

**Licensing (Scotland) Act 2005**  
**Interim Performance Monitoring Report – Financial Year 2025/2026**

**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 2025/2026.

**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**

Based on performance indicators noted above the performance of the Licensing Board between October 2025 and March 2026 can be measured as:

Application	Within Target	Outwith Target	Percentage
Premises Licence	5	0	100%
Provisional Premises Licence	19	6	76%
Major Variation	23	7	77%
Minor Variation	314	13	96%
Transfer S33	51	8	86%
Transfer S34	19	6	76%
Occasional Licence (On time)	398	98	80%
Occasional Licence (Late)	97	1	99%
Extended Hours (On time)	80	11	88%
Extended Hours (Late)	34	0	100%
Personal Licence	337	11	97%

Table 1: Percentage of Applications within processing targets for Q3 and Q4 of Financial Year 2025/2026

### **3. Comparison with previous financial year**

Overall the Licensing Board has achieved 90% of its performance targets during the last six months of financial year 2025/2026 compared with 88% 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.