

FALKIRK COUNCIL LICENSING BOARD - GUIDE TO INFORMATION AVAILABLE THROUGH OUR PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Falkirk Council Licensing Board has adopted the [Model Publication Scheme](https://www.falkirk.gov.uk/alcohol/licensing-board/information-governance) produced by the Scottish Information Commissioner. You can see this scheme on our website at:

<https://www.falkirk.gov.uk/alcohol/licensing-board/information-governance>

or by contacting us at the address below.

The purpose of this Guide to Information is to:

- 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 accessing the information
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright and re-use

Where Falkirk Council Licensing Board holds the copyright in its published information, the information (except logos) may be copied or reproduced without formal permission subject to acceptance of the [Open Government Licence](#) for public sector information. Where Falkirk Council Licensing Board does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises. We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you:

Our photocopying charge per sheet of paper is shown in the tables below.

Black and white photocopying

Size of paper	Pence per sheet of paper
A3	£0.10
A4	£0.10

Colour photocopying

Size of paper	Pence per sheet of paper
A0	£18.00
A1	£14.00
A2	£9.00
A3	£0.30
A4	£0.30

If you would like information provided on a USB secure flash drive, the cost will be £5.25 for 8GB and £8.07 for 16GB. Postage costs will be recharged at the rate we paid to send the information to you by first class post. When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run plus postage.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Licensing Falkirk Council
The Foundry
4 Central Boulevard
Central Park
Larbert
FK5 4RU

Telephone Number: 01324 501575

E-mail Address: licensing@falkirk.gov.uk

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT THE AUTHORITY	
Class description: Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access it
Administration of the Board	https://www.falkirk.gov.uk/alcohol/licensing-board
Board's current membership	https://council.falkirk.gov.uk/committee/132
Role and Responsibilities of the Board	https://www.falkirk.gov.uk/alcohol/licensing-board - Alcohol
	https://www.falkirk.gov.uk/gambling/gambling-premises-licences - Gambling
	https://www.falkirk.gov.uk/gambling/small-society-lotteries - Small Lotteries
Contact Details for the Licensing Section.	https://www.falkirk.gov.uk/alcohol/licensing-board
Contact Details for the Licensing Standards Officers.	https://www.falkirk.gov.uk/alcohol/licensing-board/licensing-standards-officers-lso
Falkirk Local Licensing Forum Information	https://www.falkirk.gov.uk/alcohol/licensing-board/licensing-forum

CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES	
Class description: Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
The information we publish under this class	How to access it

Licensing Statement of Policy	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Gambling Statement of Principles	https://www.falkirk.gov.uk/gambling/gambling-premises-licences - downloadable document
Equalities Strategy 2013	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Publication Scheme	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Fees and Charges	https://www.falkirk.gov.uk/licensing-fees-and-charges/licensing-fees-and-charges/licensing-scotland-act-2005
Byelaw prohibiting the Consumption of Alcoholic Liquor in Designated Public Places	https://www.falkirk.gov.uk/alcohol/consumption-of-alcohol-in-public-places
Alcohol licences (including premises, personal, extended hours and occasional)	https://www.falkirk.gov.uk/alcohol
Gambling premises licences	https://www.falkirk.gov.uk/businesses-premises-venues-licenses/gambling-premises-licences
Business licences	https://www.falkirk.gov.uk/businesses-premises-venues-licenses (note that not all of these are subject to the jurisdiction of the Licensing Board)
Guide to Attending the Licensing Board	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Public Registers	Please contact licensing@falkirk.gov.uk

CLASS 3: HOW THE AUTHORITY TAKES DECISIONS AND WHAT IT HAS DECIDED	
Class description: Information about the decisions we take, how we make decisions and how we involve others	
The information we publish under this class	How to access it
Dates of Licensing Boardmeetings	https://council.falkirk.gov.uk/Committee/132
Reports and Minutes	https://coins.falkirk.gov.uk/default.asp
Members' Code of Conduct	External link - https://www.standardscommissionscotland.org.uk/codes-of-conduct/councillors-code-of-conduct
Members' Register ofInterests	https://council.falkirk.gov.uk/councillors - click on a councillor to see memberships and interests
Complaints and feedback	https://www.falkirk.gov.uk/contact-us/complaints-procedure
Current Applications	https://www.falkirk.gov.uk/alcohol/current-applications

CLASS 4: WHAT THE AUTHORITY SPENDS AND HOW IT SPENDS IT	
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.	
The information we publish under this class	How to access it
Financial Statements	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
	The administration of the Licensing Board is carried out by Falkirk Council. Further information can be therefore be obtained via the Council's Guide to Information

CLASS 5: HOW THE AUTHORITY MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES	
Class description: Information about how we manage the human, physical and information resources of the authority	
The information we publish under this class	How to access it
The administration of the Licensing Board is carried out by Falkirk Council. This information can be obtained via the Council's Guide to Information .	

CLASS 6: HOW THE AUTHORITY PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS	
Class description: Information about how we procure goods and services, and our contracts with external providers	
The information we publish under this class	How to access it
The administration of the Licensing Board is carried out by Falkirk Council. This information can be obtained via the Council's Guide to Information .	

CLASS 7: HOW OUR AUTHORITY IS PERFORMING

Class description:

Information about how the authority performs as an organisation, and how well it delivers its functions and services

The information we publish under this class	How to access it
Financial Reports	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Statutory Functions Reports	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document
Equality Strategy & Reports	https://www.falkirk.gov.uk/alcohol/licensing-board - downloadable document

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

The information we publish under this class	How to access it
We do not currently hold or publish any information under this class.	

CLASS 9: OPEN DATA

Class description:

Open data made available by us as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

The information we publish under this class	How to access it
Open data	The administration of the Licensing Board is carried out by Falkirk Council. This information can be obtained via the Council's Guide to Information .

Version	Purpose / Change	Author	Date
1.00	Original version	Licensing Manager	5/8/2011
1.10	Changes made to update the information in the scheme	Licensing Manager	10/6/2013
1.20	Changes to reflect changes in structure and add links to new pages	Licensing Manager	17/2/2015
1.30	Update to add Class 9 – Open Data	Information Governance Manager	19/12/2016
1.40	Changes in line with 2017 model publication scheme	Information Governance Manager	30/10/2017
1.50	Insert version control table; add links to new web pages; amend broken links	Licensing Manager	28/3/2019
2.0	Review of content in line with 2021 model scheme – hyperlinks amended, copying charges updated	Information Governance Manager	16/06/2025