



## Statement of licensing policy timeline

Scottish licensing law requires that every licensing board publish a statement of licensing policy **every three years** setting out how it will seek to promote the five licensing objectives. New statements of licensing policy are due by **November 2013**. The process of preparing a new policy statement could take up to 21 months. Many organisations can provide valuable assistance to licensing boards in formulating evidence-based policy. **Get involved.**

<b>STEP 1</b>	Bring together the key local stakeholders who could provide evidence, such as the ADP, the local licensing forum, the police, the health board. Look at what evidence is available and agree what should be collected and analysed. Evidence can include international evidence on effective policies, expert opinion, local statistics and local knowledge. The police, health board and council must supply information as the licensing board may reasonably require. Other sources of information may include the fire service, organisations working with young people, or services for problem drinkers.	<b>Start now</b>
<b>STEP 2</b>	<b>Evidence collection</b> Stakeholders compile the agreed evidence	<b>3 months or more</b> Up to July 2012
<b>STEP 3</b>	<b>Analysing evidence and writing report of findings</b> This may need support from a specialist, for example, in plotting maps of health harms or crime.	<b>Up to 3 months</b> Aug to Oct 2012
<b>STEP 4</b>	<b>Discussion of findings report by the licensing board and forum</b> The licensing board must consult with the local licensing forum when preparing their statement of licensing policy.	<b>Up to 3 months</b> Nov to Jan 2013
<b>STEP 5</b>	Writing the statement of licensing policy.	<b>3 months or more</b> Feb to April 2013
<b>STEP 6</b>	<b>Consultation on policy statement</b> Licensing boards are required consult with their licensing forum or any interested parties that the forum is supposed to represent. In practice this will usually mean a public consultation for anyone wishing to participate.	<b>Up to 3 months</b> May to July 2013
<b>STEP 7</b>	<b>Revisions of policy statement if required</b> Issues arising from the consultation may lead to revisions of the draft policy statement.	<b>Up to 3 months</b> Aug to Oct 2013