

Licensing (Scotland) Act 2005

Interim Performance Monitoring Report – Financial Year 2024/25

Purpose of Report:

To advise members of the Local Licensing Forum on the performance of the Licensing Board in the administration of the Licensing (Scotland) Act 2005 over the last 6 months of financial year 2024/25.

1. Performance Indicators – Measuring quality of service delivery

The Licensing Board utilises the following key performance indicators to measure performance in administering the Licensing (Scotland) Act 2005:

- Applications for Premises and Provisional Premises Licences determined within 6 months;
- Applications for Major Variation determined within 6 months;
- Applications for Minor Variation determined within 6 weeks;
- Applications for Transfer under Section 33 determined within 3 months;
- Applications for Transfer under Section 34 determined within 3 months;
- Applications for Extended Hours determined within 8 weeks;
- Late applications for Extended Hours determined before event;
- Applications for Occasional Licence determined within 8 weeks;
- Late applications for Occasional Licence determined before event; and
- Applications for Personal Licence determined within 8 weeks.

2. Performance over last six months of Financial Year 2024/25

Based on performance indicators noted above the performance of the Licensing Board between October 2024 and March 2025 can be measured as:

Application	Within Target	Outwith Target	Percentage
Premises Licence	8	0	100%
Provisional Premises Licence	22	7	76%
Major Variation	30	11	73%
Minor Variation	381	15	96%
Transfer S33	46	8	85%
Transfer S34	24	4	86%
Occasional Licence (On time)	361	127	74%
Occasional Licence (Late)	80	1	99%
Extended Hours (On time)	98	18	84%
Extended Hours (Late)	29	0	100%
Personal Licence	396	1	99.75%

Table 1: Percentage of Applications within processing targets for Q3 and Q4 of Financial Year 2024/25

3. Comparison with previous financial year

Overall the Licensing Board has achieved 88% of its performance targets during the last six months of financial year 2024/25 compared with 82% of performance targets for the previous financial year.

4. Recommendation

Members of the Local Licensing Forum are asked to note the terms of this report.