**GUIDANCE ON INTERPRETATION SERVICE**

**FOR LICENSING COMMITTEE AND LICENSING BOARD MEETINGS**

The council is required to provide an interpreter for Licensing Committee and Licensing Board hearings where this is necessary for the applicant or licence holder to be able to fully understand what is being said.

If you have been given notice that a report regarding yourself is scheduled for a Licensing Committee or Licensing Board hearing and you need an interpreter to assist you to participate in the hearing this is what you must do –

1. Advise the Licensing Team by email as soon as you are notified of the date of the meeting that you need the assistance of an interpreter. A minimum of 14 days notice prior to the meeting is required to make the necessary arrangements with the interpreter. The email address is licensingservices@westlothian.gov.uk
2. Advise the Licensing Team by email which language you speak so we can book the correct interpreter; if you speak in any particular dialect please let us know.
3. Respond to the email which you will be sent 48 hours in advance of the meeting from our Committee Services Team to confirm that you or the person requiring the services of the interpreter will be definitely be attending the meeting. This will allow us to ensure the interpreter is available and can be cancelled if necessary.

Please note that if you do not advise the Licensing Team of the need for an interpreter in advance your case/application will required to be adjourned to another date to allow such services to be arranged. For Licensing Committee cases your licence may be suspended until the adjourned hearing if the Committee is of the view that this is necessary for the protection of the public.

Licensing Team email addresses

licensingservices@westlothian.gov.uk and licensingboard@westlothian.gov.uk

**3 April 2024**