



The Moray Licensing Board

Council Offices

High Street

Elgin

IV30 1BX

(Please address all communication to the Clerk to the Board)

The Moray Licensing Board Publication Scheme

Produced as required by the Freedom of Information (Scotland) Act 2002

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SECTION 1: INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. We are also obliged to review this scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish or can publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

The Moray Licensing Board is committed to open government and freedom of information. We hope that the Publication Scheme will make the Moray Licensing Board more accountable to you, the public, the Licensed Trade and those associated with the licensing process and increase your involvement and understanding of the process.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to the environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to **Section 11** – How to access information not available under the scheme.

SECTION 2: ABOUT THE MORAY LICENSING BOARD

The Moray Licensing Board is a Scottish public authority as defined in Part 3 of Schedule 1 of the Freedom of Information (Scotland) Act 2002. It is constituted under the Licensing (Scotland) Act 2005.

The Moray Licensing Board administers and enforces matters regulated by both the Licensing (Scotland) Act 2005 and the Gambling Act 2005 throughout the Moray area. These include:

- premises, personal, occasional and other licences under the Licensing (Scotland) Act 2005 for the sale of alcohol to the public and members of private clubs (not wholesale / trade);
- premises licences, permits, temporary use notices and other requirements under the Gambling Act 2005 to licence the provision of gambling facilities including casinos, bookmakers and betting (except spread betting), bingo clubs, arcades, fairs, lotteries (except the National Lottery) and the use of gaming machines in alcohol licensed premises.

The Moray Licensing Board is elected by the Moray Council from its elected Members. Nevertheless the Board is a completely separate legal entity from the Council and is a body that makes legally enforceable decisions about licensing within Moray. The Clerk to the Moray Licensing Board is the Council's Chief Legal Officer and the Clerk is assisted by Depute Clerks and administrative support staff.

The Moray Licensing Board holds regular meetings to consider and decide upon applications. The Board Meetings are held in the Council Chamber, Council Office, High Street, Elgin IV30 1BX, Telephone 01343 563030 Fax 01343 540183. All administration for the Moray Licensing Board also takes place at the above address.

Certain non-contentious applications can be delegated to a Committee of the Board, the Clerk or any person appointed to assist the Clerk in discharging functions. Certain business can only be decided by the Board. For details please refer to the separate Schemes of Delegation published by the Board in respect of each of the Licensing (Scotland) Act 2005 and the Gambling Act 2005. Copies of the Moray Licensing Board's Schemes of Delegation are included in the classes of information to be made available in **Section 12**.

The Moray Licensing Board is sometimes required to produce statistics for the Scottish Government regarding the numbers of liquor licences within Moray. The Board also produces quarterly statistics for the Gambling Commission in respect of licences and permits issued. Copies of any relevant statistics for Moray are included in the classes of information to be made available at **Section 12**.

It is important to note that between the 1st February 2008 and the 1st September 2009 the Moray Licensing Board is in transition to the new Licensing (Scotland) Act 2005. As a result of this 2005 Act, all licences and records associated with the sale of alcohol will be renewed and updated to accord with the 2005 Act. All new licences will take effect on the 1st September 2009. On the 1st September 2009 the Licensing (Scotland) Act 1976 (together with all other legislation associated with the sale of alcohol) will be repealed and all licences files and records associated with this Act will be destroyed.

More information about the Moray Licensing Board's role and responsibilities is included within the Board's Statements of Policy, details of which can be found in **Section 12** (classes of information at 12.4) below.

SECTION 3: PREPARING THE PUBLICATION SCHEME

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts that inform the important decisions we take; and
- the reasoning that informs our decisions.

In preparing this publication scheme the Moray Licensing Board has had a close look at what information it holds in its files and on its licensing administration software and the most frequent types of request for information it receives from the public and the licensed trade in selecting information to be published within the Publication Scheme. Tell us if you think there is anything we have missed out by contacting :-

Tracey Thorrowgood

Council Office

High Street

Elgin

IV30 1BX

Telephone: 01343 563030

Fax: 01343 540183

Email: licensing@moray.gov.uk

SECTION 4: ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. **Section 12** – Classes of Information provides more details on the information available under the scheme, along with additional guidance on how the information falling within each “class” may be accessed.

Online:

Most information listed in our publication scheme is available to download from our website. In many cases a link within **Section 12: Classes of Information** will direct you to the relevant page or document.

Where no such link is present, you can use our website’s “Search” facility at www.moray.gov.uk. This has an A-Z index and a key word search facility. This may be the quickest and most useful way of searching for information which you are interested in. If you still cannot find what you are looking for, or if you do not have access to the Internet you may use PCs located at the Council’s Access Points and Libraries as listed in **Section 13**.

If you are still having trouble finding any document listed under our scheme, then please use the contact details under the Advice and Assistance heading below.

The Moray Licensing Board’s section of the Moray Council’s website is being improved and expanded at the moment. We aim to have as much information as possible available in electronic format as soon as possible. Where this applies we have indicated in the particular class of information within the Scheme the date when we hope to make information available on the website. Paper copies of any document listed are available to be inspected or posted on request. We can also provide information on CD where the electronic format would take too long for you to download or this would involve excessive copying.

By email:

If the information you seek is listed in our publication scheme but is not published on our website, we can send it to you by email, wherever possible. When requesting information from us, please provide a telephone number so that we can telephone you to clarify details, if necessary.

By phone:

Information can also be requested from us over the telephone. Please use the contact number below to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please send your request to the address below. When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see **Section 6** – Our Charging Policy for further information on fees). Please also include a telephone number so we can telephone you to clarify any details, if necessary.

Advice and assistance:

If you have any difficulty identifying and accessing the information you want to access, then please use the contact details below:

Tracey Thorrowgood

Council Office, High Street, Elgin, IV30 1BX

Telephone: 01343 563030

Fax: 01343 540183

Email: licensing@moray.gov.uk

SECTION 5: INFORMATION THAT WE MAY WITHHOLD

All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following our receipt of your request.

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed in **Section 12** – Classes of Information. Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where:

- its disclosure would breach the laws of confidentiality or legal professional privilege;
- it concerns the conduct of criminal investigations or procedures;
- it concerns law enforcement, including Council tax and non domestic rates collection;
- it may harm an organisation's commercial interests;
- it may endanger the health and safety of individuals;
- it may endanger the protection of the environment;
- it is another person's personal information, and its release would breach the data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released.

Some exemptions under the Act are subject to a public interest test, and where this is the case the public interest will be considered when deciding whether to withhold or release the information. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to **Section 10** – Complaints.

SECTION 6: OUR CHARGING POLICY

Unless otherwise stated in **Section 12** – Classes of Information, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email or where it is made available for inspection at a Council Access Point or Library.

We reserve the right to impose charges for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

In the event that a charge is to be levied, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

Reproduction costs:

Where charges are applied, photocopied information will be charged at a standard rate of 10p per A4 side of paper (black and white copy) and 30p per A4 side of paper (colour copy).

Computer discs will be charged at the rate of £1.00 per CD-Rom and a reasonable charge may be made to cover staff time in writing this information to disc. Staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour. Any charge will be for actual time spent and not a flat rate for any hour or part thereof and the first 30 minutes of time will be free. As an example for 1 member of staff for 45 minutes the first 30 minutes would be free and the charge would be based on 15 minutes at £15 per hour i.e. £3.75.

Postage cost:

We will pass on postage charges to the requester at the cost to the authority of sending the information by first class post.

There are also a small number of publications for which the Moray Licensing Board may make a charge. These publications will be charged at the cover price, plus actual postage costs, as charged by the Royal Mail. Details of any individual charges which differ from the above charging policy are provided within **Section 12** – Classes of Information.

SECTION 7: OUR COPYRIGHT POLICY

The Moray Licensing Board or the Moray Council holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified. Commercial usage may be considered to be an infringement of copyright and requests for permission should be addressed to the Clerk to the Licensing Board, for which please see **Section 9**.

The publication scheme may, however, contain information where the copyright holder is not the Moray Council. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder. Wherever possible, this scheme will indicate where we do not own the copyright on documents within **Section 12 – Classes of Information**.

We will not provide printouts of third party web pages.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk. We can provide you with a copy of this information if you do not have internet access.

SECTION 8: OUR RECORDS MANAGEMENT AND DISPOSAL POLICY

The Licensing Board's archiving policy is contained within the Moray Council, Corporate Services Department, Legal & Committee Services File Management/Destruction Policy as follows:

Work/File Type	Retention Period
Licensing Board general records	10 years
Licensing Board premises files (including applications and plans)*	20 years

* It is important to note that between the 1st February 2008 and the 1st September 2009 the Moray Licensing Board is in transition to the new Licensing (Scotland) Act 2005. As a result of this 2005 Act, all licences and records associated with the sale of alcohol will be renewed and updated to accord with the 2005 Act. All new licences will take effect on the 1st September 2009. On the 1st September 2009 the Licensing (Scotland) Act 1976 (together with all other legislation associated with the sale of alcohol) will be repealed and all licences files and records associated with this Act will be destroyed.

A copy of the above File Management/Destruction policy can be accessed on the internet at the following address <http://www.moray.gov.uk/downloads/file46091.pdf> or obtained upon request using the contact details at the end of **Section 4** above.

SECTION 9: FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would to comment on any aspect of this publication scheme, then please contact us. You may, for example wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to:

The Clerk to the Licensing Board

Mr R. Burns

Clerk to the Board

Council Office

High Street

Elgin

IV30 1BX

Telephone: 01343 563011

Fax: 01343 540183

Email: rodgy.burns@moray.gov.uk

The Clerk has overall responsibility for the Licensing Board's Publication Scheme. Day to day responsibility for the Scheme rests with Karen Wiles, Depute Clerk, Council Office, High Street, Elgin IV30 1BX.

Telephone: 01343 563021

Fax: 01343 540183

Email: karen.wiles@moray.gov.uk

SECTION 10: COMPLAINTS

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can address your complaint to:

The Clerk to the Moray Licensing Board as detailed in **Section 9** above.

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights apply only to information requests made in writing* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

Scottish Information Commissioner

Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Tel: 01334 464610
Email: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

*verbal requests for environmental information carry similar rights.

SECTION 11: HOW TO ACCESS INFORMATION WHICH IS NOT AVAILABLE UNDER THIS SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (EIRs) separately provide a right of access to any environmental information we hold, while the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to the Clerk to the Board as detailed in **Section 9** above.

Charges for information which is not available under the scheme:

The charges for information which **is** available under this scheme are set out under section 6 – Our Charging Policy. If you submit a request to us for information which **is not** available under the scheme wherever possible information will be provided for free however any charges will be based on the following calculations:

General information requests:

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges for environmental information:

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.

In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for

colour copying.

- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data:

A fee of £10 is charged for providing the information sought by a data subject access request. This is to cover the costs of searching for and providing a copy of the information and is the maximum permitted by law.

SECTION 12: CLASSES OF INFORMATION

It should be noted that the Classes of Information in respect of liquor licensing include information in relation to both applications and licences issued under the Licensing (Scotland) Act 1976 and the Licensing (Scotland) Act 2005. However, as a result of the Licensing (Scotland) Act 2005, all licences and records associated with the sale of alcohol will be renewed and updated to accord with the 2005 Act and will take effect on the 1st September 2009. On the 1st September 2009 the Licensing (Scotland) Act 1976 (together with all other legislation associated with the sale of alcohol) will be repealed and all licences files and records associated with this Act will be destroyed. The destruction of these records is in accordance with Data Protection Act 1998 principles, in particular Principle 5 of Part I of Schedule 1 which states that "Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes."

Where a particular class of information is stated to be available at the Council's "Access Point" this is at one of the Council Office main Reception areas. A list of Council Access Points is available in **Section 13** below.



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High Street

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CLASS 12.1 – LICENSING BOARD DECISIONS

Minutes, Appeal Decisions, Statements of Reasons, Agendas and Reports

Information/Description	Availability	Cost	Contact
<u>Minutes of Licensing Board Meetings</u>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<u>Appeal Decisions</u> from Scottish Courts in cases involving decisions on the grant or refusal of applications by Moray Licensing Board – within the last two years	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<u>Statements of Reasons</u> issued in response to a request by an applicant or objector explaining decisions to grant or refuse a licence by Moray Licensing Board	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX</p>

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<p><u>Except any Statements issued in respect of an application determined which may become subject to an appeal or which are the subject of an appeal to the Scottish Courts</u></p>		<p>6</p>	<p>Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<p><u>Agendas and Reports</u> for Meetings of Moray Licensing Board</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>

CLASS 12.2 – APPLICATION PROCESSES

Application Forms, Guidance, Fees, Advertising Applications, Scheme of Delegation

Information/Description	Availability	Cost	Contact
<p><u>Application Forms and Guidance</u> for all forms of liquor and gambling licence, permit, permission issued by the Moray Licensing Board. Application forms and guidance under the Licensing (Scotland) Act 1976 will only be available prior to the 01/01/09.</p>	<ul style="list-style-type: none"> • Available on Website, www.moray.gov.uk/licensing • Paper copy available from Moray Licensing Board at contact opposite or at Moray Council Access Points 	<p>Free, no charge for the application form however statutory fee payable on lodging of application as detailed in table of fees also available under this scheme.</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>

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<p><u>Table of Fees</u> for Applications made to the Licensing Board</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<p><u>Advertising of Applications</u> under the Licensing (Scotland) Act 2005 including guidance on lodging objections / representations</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<p><u>The Scheme of Delegation</u> – for the granting of certain applications</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage - see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>

CLASS 12.3 – PUBLIC REGISTERS

Applications, Decisions, Licences and Permits in Force

<p><u>Statutory Registers of Applications</u> made to the Licensing Board and the decisions made on these.</p> <p>1. <u>Liquor Applications</u> including premises and personal licences, occasional licences and extensions.</p> <p>2. <u>Betting and Gaming Applications</u> including premises licences, permits, automatic entitlements and temporary event notices.</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage – see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<p><u>Register of Current Licenses</u> / permits / entitlements in Moray following on from all applications detailed immediately above.</p> <p>Registers of licences issued under the Licensing (Scotland) Act 1976 will be deleted after the 1st September 2009.</p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage – see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>

CLASS 12.4 – MEMBERSHIP, POLICIES, SCHEMES, CONTACTS

General Information including Membership, Statements of Policy, Equality Schemes, News, Contacts

<p><u>Moray Licensing Board Policies and Guidance</u></p>	<ul style="list-style-type: none"> • Inspection at <u>Access Point</u> (HQ) • Paper copy available at <u>Access Point</u> or on request • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Charges for reproduction and postage – see Section 6</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>
<p>1. General information on the Moray Licensing Board including membership, constitution and dates for meetings</p>			
<p>2. Statement of licensing policy under the Gambling Act 2005 including general information on Gambling Act 2005 licences, permits and steps to take</p>			
<p>3. Statement of licensing policy under the Licensing (Scotland) Act 2005 including appendices with guidance on CCTV, noise nuisance, risk assessments, hearing procedures, sample conditions and scheme of delegation</p>			
<p>4. Moray Licensing Board equality schemes</p>			
<p>5. Contacts</p>			

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Produced as required by the Freedom of Information (Scotland) Act 2002

<p>6. Guidance relative to the Licensing (Scotland) Act 1976 and applications thereunder. This will only be available up to the 01/01/09.</p>			
<p><u>Moray Licensing Board Liquor News</u> – A Newsletter for those in and connected with the Licensed Trade in Moray advising them of current developments and information</p>	<ul style="list-style-type: none"> • Leaflet available from Moray Licensing Board at contact opposite or at Moray Council Access Points • Leaflet delivered to all licensed premises in Moray • Available on Website www.moray.gov.uk/licensing (the website will be under reconstruction in 2009) 	<p>Free</p> <p>Free</p> <p>Free</p>	<p>Tracey Thorrowgood Council Office High Street Elgin IV30 1BX Telephone 01343 563030 Tracey.thorrowgood@moray.gov.uk</p>



The Moray Licensing Board

Council Offices

High Street

Elgin

IV30 1BX

(Please address all communication to the Clerk to the Board)

SECTION 13: THE MORAY COUNCIL RESOURCES

This is a list of the Moray Council Access Points where certain information may be inspected or requested as detailed in **Section 12** above.

**Elgin
Access Point** Council Office
High Street
Elgin
IV30 1BX

Tel: 01343 563217 / 563218
Fax: 01343 540183

**Buckie
Access Point** 13 Cluny Square
Buckie
AB56 1AH

Tel: 01542 837200
Fax: 01542 835783

**Keith
Access Point** The Institute
Mid Street
Keith
AB55 5BJ

Tel: 01542 885500
Fax: 01542 885522

**Forres
Access Point** Area Office
Auchernack House
High Street
Forres
IV36 1DX

Tel: 01309 694000
Fax: 01309 694001

The Moray Licensing Board Publication Scheme

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There is not a Moray Council Access point available in all locations. As an alternative The Moray Council library facilities are listed below where members of the public can access the internet for free as well as make contact with the Council to request information available under **Section 12** above.

LIBRARY ADDRESS	OPENING HOURS (From 30.6.03)					
	MON	TUES	WED	THURS	FRI	SAT
ABERLOUR - 94 High Street, Aberlour, AB38 9QA Tel: 01340 871693 Fax: 01340 881694 Email: aberlour.library@moray.gov.uk	10 - 12	2.30 - 5 5.30 - 8	10 - 12	2.30 - 5 5.30 - 8	-	10 - 12
BUCKIE - Cluny Place, Buckie, AB56 1HB Tel: 01542 832121 Fax: 01542 835237 Email: buckie.library@moray.gov.uk	10 - 8	10 - 8	10 - 8	10 - 8	10 - 8	10 - 12
BURGHEAD - 16 Grant Street, Burghead, IV30 5UE Tel: 01343 830186 Email: burghead.library@moray.gov.uk	-	2 - 5	-	5 - 8	2 - 5	10 - 12
CULLEN - Seafield Road, Cullen, AB56 4AF Tel: 01542 841140 Email: cullen.library@moray.gov.uk	-	2 - 5 6 - 8	-	2 - 5 6 - 8	-	10 - 12
DUFFTOWN - 26 Balvenie Street, Dufftown, AB55 4AB Tel: 01340 820272 Fax: 01340 820272 Email: dufftown.library@moray.gov.uk	-	9.30 - 12 6 - 8	-	9.30 - 12 2 - 4.30 6 - 8	2 - 4.30	10 - 12
ELGIN - Cooper Park, Elgin, IV30 1HS Tel: 01343 562600 Fax: 01343 562640 Email: elgin.library@moray.gov.uk	10 - 8	10 - 8	10 - 8	10 - 8	10 - 8	10 - 4
FINDOCHTY - 30 Commercial Street, Findochty, AB56 4PX Tel: 01542 832184 Email: findochty.library@moray.gov.uk	-	5 - 8	-	2 - 5	-	10 - 12
FOCHABERS - 55 High Street, Fochabers, IV32 7DU Tel: 01343 821434 Email: fochabers.library@moray.gov.uk	-	10 - 1 5 - 8	2 - 5	-	5 - 8	10 - 12
FORRES - Forres House, High Street, Forres, IV36 1BU Tel: 01309 672834 Fax: 01309 675084 Email: forres.library@moray.gov.uk	10 - 8	10 - 8	10 - 8	10 - 8	10 - 8	10 - 12
HOPEMAN - Forsyth Street, Hopeman, IV30 5SX Tel: 01343 830188 Email: hopeman.library@moray.gov.uk	-	5 - 8	-	2 - 5	4 - 8	10 - 12
KEITH - Union Street, Keith, AB55 5DP Tel: 01542 882223 Fax: 01542 882177 Email: keith.library@moray.gov.uk	10 - 5	10 - 8	10 - 5	10 - 8	10 - 8	10 - 12
LOSSIEMOUTH - Town Hall Lane, Lossiemouth, IV31 6AA Tel: 01343 813334 Fax: 01343 813334 Email: lossiemouth.library@moray.gov.uk	2 - 8	10 - 8	2 - 8	10 - 8	2 - 8	10 - 12
PORTKNOCKIE - 24 Park Street, Portknockie, AB56 4LT Tel: 01542 841149 Fax: 01542 841149 Email: portknockie.library@moray.gov.uk	-	5 - 8	-	2 - 5 6 - 8	-	10 - 12
ROTHES - 4 Seafield Square, Rothes, AB38 7AZ Tel: 01340 831281 Email: rothes.library@moray.gov.uk	-	3 - 5	5 - 8	10 - 12 2 - 5	10 - 12	-
TOMINTOUL - Tomintoul School, Tomintoul, AB37 9HA Tel: 01807 580755 Fax: 01807 580755 Email: tomintoul.library@moray.gov.uk	1.30 - 3.30 6 - 7.30	1.30 - 3.30	10 - 12	6 - 7.30	1.30 - 3.30	-