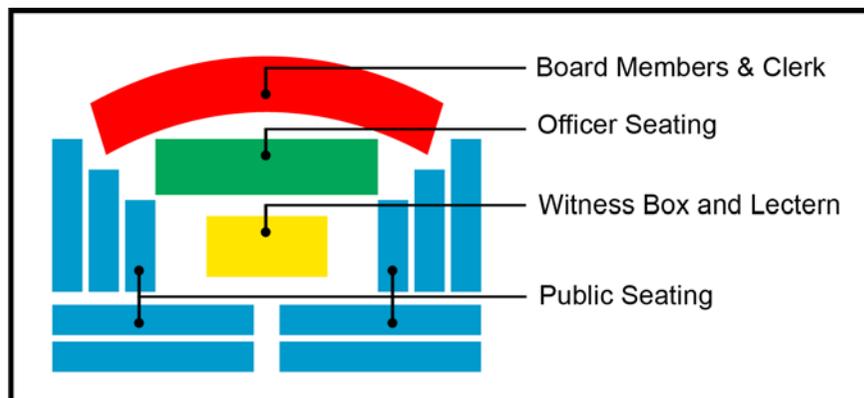


Layout of the Burgh Court



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City of Glasgow
Licensing Board

CITY OF GLASGOW LICENSING BOARD A GUIDE FOR APPLICANTS AND OBJECTORS

City of Glasgow
Licensing Board

What is the City of Glasgow Licensing Board?

The City of Glasgow Licensing Board is made up of Councillors and is responsible for considering a wide range of applications for alcohol and gambling licences.

The Board meetings are held in public in the Burgh Court, 40 John Street, Glasgow and normally begin at 9.30am. An agenda detailing the items of business to be considered at each meeting is available to view at the Licensing Section three business days prior to each meeting.

A copy of the agenda will also be available on the tables to the rear of the Burgh Court for the public to view on the day of the meeting.

Why have I been called to the Licensing Board?

When the Licensing Board has to consider an application, the applicant and any person who has made an objection or representation will be called to a meeting to present their case before the Licensing Board makes a decision.

You will have received a citation letter requesting that you attend a Licensing Board meeting. This letter will explain the reason you are being called. If you are the applicant, you will also receive a copy of any reports or letters that the Licensing Board will take into account.

When should I attend the Licensing Board?

The citation letter will advise you of the date of the meeting and the time you should attend. The Licensing Board deals with a large number of applications at each meeting and it may take several hours before your case is called.

If you are unable to attend the Licensing Board meeting, you may arrange for someone to represent you. If that person is not a legal agent such as a Solicitor, then you must provide the person with written consent to speak on your behalf. This consent should be presented to the Licensing Section 24 hours prior to the meeting or, alternatively, to the Licensing Board on the day. It is essential that your representative is able to speak to the Licensing Board about the matter for which you have been called.

If you are not confident speaking in public you may wish to bring along a friend or family member simply to provide you with support.

If English is not your first language and you are not comfortable speaking publicly in English, an interpreter may be provided to assist you. If you require an interpreter you must telephone the Licensing Section immediately on receiving your letter of citation to make arrangements for this.

Where should I sit?

The layout of the Burgh Court is formal and similar to a court. Members of the Licensing Board and the Clerk to the Licensing Board sit on a raised bench, with relevant reporting officers sitting below them (i.e. Police, Building Control and Environmental Health). The public seating area faces the Licensing Board and there is a 'witness box' with a lectern in the middle where an applicant and any objector will stand to speak to the Licensing Board. You should sit in the public seating area until your application is called. Please turn your mobile phone off whilst in the Burgh Court.

What happens when my case is called?

The Clerk to the Licensing Board will announce each application in turn in the order shown on the agenda. The applicant and any person making an objection or representation will be called forward to the lectern.

The Convener will take control of the meeting and all questions must be directed through the Convener.

The Convener will first ask to hear reports from the appropriate officers in respect of the application. If objections or representations have been received in relation to the application, the Convener will then ask the person making the objection or representation to address the Licensing Board on his or her concerns. They are only permitted to speak to the terms of the written objection or representation and cannot add any new information. If they do attempt to add any new information, the Convener will intervene and direct them to the terms of their objection or representation only. Once these have been heard, the applicant will be given an opportunity to respond and to present their case in support of the application.

The applicant must not interrupt the person making the objection or representation and likewise, the person making the objection or representation must not interrupt the applicant or ask questions at this point. Where appropriate, each person may be given an opportunity by the Convener to respond to any issues raised which require a response.

The Convener will then invite other Members of the Licensing Board to ask questions. When there are no more questions, the Convener will then advise that the case will be considered and the applicant and any person making an objection or representation should return to their seat.

This process will continue until the Licensing Board decides to consider the applications which it has heard – the Licensing Board will leave the Burgh Court at this point to make its decisions in private in a separate room.

When will I find out the Licensing Board's Decision?

When the Licensing Board has made its decisions, it will return to the Burgh Court. The Clerk will call out the names of the applicants and read out the Licensing Board's decisions on these applications.

When the decisions have been read out, the Clerk will advise that those applicants who have been dealt with may leave the Court. All decisions are issued in writing to the applicant and to anyone who makes an objection or representation within seven days of the meeting. If you are unable to wait for the decision you may leave the Court quietly once your application has been heard.

What happens to late objections and representations?

Where a letter of objection or representation has been received after the last date for objections it is termed as 'late'. Before it can be taken into account, the Licensing Board must decide whether there is a good reason why it is late. The Licensing Board members do not see a copy of the letter until they decide to take it into account.

If a late objection or representation is to be considered as part of the application, the Convener will ask the person making the objection or representation to explain why it was not lodged on time. They will not be allowed at this stage to mention the issues set out in their letter.

On hearing the reason why the objection or representation was not lodged on time, the Convener will ask the applicant whether he or she has any objection to the late objection or representation being heard. The Licensing Board will then leave the Burgh Court to decide in private whether it is satisfied with the explanation given. The Licensing Board will then return to the Burgh Court and, if satisfied with the explanation, the Clerk will publicly announce that the objection or representation will be heard. A copy of the letter will then be given to the Licensing Board Members.

If the Licensing Board is not satisfied with the explanation given, the Clerk will publicly announce that the objection or representation will not be taken into account and the person making the objection or representation will be asked to return to their seat.

The Licensing Board will then hear the application as normal.