

Licensing (Scotland) Act 2005

Interim Performance Monitoring Report – Financial Year 2025/26

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 first 6 months of financial year 2025/26.

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 first six months of Financial Year 2025/26

Based on performance indicators noted above the performance of the Licensing Board between April 2025 and September 2025 can be measured as:

Application	Within Target	Outwith Target	Percentage
Premises Licence	4	1	80%
Provisional Premises Licence	17	4	81%
Major Variation	30	5	86%
Minor Variation	358	18	95%
Transfer S33	37	2	95%
Transfer S34	12	1	92%
Occasional Licence (On time)	435	152	74%
Occasional Licence (Late)	98	2	98%
Extended Hours (On time)	88	28	76%
Extended Hours (Late)	28	1	97%
Personal Licence	473	18	96%

Table 1: Percentage of Applications within processing targets for Q1 & Q2, Financial Year 2025/26

3. Comparison with previous financial year

Overall the Licensing Board has achieved 88% of its performance targets during the first six months of financial year 2025/26 compared with 73% 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.