

ABERDEEN CITY LICENSING BOARD

LICENSING BOARD DATE: 1st July 2025

CLERK TO THE LICENSING BOARD: Jenni Lawson

TITLE OF REPORT: Aberdeen Licensing Board Annual Functions Report 2024/25

REPORT AUTHOR: Laura McGhee, Solicitor

1. PURPOSE OF REPORT

To invite the Licensing Board ("The Board") to approve this Annual Functions Report.

2. RECOMMENDATIONS

That the Board:

- (1) approve this Annual Functions Report and;
- (2) authorise the Clerk to the Board to proceed with the publication of this Annual Functions Report.

3. BACKGROUND

- 3.1 Licensing Boards must produce and publish annual functions reports and annual financial reports.
- 3.2 This report should contain a statement explaining how the Board has had regard to the licensing objectives, their licensing policy statement, and any supplementary licensing policy statement in the exercise of their functions during the financial year.

4. HOW THE BOARD EXERCISES ITS FUNCTIONS

- 4.1 The Licensing (Scotland) Act 2005 as amended ("the Act") sets out regulations for the sale of alcohol and regulations for licensed premises and other premises on which alcohol is sold.
- 4.2 The Act has five licensing objectives which the Board must have regard to when exercising its functions. These objectives are: -
 - (i) Preventing crime and disorder
 - (ii) Securing public safety
 - (iii) Preventing public nuisance

- (iv) Protecting and improving public health
- (v) Protecting children and young persons from harm

- 4.3 The Board deals with all applications in accordance with the legislation, and in particular, the five above objectives, together with its Statement of Licensing Policy which is based on the objectives.
- 4.4 The Board has determined all applications in line with the Statement of Licensing Policy. The Board has routinely applied additional conditions on the operation of outdoor drinking areas to ensure minimum disruption to the surrounding area and, where applicable, to ensure the safety of users. It has also determined all applications for licensed hours in line with the Statement of Licensing Policy.
- 4.5 The Board has also worked closely with partner agencies including Police Scotland, NHS Grampian, the local licensing forum and Licensing Standards Officers to ensure the satisfactory operation of licensed premises. As a result, problems can be identified and addressed at an early stage and this reduces the need for Premises Licence Reviews.
- 4.6 The Board has also sought to maintain a close working relationship with the Local Licensing Forum. It is hoped that the details of the Annual Functions Report together with topics arising at the annual joint meeting with the Forum will provide a view on developing trends or areas requiring attention in the wider licensing landscape.
- 4.7 The Board has also set new equality outcomes to cover the period from 2025-2029, which are: -
- 4.7.1 Equality Outcome 1
Review and maintain the licensing process to ensure fair access for all, including the continuation and development of hybrid Licensing Board meetings.
 - 4.7.2 Equality Outcome 2
The community of Aberdeen City are able to engage effectively in the exercise of the Board's licensing functions.
- 4.8 The Board has also approved its new Gambling Policy Statement to cover the period from January 2025 to 2028, which can be viewed [here](#).
- 4.9 A summary of the Board's position in terms of the statistics which the Board has to provide the Scottish Government is enclosed as Appendix 4.
- 4.10 The Board have restricted the issue of General Extensions to one hour on 19 July, 20 July, 21 July, 22 July, 1 September, 2 September, 3 September, 4 September, 5 September, 31 October; Fridays and Saturdays throughout December; and 24 December; 31 December and 1 January 2026 for all 'on consumption' premises who do not exceed the maximum of 15 hours

continuous trading in any 24 hour period as per the Licensing Board's Statement of Licensing Policy.

5. SUMMARY OF DECISIONS OVER THE LAST FINANCIAL YEAR

- 5.1 A Summary of all decisions made by the Licensing Board can be found on the Licensing Board's Website at <https://committees.aberdeencity.gov.uk/ieListMeetings.aspx?CommitteeId=151>

6. THE NUMBER OF LICENCES IN THE BOARD'S AREA

- 6.1 See Appendix 1 – Premises Licences
- 6.2 See Appendix 2 - Personal Licences
- 6.3 See Appendix 3 – Occasional Licences