guidance, information and compliance visits and hopes to visit all premises over the next 2 years. Additionally, the LSO will visit any premises which applies for a premises licence, a non-minor premises variation and provisional premises licence.

### 3. Review of activities 15/01/2026 – 20/04/2026.

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	63
Application for extended hours	0
Application for personal licence	9

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

There has been one concern raised during the period, and this has been dealt with by clarification of the premises risk assessment.

- 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 licence variations to ensure adherence to current premises licence.
- Visits to premises applying for a premises licence or provisional premises licence.
- General random compliance visits. Since 26<sup>th</sup> March 2026 the LSO has visited 8 premises.
- A support pack for premises has been developed to support premises maintain compliance with their premises 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 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 met with partners and established links with the following:

- Orkney Food and Drink
- Orkney Rape and Sexual Assault Service
- Police Scotland - officers from the specialist licensing team
- Orkney Licensing Forum Convenor
- Orkney Community Alcohol Partnership
- Orkney Alcohol and Drugs Partnership
- NHS Orkney
- The Alcohol Drug Partnership (ADP)

The LSO still plans to visit:

- The local Police
- Street Pastors

#### **5. Other activities/ forward look**

- It is hoped that over the course of 2026 and 2027 all 107 premises will be visited, and then a 2 yearly visit schedule can be established for all those with a premises licence.
- Keeping a watching brief on ‘Martyn’s Law’ and how it may affect events and licensed premises.
- To continue to be proactive in ensuring that risk assessments are bespoke to the event as part of the application for occasional licences.
- The LSO intends to complete the Specialist Paralegal Qualification in Licensing Law within 18 months.

#### **6. Contact details for the LSO**

Please use the following email address [LSO@orkney.gov.uk](mailto:LSO@orkney.gov.uk)