

AR



**POLICE
SCOTLAND**

Keeping people safe

Date: 1st July 2015

Your Ref:

Our Ref: J/LIC/3705/HB

The Clerk of the Licensing Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA

The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith EH22 3AX

Tel: +44 (0)131 663 2855

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Textphone: +44 (0)131 311 3944

Email: LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk

Web: www.scotland.police.uk

Dear Madam

**Licensing (Scotland) Act 2005 - Representation
Application for the Grant of New Premises Licence
Premises: Archerfield Waterfront Event Centre, Archerfield Golf Course,
Dirleton**

I refer to the above application and in terms of Section 21 (4) (a) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connect persons have been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence, committed out with the United Kingdom, in respect of the applicant or any connected persons.

In terms of Section 22 (1) (b) of the Licensing (Scotland) Act 2005:

I note that the applicant has requested an opening time for 'on sales' as 10am – 7 days a week. This is out with the current Board Policy of 11am and as such I would request that this be changed to an 11am commencement for 'on sales'.

I also note that the applicant has requested children and young persons access at 'all times' and would request that this is clarified in relation to 'when attending private functions'.

I appreciate that this would appear to be an event centre and the likely hood is that most of these events will be private affairs but for clarity children and young persons should vacate the premises by 2200 hours unless they are attending a private function when they can remain for the duration.

It is pertinent to point out that this new application is out with Board Policy with regards to the overprovision statement and as such the applicant will be expected to demonstrate that the grant of this licence would outweigh the presumption against grant in terms of the overprovision statement.

This representation is submitted for your attention in consideration of this application.

Yours faithfully

Divisional Licensing Officer

Winter, Maree

From: LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk
Sent: 20 July 2015 11:48
To: Winter, Maree
Subject: RE: Letter Reply - New Premises Licence - Archerfield waterfront event centre.

This message contains unscannable attachments that could not be verified virus free. Open only if you were expecting this message.
Thanks Maree

H

-----Original Message-----

From: Winter, Maree [mailto:mwinter@eastlothian.gcsx.gov.uk]
Sent: 20 July 2015 09:09
To: Lothian Scot Borders Licensing East Mid Lothian; Fruzynski, Rudi
Subject: FW: Letter Reply - New Premises Licence - Archerfield waterfront event centre.

[Routed via PSN Network]
Hi,

Please find for your info.

Regards
Maree.

From: Nyssa Barron [redacted]
Sent: 20 July 2015 09:06
To: Winter, Maree
Subject: RE: Letter Reply - New Premises Licence - Archerfield waterfront event centre.

Good Morning Maree

I confirm we accept these changes –

- On sales commencement to 11am
- C & YP to vacate at 10pm unless attending a private function

Regards
Nyssa

From: Winter, Maree [mailto:mwinter@eastlothian.gov.uk]
Sent: 10 July 2015 14:26
To: Nyssa Barron
Subject: Letter Reply - New Premises Licence - Archerfield waterfront event centre.

Hi Nyssa,

Police find attached police representation, could I please have your comments.

Regards
Maree
Licensing, Administration & Democratic Services
East Lothian Council
01620 827867

EAST LoTHIAN COUNCIL

LICENSING, ADMINISTRATION & DEMOCRATIC SERVICES

From: R. Fruzynski
Licensing Standards Officer

To: K. MacNeill
Clerk to the Licensing Board

Date: 27 July 2015

Subject: LICENSING SCOTLAND ACT 2005
PREMISES LICENCE APPLICATION – June 2015

Archerfield Waterfront Event Centre, Archerfield Golf Course, Dirleton, East Lothian
EH 39 5HQ

I refer to the above subject and can confirm that the premises have been visited and inspected in relation to application for a Premises Licence.

For over two years now the premises have been operating under Occasional Licences, mainly as a corporate events, exhibition and wedding venue. There have been no complaints or problems associated with the use of these premises functioning under an alcohol licence.

Since these premises are operated as a profit making business, Caledonian Heritable Ltd was encouraged, under the Board's policy, to apply for a full premises licence.

18.0 Repeated Occasional Licence Applications

18.1 Repeated applications for Occasional Licences for the same premises and which are:-

- Not for specific events ; and/or*
- For activities that have been occurring (either in identical or largely similar terms) on the premises regularly over a period of at least 3 months;*

will not generally be considered to be suitable for the grant of an Occasional Licence and will not be granted by the Board under delegated authority but will require a hearing before the Board. It is generally expected that the premises in question should consider an application for a Premises Licence.

This application is outwith the policy on over provision, however, I have no objection to the granting of this application.

R. Fruzynski
Licensing Standards Officer

CALEDONIAN
HERITABLE
— Ltd. —

Ref: Let/26422/NB

22nd June 2015

The Clerk
East Lothian Licensing Board
John Muir House
Haddington
EH41 3HA

Dear Sir/Madam

NEW LICENCE APPLICATION - ARCHERFIELD WATERFRONT EVENT CENTRE

We have lodged a new Premises Licence application for the above outlet and make the below comments in relation to overprovision in the East Lothian area:

- **General:**

The event centre is situated in the private grounds of the Archerfield estate and is part of the overall offering which includes the Golf Club, Mansion House, Spa, lodges etc which have created hundreds of jobs not only in the running of these premises but the construction also. There are many prestigious events held here which brings custom to the local area. The event centre is used for private events only and is therefore not open as a general bar to the public to frequent on a day to day basis.
- **Preventing Crime & Disorder:**
 - We have a zero tolerance drug policy.
 - There is CCTV in operation.
 - We maintain an incident book.
 - Staff training will include preventing crime and disorder and conflict management.
 - We make regular toilet checks.
 - Glassware and bottles are collected regularly.
 - There is provision of adequate lighting outside the premises for people arriving or leaving safely.
- **Preventing Public Nuisance:**
 - Risk assessments to be maintained and regularly reviewed.
 - Ensure sufficient number of staff on duty to secure the safety of the premises and its patrons.
 - Appropriate instruction, training and supervision of staff.
 - Checks as appropriate to ensure that customers do not remove glasses and opened bottles from the premises.

Continued..

- **Securing Public Safety:**
 - The premises has in place procedures for:
 - entry and egress control
 - evacuation procedure
 - accident/incident reporting
 - The premises operate with emergency lighting, fire extinguishers, smoke detectors, fully automated fire alarm system, all of which are regularly checked and serviced.
 - Provide instruction, training and supervision to staff to assist in securing the safety of patrons.
 - CCTV is in use at the premises.
 - Ensure a safe operating capacity for the premises at all times.
 - Daily inspections of the premises to address, in particular, all exit routes and signage and the removal of any obstructions to such exit routes.

- **Protecting & Improving Public Health:**
 - Staff trained to be vigilant to the risks of excessive consumption of alcohol.
 - A wide selection of non-alcoholic drinks, tea and coffee are available.
 - First aid facilities will be readily available, with sufficient staff trained to administer.

- **Protecting Children from Harm:**
 - Only children and young persons accompanied by an adult will be allowed on the premises.
 - High chairs will be available for use by young children.
 - All electrical sockets in those parts of the premises to which children have access will have safety appliances fitted.
 - All heating appliances in those parts of the premises to which children have access will be adequately protected.
 - Appropriate and effective measures to check the age of persons in order to prevent alcohol being served to those under the age of 18 (except so far as is permitted in terms of section 105 (5) of the Act). Only a passport or European Union photo card driving licence will be accepted.
 - A record will be kept of all refusals to serve alcohol to persons considered to be under the age of 18.
 - Baby change facilities are available.

At Caledonian Heritable Ltd we pride ourselves on having well managed premises, providing a safe and welcoming environment for all patrons.

Yours sincerely



R G Arnott
DIRECTOR

EEL329

EAST LoTHIAN LICENSING BOARD

APPLICATION FOR PREMISES LICENCE/~~PROVISIONAL PREMISES LICENCE~~*

*Delete as appropriate

**EAST LoTHIAN COUNCIL
LICENSING**

Licensing (Scotland) Act 2005, section 20

19 JUN 2015

RECEIVED

APPLICANT INFORMATION *Licensing (Scotland) Act 2005, section 20(1)*

Question 1

Name, address and postcode of premises to be licensed.

<p>Archerfield Waterfront Event Centre</p> <p>Archerfield Golf Course</p> <p>Dirleton</p> <p>EH39 5HQ</p>

Question 2

Particulars of applicant

2(a) *Where applicant is an individual, provide full name, date and place of birth, and home address including postcode and telephone number.*

Empty space for answer to Question 2(a)

2(b) *Where applicant is a partnership, please provide full name, and postal address of partnership.*

Empty space for answer to Question 2(b)

2(c) *Where applicant is a company, please provide name, registered office and company registration number.*

Caledonian Heritable Ltd

4 Hope Street

Edinburgh

EH2 4DB Reg: SC076552

2(d) *Where the applicant is a club or other body, please provide full name, and postal address of club or other body.*

2(e) *Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.**

See attached

*** Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.**

Question 3

Previous applications

3 Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises? ~~YES~~ **NO***

If YES – provide full details

--

Question 4

Previous convictions

4 Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)	YES NO*
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**If YES – provide full details*

For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5

5 Description of premises (where application is submitted by a members' club, please also complete question 6)

Purpose built single storey events centre within the grounds of Archerfield estate. The property comprises of a main hall area with bar servery, male & female toilets and separate kitchen area.

Question 6

6 To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?	YES/NO*
* Delete as appropriate	

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

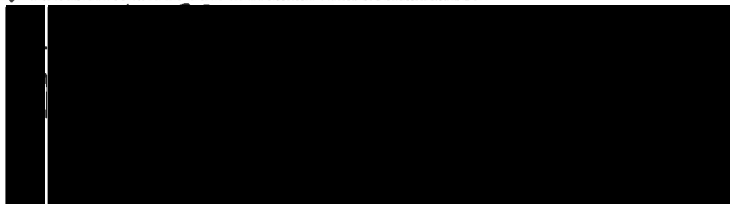
The contents of this Application are true to the best of my knowledge and belief.

Signature [Signature] * (see note below)

Date 18/06/2015

Capacity APPLICANT/~~AGENT~~ (delete as appropriate)

Telephone number and email address of signatory



<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Operating plan</i>	<input checked="" type="checkbox"/>
<i>Layout plan</i>	<input checked="" type="checkbox"/>
<i>Planning certificate</i>	<input checked="" type="checkbox"/>
<i>Building standards certificate</i>	<input checked="" type="checkbox"/>
<i>Food hygiene certificate</i>	<input checked="" type="checkbox"/>

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

<u>For use by the Licensing Board only</u>	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

<u>For use by the Licensing Board only</u>	
If application is for a premises licence	
Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

<u>For use by the Licensing Board only</u>	
If application is for a provisional premises licence	
Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	YES/NO *
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES/NO *
1(c) Will alcohol be sold for consumption both ON and OFF the Premises?	YES/ NO *
*Delete as appropriate	

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES.

Day	ON Consumption	
	Opening time	Terminal Hour
Monday	10.00	23.00
Tuesday	10.00	23.00
Wednesday	10.00	23.00
Thursday	10.00	01.00
Friday	10.00	01.00
Saturday	10.00	01.00
Sunday	10.00	12 Midnight

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES.

Day	OFF Consumption	
	Opening time	Terminal Hour
Monday	10.00	22.00
Tuesday	10.00	22.00
Wednesday	10.00	22.00
Thursday	10.00	22.00
Friday	10.00	22.00
Saturday	10.00	22.00
Sunday	10.00	22.00

Question 4

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand	YES
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*if YES – provide details

We shall apply for, or take grant of extension to licensing hours during any local, national and international festivals and/or holidays as and when applicable, in accordance with the East Lothian Licensing Board's policies/guidelines.

We may also apply for extensions for special events i.e. sporting events, functions, charity evenings etc.

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OF SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL.

COL.1 5(a) Activity	COL.2 Please confirm YES/NO	COL.3 To be provided during core licensed hours – please confirm YES/NO	COL.4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Accommodation	No	No	No
Conference facilities	Yes	Yes	Yes
Restaurant facilities	Yes	Yes	Yes
Bar meals	Yes	Yes	Yes
5 (b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Receptions including Weddings, funerals, birthdays, retirements etc	Yes	Yes	Yes
Club or other group meetings etc	Yes	Yes	Yes
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Recorded music – see 5(g)	Yes	Yes	Yes
Live performances – see 5(g)	Yes	Yes	Yes
Dance facilities	Yes	Yes	Yes
Theatre	Yes	Yes	Yes

Films	Yes	Yes	Yes
Gaming	Yes	Yes	Yes
Indoor/outdoor sports	Yes	Yes	Yes
Televised sport	Yes	Yes	Yes
5 (d) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm	Where activities are also to be provided outwith core licensed hours please confirm
		YES/NO	YES/NO
Outdoor drinking facilities	Yes	Yes	Yes
5 (e) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm	Where activities are also to be provided outwith core licensed hours please confirm
		YES/NO	YES/NO
Adult entertainment	No	No	No

Where you have answered YES in respect of any entry in column 4, please provide further details below.

Conference Facilities - may start or end outwith the core hours but not normally before 0800 hours and not normally later than 0100 hours.

Restaurant Facilities and Bar Meals – may also be available (e.g. for breakfasts) outwith the core hours but not normally before 0800 hours and not normally later than 0100 hours.

Receptions including:- weddings, funerals, birthdays, retirements, anniversaries, party nights, or other social functions may start or end outwith the core hours but not normally before 0800 hours and not normally later than 0100 hours.

Club or Group Meetings – may start or end outwith the core hours but not normally before 0800 hours and not normally later than 0000 hours.

Recorded Music – background music is normally played at all times while the premises are open, but not normally before 0800 hours and not normally after 0100 hours.

Live Performances - social and business events may have live bands/musicians/entertainers/DJs, as required by members, and may start or end outwith the core hours, but not normally before 0800 hours and not normally after 0100 hours.

Dance Facilities – may start or end outwith the core hours, but not normally before 0800 hours and not normally after 0100 hours.

Theatre, Films Gaming & Indoor/Outdoor Sports – may start or end outwith the core hours but not normally before 0800 hours and not normally after 0100 hours.

Televised Sports – may be available outwith the core hours, but not normally before 0800 hours and not normally after 0000 hours.

Outdoor Drinking Facility – The veranda is used by members, as needed as ancillary facilities to the premises for food, drink and meeting places and for such related activities, but not normally before 0800 hours and not normally after 0100 hours.

5 (f) any other activities

If you propose to provide any activities other than those listed in 5 (a) – (e) please provide details or further information in the box below.

Private Dining – members' only BBQ's	Product Launches Comedy
---	----------------------------

5 (g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85db?	YES /NO*
When fully occupied, are there likely to be more customers standing than seated?	YES /NO*
*Delete as appropriate	

Question 6 (On-Sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry?	YES/ NO *
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry.

Children and Young Persons will only be allowed access to these premises whilst accompanied by a responsible adult.

6 (c) Provide statement regarding the **AGES** of children or young persons to be allowed entry

Children – Birth to 15 years

Young Persons – 16 & 17 year olds

6 (d) Provide statement regarding the **TIMES** during which children and young persons will be allowed entry

Children and Young Persons will have access to these premises at all times when the premises are open.

6 (e) Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry

Children and Young Persons will have access to all public parts of the premises.

Question 7

CAPACITY OF PREMISES


What is the proposed capacity of the premises to which this application relates?

300 persons

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of applicant please state in what capacity.

The contents of this operating plan are true to the best of my knowledge and belief.

Signature  *(see note below)

Date 18/06/2015

Capacity ~~AGENT~~ APPLICANT

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.