Freedom of Information Licensing Board Publication Scheme

Required under Section 23 Freedom of Information (Scotland) Act 2002 Schedule 1, Part 3

South Ayrshire Council committed to openness and transparency
Contents

Section A: General information

1. Introduction Page 1
2. About the South Ayrshire Licensing Board Pages 1-2
3. Responsibility for the publication scheme Page 2
4. About South Ayrshire Council Pages 2-3
5. About the Freedom of Information (Scotland) Act 2002 Page 3
6. How the publication scheme is structured Page 4
7. How the scheme was formulated Page 4
8. Information we may withhold Pages 4-5
9. How to access information in the publication scheme Page 5
10. How to access information not in the publication scheme Pages 6-7
11. Records Management Policy Pages 7-8
12. Copyright Page 8
13. Charging Policy Pages 8-9
14. Pre-printed Publications Page 9
15. Role of the Scottish Information Commissioner Page 9
16. Complaints Pages 9-10
17. Feedback Page 10

Appendix 1 – Map of South Ayrshire Page 11
Appendix 2 – South Ayrshire Licensing Board Structure Page 12

Section B: Classes of information Page 13

1. Index to Classes of Information Page 14

Categories

1. Licensing Board and Licensing Board Decisions Pages 15-16
2. Application Process Page 17
3. Public Registers Page 18
4. Statements of Policy Page 19

Section C: Contact details Page 20
1. Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland’s public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

This is the Publication Scheme which the Licensing Board for South Ayrshire must adopt and maintain under Section 23 of the FOISA. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that the Licensing Board routinely publishes. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

In adopting (or reviewing) our publication scheme, the Licensing Board are required to have regard to the public interest in allowing public access to the information we hold on:

- the services we provide, the costs of those services and the standards attained by those services;
- the facts or analyses which form the basis of the decisions we make; and
- the publication of the reasons for the decisions we make.

In preparing to meet our obligations under FOISA, including drawing up this publication scheme, we have been mindful of the value of openness and transparency.

Whilst the Licensing Board has regard to the public interest in the information it holds, and to the value of openness and transparency, it also has regard to:

- the quasi-judicial nature of its function, and
- the necessity of distancing the licensing function from the political forum.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right to access to the environmental information. However, South Ayrshire Licensing Board does not hold information relating to the Environmental Information (Scotland) Regulations 2004.

2. About the South Ayrshire Licensing Board

The South Ayrshire Licensing Board is a Scottish Public authority as defined in Part 3 of Schedule 1 of the Freedom of information (Scotland) Act 2002. South Ayrshire Council elects the Licensing Board from its elected members. The Licensing Board is supported by a Clerk who gives administrative support and professional advice to the Licensing Board. The Clerk to the Licensing Board is the Council’s Head of Legal and Administration. Nevertheless, the Licensing Board is a completely separate legal entity from the Council. The Licensing Board has eight members and is convened every four weeks (except in recess). Licensing Board meetings are normally held in the Council Headquarters, County Hall, County Buildings, Wellington Square, Ayr KA7 1DR.

The Licensing Board administers licensing of all premises which sell alcohol under The Licensing (Scotland) Act 2005 which came into effect on 1 September 2009. The Licensing Board also administers betting offices, arcades, tracks and lotteries under the Gambling Act 2005. The administration of the Licensing Board takes place at:-
3. **Responsibility for the publication scheme**

The officer with overall responsibility for the scheme is:

**Valerie Andrews**  
Head of Legal and Administration  
Corporate Services  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR  
Tel: 01292 612132  
E-mail: foi@south-ayrshire.gov.uk

The officer responsible for the day-to-day operation of the scheme is:

**Morag Douglas**  
Licensing Policy and Administration Officer  
Legal and Administration  
Corporate Services  
Town Building  
29 New Bridge Street  
Ayr  
KA7 1JX  
Tel: 01292 617687  
E-mail: licensing@south-ayrshire.gov.uk

4. **About South Ayrshire Council**

South Ayrshire Council comprises eight Wards each served by three or four Elected Members. Politically the Council has twelve Conservative, eight Scottish Nationalist, seven Labour and three Independent Elected Members, with the Conservatives forming the current Administration. The Council operates a committee system of political management. The principal committees include:

- Leadership Panel  
- Scrutiny/Governance Management Panel  
- Development and the Environment Standing Scrutiny Panel  
- Corporate and Community Planning Standing Scrutiny Panel  
- Community Services Standing Scrutiny Panel  
- Appeals Panel (Various)  
- Regulatory Panel  
- Chief Officers’ Appointments/Appraisal Panel  
- Rural Panel  
- General Purposes Panel  
- Licensing Board
Full details of these and other committees together with information on their operation and administration can be found on the Council’s website at www.south-ayrshire.gov.uk/council

Functions
The corporate management of the Council is provided by three Executive Directors led by the Chief Executive, who is also Head of the Council’s Paid Service. The functions of the Chief Executive’s Department include Corporate Strategy & Policy, Best Value & Community Planning, Corporate Performance Development & Reporting, Corporate communications and public relations, design advertising and printing. The Council’s structure is illustrated in Appendix 2. The Council’s services are delivered through three service departments and the Chief Executive’s Department. The main service responsibilities are:

- **Corporate Services** - Responsible for Human Resources, Organisation Change & Development, Health & Safety, Occupational Health; Strategic management of Council’s resources, ICT Strategy & Delivery, Risk Management & Business Continuity, Corporate & Service Finance including Payroll, Revenues & Benefits, Strategic Procurement; Legal Services, Administration Services (including FOI), Committee & Democratic Services.


South Ayrshire Licensing Board is a completely separate legal entity from South Ayrshire Council, see 2 above.

5. **About the Freedom of Information (Scotland) Act 2002**

The Freedom of Information (Scotland) Act 2002 (FOISA) introduces a public right of access to information held by Scottish public authorities. If you ask to see information, the Licensing Board will have to provide you with that information, subject only to the limitations imposed by FOISA and other legislation.

It should be noted that a request for information under the publication scheme is different from a Section 1 request for information under FOISA. The purpose of the publication scheme is to ensure that a large volume of information is publicly available without the need for a specific request under FOISA. Requests for information that is contained in this publication scheme will be processed in terms of this scheme, rather than as requests under Section 1 of FOISA.
6. **How the publication scheme is structured**

The scheme is divided into 4 general categories [listed below]. These general categories are then further divided into classes of information that the Licensing Board is committed to publishing routinely. A “class” is basically a description of the type of documents published which relate to the same subject matter. Each class describes the type of information, the format in which it is available, an indication of any charge that may apply, contact details and a web address [if applicable]. The term ‘publication’ is not limited to information contained in a bound or printed form, but can relate to information in any format, such as web-based information or a video cassette.

The scheme is subject to the approval of the Scottish Information Commissioner and will be reviewed on a regular basis to ensure that the content and structure of the scheme reflect the types of information in which there is a clear public interest.

The general categories are as follows:-

- About the Licensing Board, and Licensing Board Decisions
- Application Process
- Public Registers
- Statement of Policy

For ease of reference, the general categories and classes of information included in the publication scheme are subject-based rather than organised to reflect the departmental structure of the Licensing Board. The aim of this layout is to make it easier to locate relevant information without having knowledge of the Licensing Board’s structure.

7. **How the scheme was formulated**

In formulating the publication scheme, the Licensing Board has had regard to the guidance issued by the Scottish Information Commissioner under Section 43(2) of the Freedom of Information (Scotland) Act 2002, and in particular it has undertaken a review of relevant information that can be included in the scheme, such as leaflets, policy documents and information on the Council’s web site. The Licensing Board also considered most frequently asked questions, and reviewed the types of enquiries received by the Licensing Board.

8. **Information we may withhold**

In maintaining this publication scheme, it is the intention of the Licensing Board to be as open as possible. There may, however, be circumstances where information will be withheld from the classes listed in Section B of the publication scheme. The information withheld may consist of an entire document, or just part or parts of a document. Information will only be withheld where the Freedom of Information (Scotland) Act 2002 (FOISA) expressly permits it.

Information may be withheld, for example, where we consider that disclosure may prejudice substantially law enforcement, legal proceedings, or our regulatory or enforcement activity, or where disclosure is otherwise prohibited by law. We may also withhold information which is confidential or the release of which may prejudice substantially the commercial interests of any person or organisation, including the Licensing Board.

Information may also be withheld if it is personal information about individuals and its release would breach the data protection principles contained in the Data Protection Act 1998 (the DPA). Please note that FOISA does not create any right to see information which the Licensing Board holds about you. However, you do have the right to see this information under the DPA – please see Item 9: How to access information not in the publication scheme, below.
Whenever information is withheld, we will inform you of this, and will explain why that information is not being released.

If you wish to complain when information is withheld from you, please refer to Item 16: Complaints, below.

9. How to access information in the publication scheme

Information available under our publication scheme will normally be available through the routes described below. Section B – Classes of Information provides more details on the information available under the scheme, along with additional guidance, where relevant, on how the information falling within each ‘class’ may be accessed.

**Online:** Most of the information listed in our publication scheme is available to download from South Ayrshire Council’s website at www.south-ayrshire.gov.uk. In such instances, where possible, a hyperlink will be listed in Section B: Classes of Information to direct you to the relevant page or document. If no links are provided in Section B you can use our website’s “Search” facility.

If you are still having difficulty finding any document listed under our scheme, please contact the relevant office using the number listed, for assistance.

In addition, all South Ayrshire public libraries have public access terminals with Internet facilities [see Section C for a list of library addresses].

**By e-mail:** If the information you seek is listed in the publication scheme but is not available on the website, or if you do not have access to the Internet, we will send it to you by e-mail, if practicable. If you wish to submit a request by e-mail, please click on the E-mail Address shown in Section B: Classes of Information against the information you wish to see.

**By telephone:** Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can clarify any details if necessary. Please call the telephone number shown in Section B: Classes of Information against the information you wish to see.

**By post:** Most information is also available in a paper copy form. Please address your request to the Licensing Board, Town Buildings, 29 New Bridge Street, Ayr KA7 1JX (01292 617683). When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Item 13: Our Charging Policy for further information on fees). Please also include a telephone number so we can contact you to clarify any details, if necessary.

If you require information in a particular format, for example requiring a copy in larger print, Braille, another language or audio cassette, the Council will take all reasonable steps to meet your request.

Paper copies of the publication scheme will be made available at all Council offices, libraries and on request. A searchable version of the scheme will also be available on the Council’s website at www.south-ayrshire.gov.uk (Link – Freedom of Information).

If you have difficulty determining the information you want to see, please contact Morag Douglas as per her contact details in item 3 above.
10. **How to access information not in the publication scheme**

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a general right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (the EIRs) provide you with a right to access any environmental information that the Licensing Board hold, subject to certain exceptions.

The Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

**Charges for information which is not available under the scheme**

The charges for information which is available under this scheme are set out under Item 13: Our Charging Policy. If you submit a request to us for information which is not available under the scheme the charges will be based on the following calculations:

**General information requests under FOISA:**

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

**Charges for environmental information under the EIRs:**

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you. Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.
Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

**Requests for your own personal data under the Data Protection Act 1998 (DPA):**

FOISA does not confer any rights on you as an individual to obtain copies of the information that the Licensing Board holds about you personally. However, such personal information (known as “personal data”) is covered by the DPA.

The DPA gives living individuals the right to a copy of any personal data held by the Licensing Board about them (subject to exemptions such as where disclosure could prejudice a criminal investigation). DPA allows a fee to be charged. A standard £10 fee is applied to most requests.

The Council will require proof of identity before responding to such a request; please note that telephone and e-mail requests are therefore not acceptable. For further advice and assistance please contact Morag Douglas as per her contact details in item 3 above. Further information on data protection issues can be obtained from the Information Commissioner at the address below:

**The Information Commissioner’s Office – Scotland**

93-95 Hanover Street
Edinburgh
EH2 1DJ
Tel: 0131 301 5071
Email: Scotland@ico.gsi.gov.uk

11. **Records Management Policy**

The Licensing Board has adopted South Ayrshire Council’s Records Management Policy as detailed below.

South Ayrshire Council is required under Section 53 of the Local Government etc. (Scotland) Act 1994 and in terms of the Code of Practice on Records Management issued under Section 61 of the Freedom of Information (Scotland) Act 2002 to make proper arrangements for the preservation and management of its records. To ensure that records are managed effectively, the Council has adopted a Records Policy as part of its records management programme detailing how it intends to manage its records. This relates to all areas of record keeping, including record creation, tracking, storage, retrieval, retention periods and disposal. This Policy details the Council’s commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary. For further information on records management and to obtain a copy of the Council’s Records Management Policy, please contact the Ayrshire Archives –

**Ayrshire Archives Centre**

Craigie Estate
Ayr KA8 0SS
Tel: 01292 287584
E-mail: archives@south-ayrshire.gov.uk
Internet: www.ayrshirearchives.org.uk
Council records of historical interest (and any held by the Licensing Board) that have been identified for permanent preservation have been transferred to the custody of the Council’s Archives. However, the contents of the Council’s Archives are made accessible to the public and requests for access should be directed to the Ayrshire Archives Centre as detailed in item 10 above.

12. Copyright

The Licensing Board owns the copyright in the information contained in this publication scheme unless otherwise stated. The information can be copied or reproduced provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged. The reproduction of the information for commercial purposes is prohibited unless reproduced as described below.

The publication scheme may however contain information where the copyright holder is not the Licensing Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Copyright works made by central government qualify for Crown copyright protection administered by the Office of Public Sector Information (OPSI). Various categories of Crown copyright material can be reproduced without a formal licence. Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk.

Re-use of Licensing Board’s Information

Access to the Licensing Board’s information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to the Licensing Board to re-use the information. Contact can be made as detailed under Section 3. Your request will be considered under the Re-use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at www.opsi.gov.uk/advice/psi-regulations/index.htm

13. Charging Policy

Unless a charge is otherwise stated at Section B: Classes of Information, information in the scheme is available free of charge where it can be downloaded from our website or where it can be sent to you electronically by e-mail. Some publications, however, may involve a charge and where this applies a “£” sign will appear under the cost heading in the relevant class. In the event that a payment is required for the information, you will be advised of the charge. Information will not be provided to you until payment has been received.
We reserve the right to impose charges for providing information in paper copy or alternative formats. The Licensing Board is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority and will be at the rate detailed below. The Licensing Board does reserve the right to review this rate as part of the annual budget exercise and subsequently seek the Commissioner’s approval.

<table>
<thead>
<tr>
<th>Reproduction costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and white copy</td>
<td>10p per A4 sheet</td>
</tr>
<tr>
<td>Colour copy</td>
<td>30p per A4 sheet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative formats</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer disks</td>
<td>£1 per CD-rom / DVD</td>
</tr>
<tr>
<td>(insert others if required)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charged at the cost to the Council of sending the information by first class post</td>
<td></td>
</tr>
</tbody>
</table>

14. Pre-printed Publications

There may be on occasion a small number of pre-printed publications for which the Licensing Board makes a charge. We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme. These publications will be charged according to how much it actually costs the Council to have them professionally printed. For example, if the Licensing Board has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as charged by the Royal Mail – but no more than this. Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

15. Role of the Scottish Information Commissioner

The Commissioner is responsible for enforcing and promoting the right to access information held by public authorities, created by the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, both of which came into force on 1 January 2005. The Act and the Regulations give anyone, anywhere in the world, important rights to access the information held by more than 10,000 public authorities in Scotland.

The Act and the Regulations give the Commissioner a range of powers to support him/her in fulfilling his/her role. To find out more download the Enforcing Freedom of Information leaflet at:

www.itspublicknowledge.info/home/AboutSIC/CommissionerRole.asp

16. Complaints

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us and we will try and resolve your complaint as quickly as possible.
If you are still unhappy, you may contact the Scottish Information Commissioner’s Office, on the details below. You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights will apply only to publication scheme requests made in writing or another recordable format. The Commissioner’s website has a guide to the appeal process, and he/she operates an enquiry service on Monday to Friday from 9.00 am to 5.00 pm. The Commissioner’s office can be contacted as follows:

**The Scottish Information Commissioner**  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife, KY16 9DS  
Tel: 01334 464610  
Fax: 01334 464511  
E-mail: enquiries@itspublicknowledge.info

17. **Feedback**

It is the Licensing Board’s intention that the scheme will be responsive to your information needs. The Licensing Board, therefore, welcomes any suggestions on how it can improve and develop the scheme. If you have any comments, suggestions or views please forward them to Morag Douglas (contact details in Item 3, above). Any feedback and comments will be taken into account in future reviews of the publication scheme.
Section B: Classes of information

The Licensing Board publishes, or intends to publish, information under the following broad categories:

- About the Licensing Board and Licensing Board Decisions
- Application Process
- Public Registers
- Statement of Policy

Key to format symbols used which indicate formats which are available under the scheme:

- Electronic: Information can be emailed.
- Hard copy: Information available in paper form.
- Website: Information available on the Council’s website.
- Inspection: Some information may be available on inspection at Council Offices.
- Charge: The Council may charge for the provision of some information. Where the ‘£’ is indicated, applicants should contact the Council in the first instance to obtain details of any charges.

For contact details see Section C.

PLEASE NOTE:

As not all information will be available on South Ayrshire Council’s website, every effort has been made to illustrate a variety of contact details including direct telephone numbers and email address to service providers. Where this has not been possible contact should be made with the Customer Services Team at 0300 123 0900, e-mail: cst@south-ayrshire.gov.uk where staff will be available to assist you in directing your enquiry.
1. Index to Classes of Information

<table>
<thead>
<tr>
<th>REF.</th>
<th>INFORMATION CLASS</th>
<th>PAGE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>About the Licensing Board and Licensing Board Decisions</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Membership</td>
<td>16</td>
</tr>
<tr>
<td>1.2</td>
<td>Agenda, Reports and Minutes</td>
<td>16</td>
</tr>
<tr>
<td>1.3</td>
<td>Appeal Decisions</td>
<td>16</td>
</tr>
<tr>
<td>1.4</td>
<td>Statement of Reasons or Stated Cases</td>
<td>16</td>
</tr>
<tr>
<td>1.5</td>
<td>Scheme of Delegation</td>
<td>17</td>
</tr>
<tr>
<td>2</td>
<td>Application Process</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Application Forms – Liquor Licences</td>
<td>18</td>
</tr>
<tr>
<td>2.2</td>
<td>Application Forms – Gambling Licenses</td>
<td>18</td>
</tr>
<tr>
<td>2.3</td>
<td>Guidance Notes</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>Public Registers</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Premises Licences</td>
<td>19</td>
</tr>
<tr>
<td>3.2</td>
<td>Personal Licences</td>
<td>19</td>
</tr>
<tr>
<td>3.3</td>
<td>Gambling Premises</td>
<td>19</td>
</tr>
<tr>
<td>3.4</td>
<td>Occasional Licence</td>
<td>19</td>
</tr>
<tr>
<td>3.4</td>
<td>New Applications</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>Statements of Policy</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Policy Statements</td>
<td>20</td>
</tr>
</tbody>
</table>
CATEGORY 1

LICENSING BOARD AND
LICENSING BOARD DECISIONS
## Category 1: About the Licensing Board and Licensing Board Decisions

<table>
<thead>
<tr>
<th>Information Class</th>
<th>Description</th>
<th>Contact Tel No:</th>
<th>Email:</th>
<th>Website:</th>
<th>Charge</th>
<th>Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Membership</td>
<td>Information on South Ayrshire Licensing Board’s Membership</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/committees">www.south-ayrshire.gov.uk/committees</a></td>
<td>Free</td>
<td>![ ]</td>
</tr>
<tr>
<td></td>
<td>Contact Tel No: (01292) 617687</td>
<td>Email: <a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td>Website: <a href="http://www.south-ayrshire.gov.uk/committees">www.south-ayrshire.gov.uk/committees</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charge: Free</td>
<td>Format:</td>
<td>![ ]</td>
<td>![ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Agenda, Reports and Minutes</td>
<td>Information on Agenda, Reports, Minutes and Dates of Meetings of the South Ayrshire Licensing Board and the Local Licensing Forum.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/committees">www.south-ayrshire.gov.uk/committees</a></td>
<td>Free</td>
<td>![ ]</td>
</tr>
<tr>
<td>1.3 Appeal Decisions</td>
<td>Information on South Ayrshire Licensing Board’s Appeal Decisions.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/committees">www.south-ayrshire.gov.uk/committees</a></td>
<td>Free</td>
<td>![ ]</td>
</tr>
<tr>
<td>1.4 Statement of Reasons or Stated Cases.</td>
<td>Information on South Ayrshire Licensing Board’s Statement of Reasons or Stated Cases. Except those which are or may become the subject of an Appeal or other Court proceedings.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/committees">www.south-ayrshire.gov.uk/committees</a></td>
<td>Free</td>
<td>![ ]</td>
</tr>
<tr>
<td>Information Class</td>
<td>Description</td>
<td>Contact Tel No:</td>
<td>Email:</td>
<td>Website:</td>
<td>Charge:</td>
<td>Format:</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>1.5</td>
<td>Scheme of Delegation Information on the South Ayrshire Licensing Board’s Scheme of Delegation.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/licensing/board">www.south-ayrshire.gov.uk/licensing/board</a></td>
<td>Free</td>
<td>☑️ Electronic ☐ Website ☑️ Hard Copy ☐ Inspection</td>
</tr>
</tbody>
</table>
CATEGORY 2
APPLICATION PROCESS
<table>
<thead>
<tr>
<th>Information Class</th>
<th>Description</th>
<th>Contact Tel No:</th>
<th>Email:</th>
<th>Website:</th>
<th>Charge:</th>
<th>Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Application Forms – Liquor</td>
<td>Information on how to obtain Liquor Licence Application Forms and Associated Fees.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/licensing/forms/liquor-licensing.aspx">www.south-ayrshire.gov.uk/licensing/forms/liquor-licensing.aspx</a></td>
<td>Free</td>
<td>- Electronic ☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.south-ayrshire.gov.uk/licensing">www.south-ayrshire.gov.uk/licensing</a></td>
<td></td>
<td>☒ Hard Copy ☒</td>
</tr>
<tr>
<td>2.2 Application Forms – Gambling</td>
<td>Information on how to obtain Gambling Licence Application Forms and Application Guidelines</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/licensing/forms/gambling.aspx">http://www.south-ayrshire.gov.uk/licensing/forms/gambling.aspx</a></td>
<td>Free</td>
<td>- Electronic ☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☒ Hard Copy ☒</td>
</tr>
<tr>
<td>2.3 Guidance Notes</td>
<td>Guidance Notes on the application process, including Frequently Asked Questions</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://www.south-ayrshire.gov.uk/licensing">http://www.south-ayrshire.gov.uk/licensing</a></td>
<td>Free</td>
<td>- Electronic ☒</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☒ Hard Copy ☒</td>
</tr>
</tbody>
</table>
CATEGORY 3
PUBLIC REGISTERS

http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp
<table>
<thead>
<tr>
<th>Information Class</th>
<th>Description</th>
<th>Contact Tel No:</th>
<th>Email:</th>
<th>Website:</th>
<th>Charge:</th>
<th>Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Premises Licences</td>
<td>Premises Licence Registers.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp">http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp</a></td>
<td>Free</td>
<td>☐ Electronic ☒ Website ☒ Hard Copy ☐ Inspection</td>
</tr>
<tr>
<td>3.2 Personal Licences</td>
<td>Personal Licence Registers.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp">http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp</a></td>
<td>Free</td>
<td>☐ Electronic ☒ Website ☒ Hard Copy ☐ Inspection</td>
</tr>
<tr>
<td>3.3 Gambling Premises</td>
<td>Gambling Premises Regulations.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td></td>
<td>Free</td>
<td>☐ Electronic ☒ Website ☒ Hard Copy ☐ Inspection</td>
</tr>
<tr>
<td>3.4 Occasional Licence</td>
<td>Occasional Licence Register.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td><a href="http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp">http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp</a></td>
<td>Free</td>
<td>☐ Electronic ☒ Website ☒ Hard Copy ☐ Inspection</td>
</tr>
<tr>
<td>3.5 New Applications</td>
<td>List of new Licensing Applications.</td>
<td>(01292) 617687</td>
<td><a href="mailto:licensing@south-ayrshire.gov.uk">licensing@south-ayrshire.gov.uk</a></td>
<td></td>
<td>Free</td>
<td>☐ Electronic ☒ Website ☒ Hard Copy ☐ Inspection</td>
</tr>
</tbody>
</table>
CATEGORY 4

STATEMENTS OF POLICY
<table>
<thead>
<tr>
<th>Information Class</th>
<th>Description</th>
<th>Contact Tel No:</th>
<th>Email:</th>
<th>Website:</th>
<th>Charge:</th>
<th>Format:</th>
</tr>
</thead>
</table>
Section C: Contact Details

Morag Douglas
Licensing Policy and Administration Officer
Legal and Administration
Corporate Services
Town Building
29 New Bridge Street
Ayr
KA7 1JX
Tel: 01292 617687
E-mail: licensing@south-ayrshire.gov.uk

Libraries

Ballantrae, The Hall, Ballantrae, KA26 0NB, Tel: 01465 831521
Carnegie Library, 12 Main Street, Ayr, KA8 8EB, Tel: 01292 286385
E-mail: Carnegie.Library@south-ayrshire.gov.uk
Coylton, 28 Main Street, Coylton, KA6 6JW, Tel: 01292 570867
Dailly, Community Centre, Dailly, KA26 9SB, Tel: 01465 811690
Dundonald, Fullarton Avenue, Dundonald, KA2 9DT, Tel: 01563 850407
Forehill, Mt. Oliphant Crescent, Ayr, KA7 3EN, Tel: 01292 265591
Girvan, Montgomery Street, Girvan, KA26 9HE, Tel: 01465 712813
John Pollock Centre, Mainholm Campus, Mainholm Road, Ayr, Tel: 01292 294363
Maybole, Carnegie Building, High Street, Maybole, KA19 7AB, Tel: 01655 883044
E-mail: Maybole.Library@south-ayrshire.gov.uk
Mossblown, 2 Annbank Road, Mossblown, KA6 5BH, Tel: 01292 520792
Prestwick, 14 Kyle Street, Prestwick, KA9 1PQ, Tel: 01292 476769
Symington, 15 Brewlands Road, Symington, KA1 5QZ, Tel: 01563 830066
Tarbolton, Lorimer Library, Montgomerie Street, Tarbolton, KA5 5QB, Tel: 01292 541211, E-mail: Tarbolton.Library@south-ayrshire.gov.uk
Troon, South Beach, Troon, KA10 6EF, Tel: 01292 315352