



From mountain to sea

Aberdeenshire
COUNCIL



Licensing Process: Whistlestop Tour

SUSAN ODLIN (LICENSING ADMIN TEAM LEADER)
LISA GODINI (LICENSING STANDARDS OFFICER)
FIONA STEWART (SENIOR SOLICITOR (GOVERNANCE))
AND
KEVIN FYFFE (POLICE SCOTLAND)



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All Applications

- APPLICATION LODGED
- CHECKED
- ALLOCATED
- SCANNED
- PROCESSED



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Consultation

CONSULTEES:-

- **OCCASIONAL LICENCES**
 - POLICE SCOTLAND
 - LICENSING STANDARDS OFFICERS
- **NEW LICENCES/MAJOR VARIATIONS – as above plus**
 - SCOTTISH FIRE & RESCUE SERVICE
 - ENVIRONMENTAL HEALTH
 - BUILDING STANDARDS
 - PLANNING
 - LICENSING STANDARDS OFFICERS
 - COMMUNITY COUNCIL
 - PUBLIC HEALTH



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Consultation (Continued)

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Neighbours, Display of Site Notice & Advert

- **NEW LICENCES/MAJOR VARIATIONS**
 - NEIGHBOUR NOTIFICATION
 - SITE NOTICE TO BE DISPLAYED

- **NEW LICENCES/MAJOR VARIATIONS AND OCCASIONAL LICENCES**
 - ADVERT PUBLISHED ON BOARD WEBSITE
 - New Licences/Majors – 21 days
 - Occasional Licences – 7 days



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Decision Making

Occasional Licences

- CONDITIONS ARE AGREED WITH APPLICANT
- NO OBJECTIONS - LICENCE IS ISSUED UNDER DELEGATED POWERS
- OBJECTION – LICENCE IS CONSIDERED AT HEARING OF THE LICENSING BOARD

New Licences/Major Variations

- LICENCE HAS TO BE CONSIDERED AND GRANTED AT THE NEXT AVAILABLE BOARD MEETING. OFFICERS HAVE NO DELEGATED POWERS TO GRANT



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Statutory Timescales

Occasional Licences

NOT LATER THAN 6 WEEKS IN ADVANCE OF THE DATE REQUIRED

New Licences/Major Variations

192 DAYS TO PROCESS AND ISSUE A LICENCE FROM THE DATE OF RECEIPT OF A COMPETENT APPLICATION (6 MONTHS)