



South Ayrshire Licensing Board

Model Publication Scheme 2013 &

Guide to Information

as required by the

Freedom of Information (Scotland) Act 2002

Version	Date	Authorised by
V1.0	2013	Head of Legal & Licensing

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GLOSSARY OF TERMS USED

Term Used	Explanation
FOISA	The Freedom of Information (Scotland) Act 2002
EIRS	The Environmental Information (Scotland) Regulations 2004
DPA	The Data Protection Act 1998
Model Publication Scheme	A standard framework for authorities to publish information under FOISA, approved by the Scottish Information Commissioner
The Scheme	The Model Publication Scheme
Guide to Information	A guide that every public authority adopting the MPS must produce to help people access the information it makes available
Classes of Information	Nine broad categories describing the types of information authorities must publish (if they hold it)
The Commissioner	The Scottish Information Commissioner
The Licensing Board	South Ayrshire Licensing Board

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 (the Licensing Board) 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 (the 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 is 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 THIS SCHEME

This single Model Publication Scheme has been produced and approved by the Scottish Information Commissioner.

It is suitable for adoption by any authority listed in Parts 3, 5 and 6 of Schedule 1 of FOISA (e.g. Councils and other local authority bodies, educational institutions, police authorities).

The Model Publication Scheme may also be suitable for adoption by other Scottish public bodies. Any other authority wishing to adopt the MPS should apply to the Scottish Information Commissioner (the Commissioner) for approval to do so. The Commissioner may restrict the approval period for adoptions by other authorities until the date they are due to adopt a new MPS.

3. **ADOPTING THE SINGLE MODEL PUBLICATION SCHEME**

This Model Publication Scheme can be adopted only in its entirety, without amendment, and commits an authority to:

- **publish the information**, including environmental information, that it holds and which falls within the classes of information below
- **produce a guide** for the public to that information

The Commissioner has issued Guidance to accompany this Model Publication Scheme which is available at: [Scottish Information Commissioner MPS Guide](#). This Guide is essential for authorities adopting the Model Publication Scheme as it explains the above requirements in greater detail and lists the types of information the Commissioner expects authorities to publish under each class of information.

4. **RESPONSIBILITY FOR THE PUBLICATION SCHEME**

The officer with overall responsibility for the scheme is:

Head of Regulatory Services

South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR
Tel: 01292 612245
E-mail: foi@south-ayrshire.gov.uk

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

Morag Douglas

Team Leader (Licensing)
Resources, Governance and Organisation
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR
Tel: 01292 617687
E-mail: licensing@south-ayrshire.gov.uk

5. **GUIDE TO INFORMATION**

This document is South Ayrshire Licensing Board's Model Publication Scheme and Guide to Information.

An authority adopting this Publication Scheme must produce a Guide to Information it publishes through the Scheme. The authority can decide the format for its Guide to Information. The authority's Guide to Information must:

- **allow the public to see what information is available (and what is not available) in relation to each class**
- **state what charges may be applied**
- **explain how to find the information easily**
- **provide contact details for enquiries and to get help with access to the information**
- **explain how to request information that has not been published**

Each of these is outlined in further detail below.

6. HOW THIS GUIDE IS FORMULATED

In formulating this Guide, the Licensing Board has had regard to the guidance issued by the 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.

7. INFORMATION WE MAY HOLD

In maintaining this Guide 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 within this Guide to Information. 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 15: Complaints, below.

8. HOW TO ACCESS INFORMATION WITHIN THIS GUIDE

Information will normally be available through the routes described below. Our Classes of Information Section provides more details on the information available along with additional guidance, where relevant, on how the information falling within each 'class' may be accessed.

Online: Most of the information listed 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 Classes of Information to direct you to the relevant page or document. If no links are provided in this Section 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.

By e-mail: If the information you seek is listed in this Guide 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 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 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 South Ayrshire Licensing Board, County Buildings, Wellington Square, Ayr, KA7 1DR, 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.

If you have difficulty determining the information you want to see, please contact Morag Douglas as per her contact details in Item 4 above.

9. HOW TO ACCESS INFORMATION NOT IN THE GUIDE

If the information you are seeking is not available under this Guide, 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 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 or 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 or 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:

Information Commissioner's Office

45 Melville Street
 Edinburgh
 EH3 7HL
 Tel: 0131 244 9001
 Email:
 scotland@ico.org.uk

10. RECORDS MANAGEMENT POLICY

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

South Ayrshire Council is required under the Public Records (Scotland) Act 2011, 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 Council's Information Governance Service at:

Information Governance

South Ayrshire Council
County Buildings
Wellington Square, Ayr, KA7 1DR
Email: records.management@south-ayrshire.gov.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.

11. COPYRIGHT

The Licensing Board owns the copyright in the information contained in this Guide to Information 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.**

It 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 4. 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

12. CHARGING POLICY

Unless a charge is otherwise stated at our Classes of Information Section, 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.

Reproduction costs	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer disks	£1 per CD-rom / DVD
(insert others if required)	
Postage	
Charged at the cost to the Council of sending the information by first class post	

13. 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.

14. 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. Further information on the role of the Commissioner is available at: <http://www.itspublicknowledge.info/home/AboutSIC/CommissionerRole.aspx>

15. COMPLAINTS

Our aim is to make our Guide to Information 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 Guide, 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

16. FEEDBACK

It is the Licensing Board's intention that this Guide will be responsive to your information needs. The Licensing Board, therefore, welcomes any suggestions on how it can improve and develop the Guide. If you have any comments, suggestions or views please forward them to Morag Douglas (contact details in Item 4, above). Any feedback and comments will be taken into account in future reviews.

17. CLASSES OF INFORMATION





The information published by the Licensing Board is divided into 9 Classes of Information. The authority must publish information that it holds that falls within these Classes, and once this information is published it should be available for the current and previous two financial years. Where information has been updated or superseded only the current version needs to be available (previous versions may however be requested from an authority).

The Commissioners Guidance accompanying this MPS provides lists of the types of information authorities are expected to publish under each Class. The authority's Guide to Information should make it clear what is available under each of these Classes. This is also the Licensing Board's Guide to Information.

The Classes of Information are as follows:

CLASS 1:	ABOUT SOUTH AYRSHIRE LICENSING BOARD
CLASS 2:	HOW WE DELIVER OUR FUNCTIONS AND SERVICES
CLASS 3:	HOW WE TAKE DECISIONS AND WHAT WE DECIDE
CLASS 4:	WHAT WE SPEND AND HOW WE SPEND IT
CLASS 5:	HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES
CLASS 6:	HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS
CLASS 7:	HOW WE ARE PERFORMING
CLASS 8:	OUR COMMERCIAL PUBLICATIONS
CLASS 9:	OPEN DATA

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.

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.























CLASS 1	ABOUT SOUTH AYRSHIRE LICENSING BOARD
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Class Description:
Information about South Ayrshire Licensing Board, who we are, where to find us and how to contact us, how we are managed and our external relations.

The Licensing Board is elected by South Ayrshire Council from its Elected Members. The Licensing Board is a completely separate legal entity from the Council, hence its inclusion as a Scottish Public Authority under the Freedom of Information (Scotland) Act 2002.

The Clerk of the Licensing Board is the Council's Head of Regulatory Services:

Head of Regulatory Services, South Ayrshire Council, County Buildings, Wellington Square, AYR, KA7 1DR.


































	Information Category	Description							
1.1	Licensing – General Information	Contact details, guidance notes on the application process, including Frequently Asked Questions	Contact Tel No:	(01292) 617687					
			Email:	licensing@south-ayrshire.gov.uk					
			Website:	http://www.south-ayrshire.gov.uk/licensing					
			Charge:	Free					
			Format:	<table border="0"> <tr> <td> Electronic</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td> Website</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td> Inspection</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	 Electronic	<input checked="" type="checkbox"/>	 Website	<input checked="" type="checkbox"/>	 Hard Copy
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 Hard Copy	<input checked="" type="checkbox"/>	 Inspection	<input type="checkbox"/>						
1.2	Membership	Information on South Ayrshire Licensing Board's Membership	Contact Tel No:	(01292) 617687					
			Email:	licensing@south-ayrshire.gov.uk					
			Website:	www.south-ayrshire.gov.uk/committees (Click Link - Panel Membership Structure from February 2010)					
			Charge:	Free					
			Format:	<table border="0"> <tr> <td> Electronic</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td> Website</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td> Inspection</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	 Electronic	<input checked="" type="checkbox"/>	 Website	<input checked="" type="checkbox"/>	 Hard Copy
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www.south-ayrshire.gov.uk/committees

CLASS 2	HOW WE DELIVERY OUR FUNCTIONS AND SERVICES
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Class Description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The Licensing Board deals with the administration of applications submitted under the Licensing (Scotland) Act 2005. The Licensing Board also deals with applications made under the Gambling Act 2005. In terms of Section 9 of the Licensing (Scotland) Act 2005, South Ayrshire Licensing Board is under a duty to keep and maintain a licensing register containing information in relation to decisions made in respect of premises licences, personal licences and occasional licences.

	Information Category	Description	Contact No:	Tel						
2.1	Application Forms – Liquor	Information on how to obtain Liquor Licence Application Forms and Associated Fees		(01292) 617687						
			Email:	licensing@south-ayrshire.gov.uk						
			Website:	www.south-ayrshire.gov.uk/licensing/forms/liquor-licensing.aspx						
			Charge:	Free						
			Format:	<table border="0"> <tr> <td> Electronic</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td> Website</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td> Inspection</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	 Electronic	<input checked="" type="checkbox"/>	 Website	<input checked="" type="checkbox"/>	 Hard Copy	<input checked="" type="checkbox"/>
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 Hard Copy	<input checked="" type="checkbox"/>	 Inspection	<input type="checkbox"/>							
2.2	Application Forms – Gambling	Information on how to obtain Gambling Licence Application Forms and Application Guidelines	Contact No:	(01292) 617687						
			Email:	licensing@south-ayrshire.gov.uk						
			Website:	http://www.south-ayrshire.gov.uk/licensing/forms/gambling.aspx						
			Charge:	Free						
			Format:	<table border="0"> <tr> <td> Electronic</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td> Website</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td> Inspection</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	 Electronic	<input checked="" type="checkbox"/>	 Website	<input checked="" type="checkbox"/>	 Hard Copy	<input checked="" type="checkbox"/>
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 Hard Copy	<input checked="" type="checkbox"/>	 Inspection	<input type="checkbox"/>							
2.3	Gambling Premises	Gambling Premises Registers	Contact No:	(01292) 617687						
			Email:	licensing@south-ayrshire.gov.uk						
			Website:	http://www.south-ayrshire.gov.uk/licensing/register.aspx						
			Charge:	Free						
			Format:	<table border="0"> <tr> <td> Electronic</td> <td style="text-align: right;"><input type="checkbox"/></td> <td> Website</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td> Hard Copy</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> <td> Inspection</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	 Electronic	<input type="checkbox"/>	 Website	<input type="checkbox"/>	 Hard Copy	<input checked="" type="checkbox"/>
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2.4	Guidance Notes	Guidance Notes on the application process, including Frequently Asked Questions	Contact No:	Tel (01292) 617687	
			Email:	licensing@south-ayrshire.gov.uk	
			Website:	http://www.south-ayrshire.gov.uk/licensing	
			Charge:	Free	
			Format:	<input checked="" type="checkbox"/> Electronic <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Inspection	
2.5	New Applications	List of new Licensing Applications	Contact No:	Tel (01292) 617687	
			Email:	licensing@south-ayrshire.gov.uk	
			Website:	http://gis.south-ayrshire.gov.uk/licensing/prlrAdvertised.asp	
			Charge:	Free	
			Format:	<input checked="" type="checkbox"/> Electronic <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Inspection	
2.6	Occasional Licence	Occasional Licence Register	Contact No:	Tel (01292) 617687	
			Email:	licensing@south-ayrshire.gov.uk	
			Website:	http://www.south-ayrshire.gov.uk/licensing/occasional-licence/	
			Charge:	Free	
			Format:	<input checked="" type="checkbox"/> Electronic <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Inspection	
2.7	Personal Licences	Personal Licence Registers	Contact No:	Tel (01292) 617687	
			Email:	licensing@south-ayrshire.gov.uk	
			Website:	http://gis.south-ayrshire.gov.uk/licensing/plrdefault.asp	
			Charge:	Free	
			Format:	<input checked="" type="checkbox"/> Electronic <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Hard Copy <input type="checkbox"/> Inspection	

2.8	Premises Licences	Premises Licence Registers	Contact No:	Tel (01292) 617687	
			Email:	licensing@south-ayrshire.gov.uk	
			Website:	http://www.south-ayrshire.gov.uk/licensing/premises-licence	
			Charge:	Free	
			Format:	<input checked="" type="checkbox"/> Electronic	<input checked="" type="checkbox"/> Website
			<input checked="" type="checkbox"/> Hard Copy	<input type="checkbox"/> Inspection	

CLASS 3	HOW WE TAKE DECISIONS AND WHAT WE DECIDE
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Class Description: Information about the decisions we take, how we make decisions and how we involve others.

The Licensing Board determines licensing applications at Board meetings which are held on a regular basis, the dates of which are advertised in advance on the South Ayrshire Council website. Certain routine or non-contentious decisions are delegated to the Clerk to the Licensing Board. The Licensing Board is also required to determine various fees payable by applicants in respect of licensing applications – principally in respect of applications for premises licences and levels of annual fees, subject to maximum amounts which are set by statute. These may vary from time to time with full details being available on the licensing pages of the South Ayrshire Council website.

Information Category	Description				
3.1 Agenda, Reports and Minutes	Information on Agenda, Reports, Minutes and Dates of Meetings of the South Ayrshire Licensing Board and the Local Licensing Forum.	Contact Tel No:	(01292) 617687		
		Email:	licensing@south-ayrshire.gov.uk		
		Website:	www.south-ayrshire.gov.uk/committees		
		Charge:	Free		
		Format:	<table border="0" style="width: 100%;"> <tr> <td> Electronic <input checked="" type="checkbox"/></td> <td> Website <input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy <input checked="" type="checkbox"/></td> <td> Inspection <input checked="" type="checkbox"/></td> </tr> </table>	 Electronic <input checked="" type="checkbox"/>	 Website <input checked="" type="checkbox"/>
 Electronic <input checked="" type="checkbox"/>	 Website <input checked="" type="checkbox"/>				
 Hard Copy <input checked="" type="checkbox"/>	 Inspection <input checked="" type="checkbox"/>				
3.2 Appeal Decisions	Information on South Ayrshire Licensing Board's Appeal Decisions	Contact Tel No:	(01292) 617687		
		Email:	licensing@south-ayrshire.gov.uk		
		Website:	www.south-ayrshire.gov.uk/committees		
		Charge:	Free		
		Format:	<table border="0" style="width: 100%;"> <tr> <td> Electronic <input type="checkbox"/></td> <td> Website <input type="checkbox"/></td> </tr> <tr> <td> Hard Copy <input checked="" type="checkbox"/></td> <td> Inspection <input type="checkbox"/></td> </tr> </table>	 Electronic <input type="checkbox"/>	 Website <input type="checkbox"/>
 Electronic <input type="checkbox"/>	 Website <input type="checkbox"/>				
 Hard Copy <input checked="" type="checkbox"/>	 Inspection <input type="checkbox"/>				
3.3 Scheme of Delegation	Information on the South Ayrshire Licensing Board's Scheme of Delegation.	Contact Tel No:	(01292) 617687		
		Email:	licensing@south-ayrshire.gov.uk		
		Website:	www.south-ayrshire.gov.uk/licensing/board		
		Charge:	Free		
		Format:	<table border="0" style="width: 100%;"> <tr> <td> Electronic <input checked="" type="checkbox"/></td> <td> Website <input checked="" type="checkbox"/></td> </tr> <tr> <td> Hard Copy <input checked="" type="checkbox"/></td> <td> Inspection <input type="checkbox"/></td> </tr> </table>	 Electronic <input checked="" type="checkbox"/>	 Website <input checked="" type="checkbox"/>
 Electronic <input checked="" type="checkbox"/>	 Website <input checked="" type="checkbox"/>				
 Hard Copy <input checked="" type="checkbox"/>	 Inspection <input type="checkbox"/>				
3.4 Statement of Reasons or Stated Cases	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.	Contact Tel No:	(01292) 617687		
		Email:	licensing@south-ayrshire.gov.uk		
		Website:			
		Charge:	Free		
		Format:	<table border="0" style="width: 100%;"> <tr> <td> Electronic <input type="checkbox"/></td> <td> Website <input type="checkbox"/></td> </tr> <tr> <td> Hard Copy <input checked="" type="checkbox"/></td> <td> Inspection <input type="checkbox"/></td> </tr> </table>	 Electronic <input type="checkbox"/>	 Website <input type="checkbox"/>
 Electronic <input type="checkbox"/>	 Website <input type="checkbox"/>				
 Hard Copy <input checked="" type="checkbox"/>	 Inspection <input type="checkbox"/>				

CLASS 4**WHAT WE SPEND AND HOW WE SPEND IT***Class Description:*

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how public money and what has actually been spent).

The Licensing Board is a separate legal entity from South Ayrshire Council. The board does not own any assets. The Council provides accommodation for the meetings of the Board and necessary expenses for the work of the Board. All revenue received by the Board from licence application fees must be transferred to the Council and the Board's budget is held by the Council.

Financial information can be made available on request to:

The Clerk of the Licensing Board

South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR

Tel: 01292 617683

Email: licensing@south-ayrshire.gov.uk

CLASS 5**HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES***Class Description:*

Information about how we manage the human, physical and information resources.

South Ayrshire Licensing Board is supported by staff from South Ayrshire Council, which also provides accommodation and other facilities to the Licensing Board. Staff adheres to the Council's Policies on all matters, including Records Management.

CLASS 6	HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS
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Class Description;
Information about how we procure goods and services, and our contracts with external providers.

South Ayrshire Licensing Board holds no information within this class. All goods and services are provided by South Ayrshire Council.

CLASS 7**HOW WE ARE PERFORMING***Class Description:*

Information about how we perform as an organisation, and how well we deliver our functions and services.

South Ayrshire Licensing Board does not produce any performance reports and therefore holds no information within this class.

CLASS 8**OUR COMMERCIAL PUBLICATIONS***Class Description:*

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, e.g, bookshop, museum or research journal.

South Ayrshire Licensing Board does not produce any commercial publications and therefore holds no information within this class.

CLASS 9**OUR OPEN DATA***Class Description:*

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource pack, available under an open licence.

South Ayrshire Licensing Board currently holds no information within this class.