



43 Adelaide Street

Craigshill

Livingston

EH54 5HQ

Dear Member

The Licensing Forum has been up and running for a number of years now, we are keen to measure the level of understanding community groups have of licensing and the work the Forum carries out, as well as identify any training needs that may be required.

We would appreciate it if you could find time to complete the enclosed survey. If you are unable to answer a question please leave it blank and explain why you feel you cant answer the question, this will help inform us of any training needs.

Once you have completed the survey please send it back in the enclosed SAE. Once we have the results we would be happy to share these with you. Please be assured that your answers will be confidential and are only be used for the purpose of this survey.

We would get better results if the survey was completed by each member of your committee, however a group response will be acceptable.

Could we ask that you complete and return the survey by Monday 3rd October 2011.

Thank you

Dawna Chisholm

West Lothian Licensing Forum Development Worker

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Dawna Chisholm
Licensing Forum Development Worker
West Lothian Drug & Alcohol Service
43 Adelaide Street
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TIMETABLE OF MEETINGS 2011

AGENDA ITEMS TO CLERK	AGENDA ISSUED	DATE OF MEETING	DATE OF ACTION NOTE (IF NEEDED)
Wednesday 9 February	Thursday 10 February	Wednesday 16 February	Tuesday 21 February
Wednesday 13 April	Thursday 14 April	Wednesday 20 April	Tuesday 25 April
Wednesday 8 June	Thursday 9 June	Wednesday 15 June	Tuesday 20 June
Wednesday 10 August	Thursday 11 August	Wednesday 17 August	Tuesday 22 August
Wednesday 12 October	Thursday 13 October	Wednesday 19 October	Tuesday 24 October
Wednesday 7 December	Thursday 8 December	Wednesday 14 December	Tuesday 20 December

All meetings are in the Council Chambers at 5.30 pm unless otherwise stated on the agenda.

Clerk's contact details are:-

James Millar, West Lothian Civic Centre, Howden Road South, Livingston, Eh54 6FF

01506 281613

james.millar@westlothian.gov.uk

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What the Licensing Forum does



The Forum is not a policy-making or a decision-making body. Forum's role is to keep under review the operation of the new Licensing (Scotland) Act 2005 in the West Lothian area, and the way the West Lothian Licensing Board operates the Act, and to give advice and make recommendations to the Board in relation to those matters. That must be done at a policy level as the Forum cannot comment on individual cases. West Lothian Licensing Board is responsible for making decisions in relation to licensing applications from pubs, clubs, hotels, restaurants and off sales in its own area. It deals with applications for both personal and premises licences, and considers cases for suspension endorsement and revocation of licences already issued. The Licensing Board must make and review a statement of its licensing policy and it requires to make decisions in accordance with that Policy Statement and the 5 Licensing Objectives which form the philosophical framework for the 2005 Act.

The objectives are:

- Preventing crime and disorder
- Preventing public nuisance
- Protecting children from harm
- Securing public safety
- Protecting and improving public health

The Licensing Board must provide a Forum with statistical information as it may require to allow it to perform its functions and the Board must have regard to the advice and recommendations provided by the Forum: any rejection of input from the Forum requires to be explained by the Board. The Forum is supported by West Lothian Council but it is independent from the Council and Licensing Board, at the same, it shares the common goal of having the local community's best interests at the heart of the way the Act is operated. The Forum consists of representatives from key interest areas but it is vital that the Forum members consider the wider community issues as well as the individual interest areas which they represent. The Forum will, therefore, require to engage with communities to ensure that the work which it is doing properly reflects 'community opinion'.

**Please contact Dawna Chisholm, West Lothian Licensing Forum Development Worker
email: dawna.chisholm@wldas.org or tel: 01506 446658 or 07841 662 523
if you would like more information about the Licensing Forum.**

West Lothian Council delivers

westlothian.gov.uk



West Lothian Alcohol Licensing Forum

1. Name of Community Council (optional)

2. Have you heard of the West Lothian Licensing Forum? If so, please give details

3. Have any of your members attended a Forum meeting? If so, could you provide us with feedback. (These meetings are open to the public and a schedule of meetings has been enclosed with this survey.)

4. Have you visited the Forum's webpage? If so, please provide us with comments. You can view the Forum's page at : <http://www.westlothian.gov.uk/law-licensing/licences/alcohol/LocalLicensingForum>

5. Have any of your members attended a Licensing Board meeting? If so, please could you provide feedback on this experience. (These meetings are open to the public.)

6. Do you feel you are given enough time and information to respond to any consultation regarding licensing?

7. Are you aware of the 5 licensing objectives?

8. Do you know how to object to or ask for a review of a licence? If you have had any experience of this process please provide us with details.

9. Do you feel you have enough information about licensed premises in your area?

10. Would you like us to send you the results of this survey?