Co-production to action:
Empowering communities to influence change in alcohol licensing practice in Scotland

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As required by the Alcohol Policy 18 Conference, I/we have signed a disclosure statement and note the following conflict(s) of interest:

NONE
In deprived areas there are 40% more places to buy alcohol than in more affluent areas.

Scottish neighbourhoods with the most alcohol outlets have double the alcohol-related death rate compared to those with the fewest outlets.
Each year around 96% of applications for new licensed premises are approved.
Identifying barriers
Addressing the need

Objectives:

• To make it easier to engage

• To make engagement more effective
Developing the toolkit

• Stage 1: Intelligence gathering
• Stage 2: Co-production
1. Application received by licensing board.

2. Application advertised for 21 days.
   - Neighbours within 4m, community council(s) for the area, council, police, health board and fire authority contacted.
   - Put on licensing board website.
   - A4 notice of application shown at or near the premises.

3. **TOP TIP** See “Writing an objection”. Pg 11
   - Objections received?
     - Yes
       - Copies of objections sent to applicant.
     - No
       - Licensing Board hearing held: applicant and objectors will be invited to this hearing.
       - Licensing board decides whether to grant or refuse the application.

4. **TOP TIP** See “Attending a licensing board hearing” Pg 14
   - Applicant/objectors informed of decision.
     - The licensing board must write to the applicant and objectors within 7 days.
     - The applicant/objectors have 14 days to write to the licensing board to ask for written reasons for the decision.
     - If the application is refused, the applicant can appeal, or reapply at a later date.
     - Objectors have no direct route of appeal.
Attending a licensing board hearing

Check the website in advance for the agenda.
Some licensing boards make the papers available up to one week in advance of the hearing. (Many do not, but if you ask a member of council staff on the day, they should be able to give you a copy.) It is difficult to say how long each case will take or when yours will be heard but the agenda will give you an idea of the running order for the hearing.

Try and see a licensing board hearing in advance.
It might help to go along to a licensing board hearing before the one you’ll be speaking at. This will let you see the layout of the room, and how the hearings are run.

Give another person written authorisation to speak on your behalf if you can’t attend.
If you go to the hearing, licensing boards usually welcome the chance to ask you some questions about your written comments. If you don’t go to the hearing, they may give less weight to your objections. If you are unable to make the hearing, ask someone else to attend on your behalf. You must give them written premission to speak for you, and they should show this to the clerk.
“Had this toolkit been available when I took on the responsibility for dealing with licensing issues on behalf of Tollcross Community Council it would have saved me a great deal of time, trouble and anxiety, particularly when attending licensing board meetings to speak in support of objections.”

Roget Colkett, Member, Tollcross Community Council
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