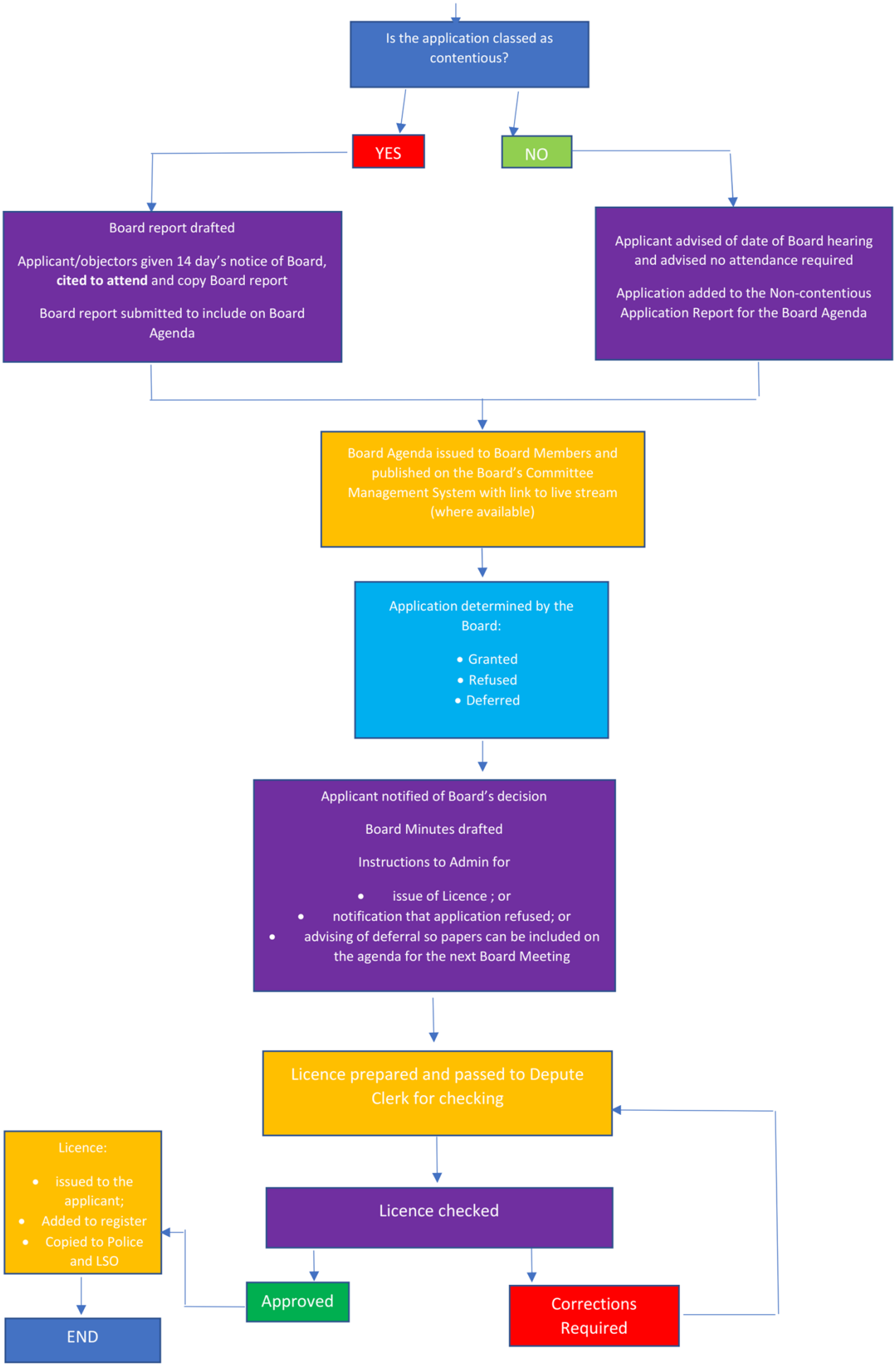
APPENDIX 2: FLOWCHART

LICENSING APPLICATION – FLOWCHART

Premises Licences and Major Variations


Is the application classed as contentious?
YES
NO
Board report drafted
Applicant/objectors given 14 day's notice of Board, **cited to attend** and copy Board report
Board report submitted to include on Board Agenda
Applicant advised of date of Board hearing and advised no attendance required
Application added to the Non-contentious Application Report for the Board Agenda
Board Agenda issued to Board Members and published on the Board's Committee Management System with link to live stream (where available)
Application determined by the Board:
• Granted
• Refused
• Deferred
Applicant notified of Board's decision
Board Minutes drafted
Instructions to Admin for
• issue of Licence ; or
• notification that application refused; or
• advising of deferral so papers can be included on the agenda for the next Board Meeting
Licence prepared and passed to Depute Clerk for checking
Licence checked
Approved
Corrections Required
Licence:
• issued to the applicant;
• Added to register
• Copied to Police and LSO
END