

OCC 607/19
Adv 15/11

6(iii)

Occasional Licence and Supplementary Information Form
EAST LOTHIAN LICENSING BOARD

East Lothian Council
Licensing

12 NOV 2019

Received

APPLICATION FOR OCCASIONAL LICENCE

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal licence number (if applicable) EL1625	
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	HARDIE		
Forenames	ROSS JAMES		
DATE OF BIRTH		Day	Month
		[REDACTED]	
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
[REDACTED]			
Post town	[REDACTED]	Post code	[REDACTED]
TELEPHONE NUMBERS			

Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
[REDACTED]	
3. THE PREMISES	
Description of premises TWO STOREY DETACHED PROPERTY (COMMERCIAL/ OFFICE) WITH 4 SPACES AND 2x WCs	
Description of activities to be carried on in the premises - (including number of persons expected to attend)	
OPERATE A 'SPARKSBY' STYLE BAR LEADING UP TO A FULL ALCOHOL PREMISES LICENCE.	
Full postal address of premises which this application refers to	
OCEAN HOUSE 4 BROWLEY LANE DUNBAR GH42 1PD	


4. DURATION OF LICENCE
From: 12/12/2019
To: 15/12/2019

5. Is alcohol to be sold on & off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises.* delete as appropriate	
Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises

16:00 TIL 01:00 12/13/14 DEC 12 NOON TIL 22:00 15 DEC.	N/A
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises FROM 09:00 - GENERAL HOUSEKEEPING AND PREPARATORY WORK	

6. CHILDREN (see note 2)	
This section must be completed where alcohol is for sale for consumption on the premises	
Are children or young persons permitted entry? YES/NO (if answered yes the remainder of this section must be completed)	
Ages of children or young persons permitted entry N/A	Times at which children or young persons permitted entry N/A
Parts of premises to which children or young persons permitted entry N/A	

7. CHECKLIST	
I have - Please tick for yes	
• Made or enclosed payment of the fee for the application	✓

8. Signature and declaration by applicant (see note 3)	
DECLARATION	
The contents of this Application are true to the best of my knowledge and belief.	
SIGNATURE 	DATE 10/11/19

NOTES

1. Section 56 of the Licensing (Scotland) Act provides that only: -

- The holder of a premises licence;
- The holder of a personal licence; or
- A representative of any voluntary organisation

is eligible to apply for an occasional licence

PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

SUPPLEMENTARY INFORMATION

<p>1. Event</p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceillidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>ORGANISE A 'PEAKGASH'</p> <p>(a) SAME LEADING UP TO FULL ALCOHOL PROMISES LICENCE</p> <p>(b) RECORDED MUSIC</p>
<p>2. Attendance</p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>70-100</p> <p>BASED ON PROJECTED INTEREST</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input checked="" type="checkbox"/> 30 - 50</p> <p><input type="checkbox"/> over 50</p> <p>NO TICKET REQUIRED</p>

<p>3. <u>Stewarding</u></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <u>Security Industry Authority</u>.</p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a) 0</p> <p>(b) N/A</p>
<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a)</p> <p>(b)</p> <p>(c) ✓</p>
<p>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>N/A</p>

6. Will alternatives to glass receptacles be provided?	NO
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	TO MANDATORY MINIMUM 2 HOURS THE CITY & GUILDS WORKBOOK FOR STAFF OF LICENSED PREMISES

LICENSING OBJECTIVES **

All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.

8. How will you prevent Crime and Disorder at the event?	<p>CLEARLY DISPLAYED UNDER 18s AND CHALLENGE 25 NOTICES AT POS. AND ENTRANCE</p> <ul style="list-style-type: none"> • MAINTAIN AWARENESS OF CUSTOMER BEHAVIOUR WITH REFUSE TO SERVE ANYONE DEMONSTRABLY INEBRIATED. • REFUSING ENTRY TO ANYONE INEBRIATED • REGULAR 'SUGGS' OF PREMISES, INCLUDING LICs.
9. How will you secure Public Safety at the event?	<ul style="list-style-type: none"> • FIRE EXITS UNBLOCKED, UNLOCKED AND CLEARLY USABLE. • EMERGENCY LIGHTING OPERATIONAL • RISK ASSESSMENT • ENSURING NO OVERCAPACITY. • DISPLAY OF EFFECTS OF ALCOHOL NOTICES. • CONSTANT MONITORING OF SPACES AND CUSTOMERS • TAKE NOTICE F CMDR IN LIC.
10. How will you prevent Public Nuisance at the event?	<ul style="list-style-type: none"> • ENSURE NOISE LEVELS ARE BELOW LIMITS • DISPLAY OF NOTICE RE CONSIDERATE OF NEIGHBOURS • ENSURE CUSTOMERS GO IN AN ORDERLY MANNER • DENIAL OF SERVICE TO INEBRIATED CUSTOMERS

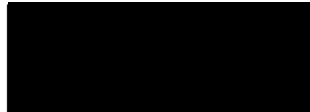
<p>11. How will you promote and protect Public Health at the Event?</p>	<p>- CLEARLY VISIBLE SOFT DRINKS, TEA & COFFEE. - PROMOTE LOW ALCOHOL & NO ALCOHOL DRINKS - DISPLAY OF EFFECTS OF ALCOHOL NOTICES IN WC</p>
<p>12. How will you protect Children from Harm at the Event?</p>	<p>N/A</p>

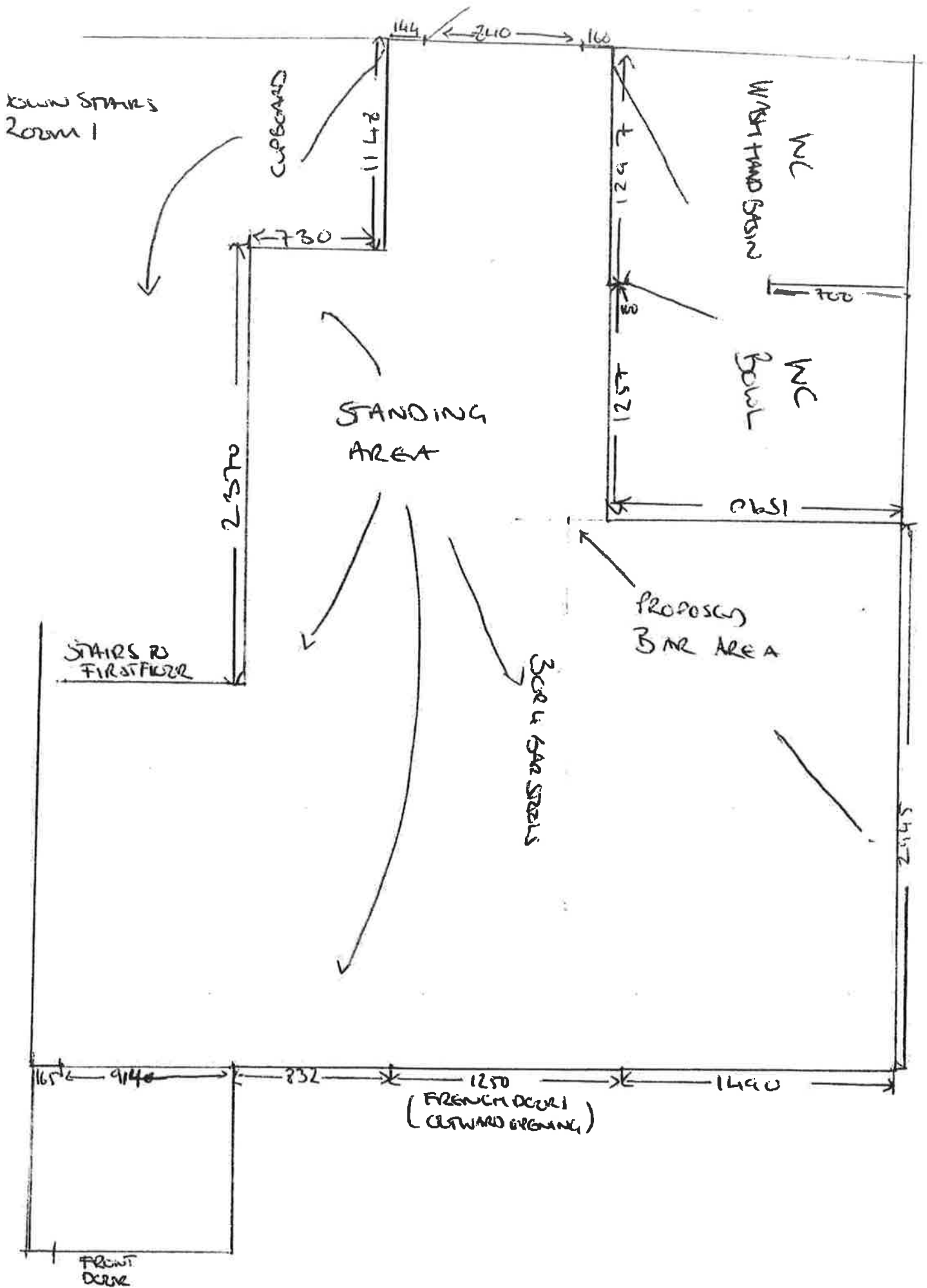
SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

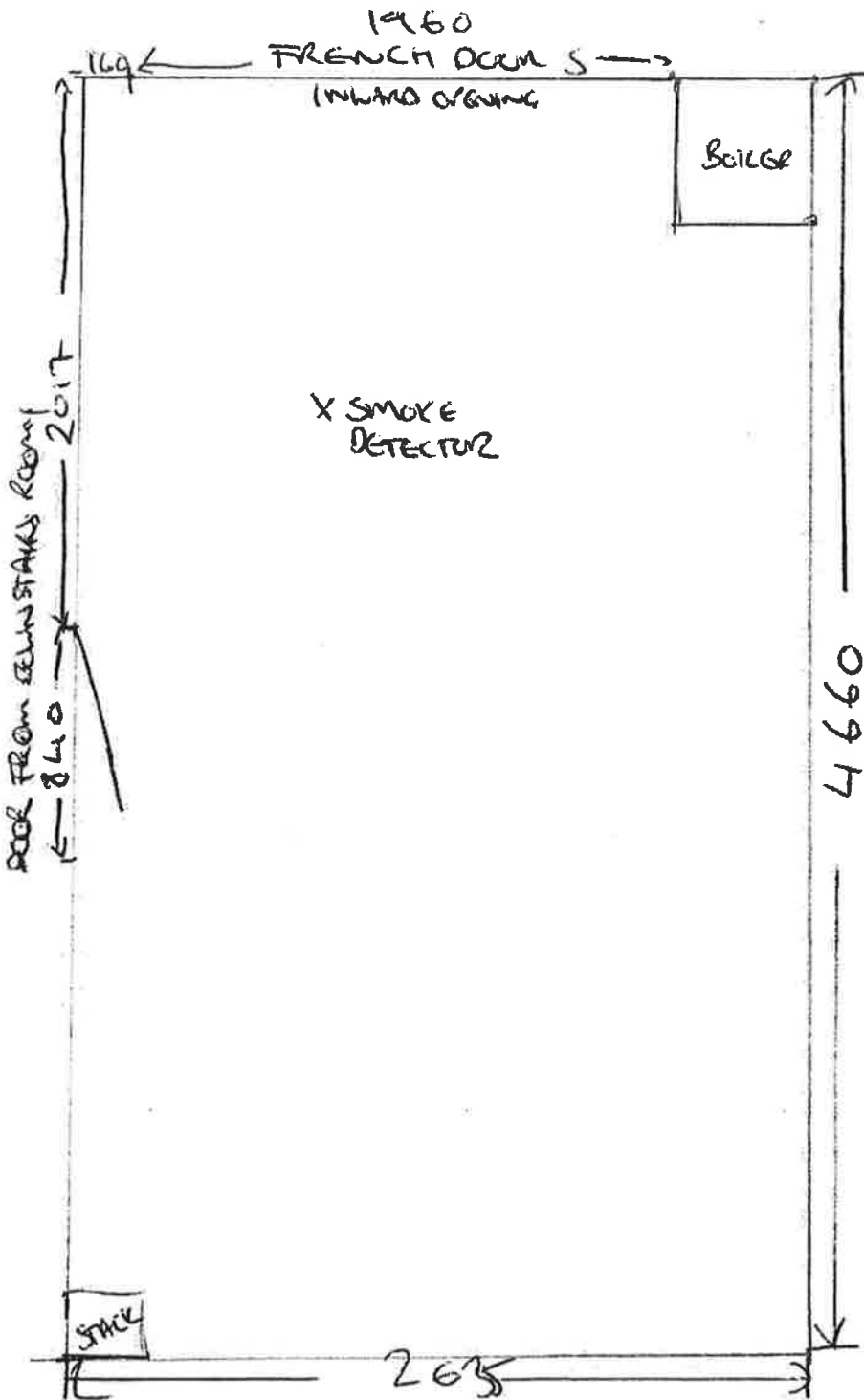
(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature		Date	10/11/2019
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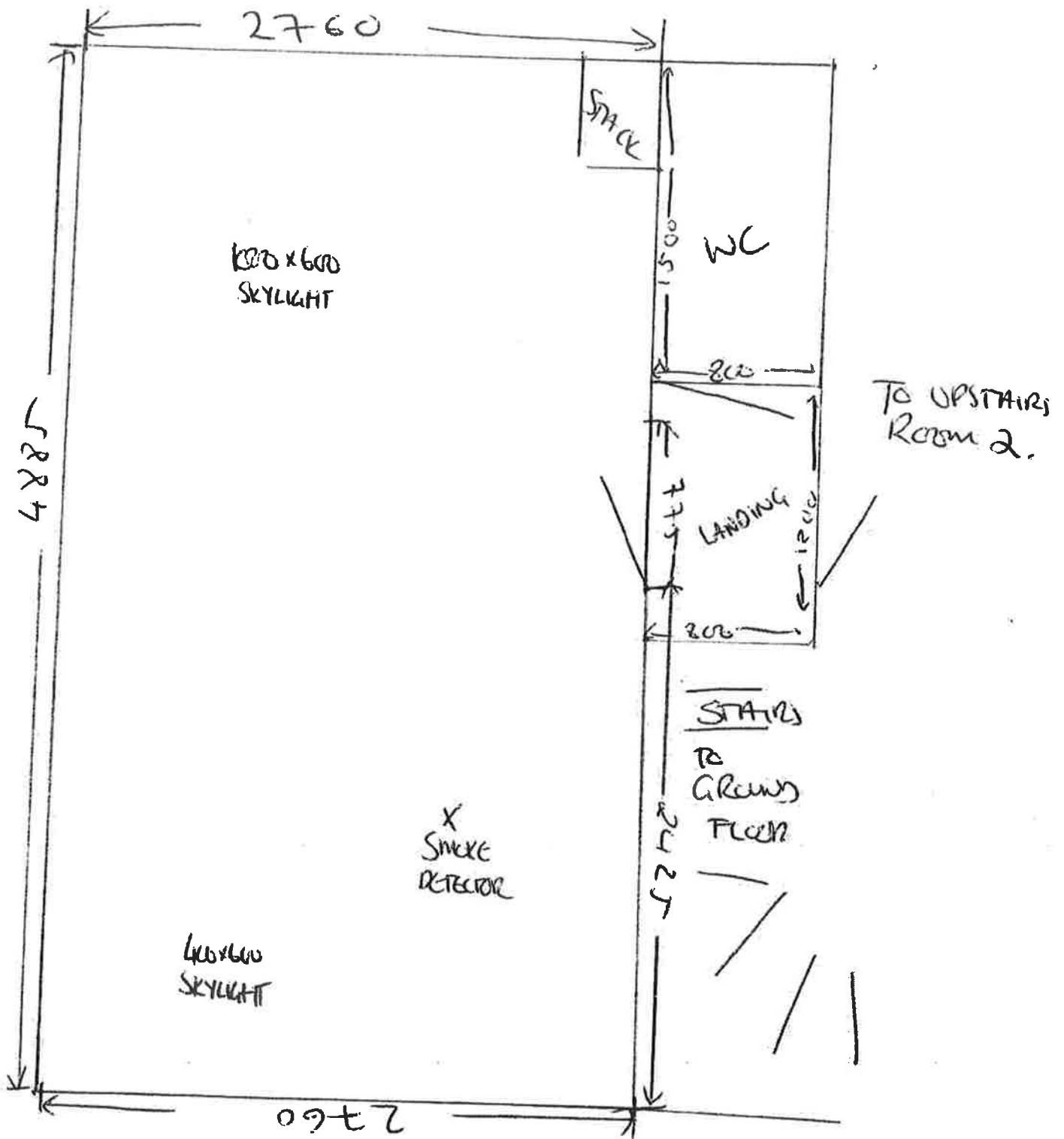
DOWN STAIRS ROOM 2



PROPOSAL:

- 4 X COCKTAIL SOFAS
970W X 720H X 670 D
- 4 X CHAIRS
510W X 720H X 570 D
- 3 X COFFEE TABLES
425W X 370 H X 240 L

UPSTAIRS Room 1



- PROPOSAL:
- 2 x COCKTAIL SOFAS 970W x 700H x 670 D
 - 8 x SARE SEATLS 710H x 470W x 470 D
 - 2 x COFFEE TABLES 485W x 310H x 240L

UPSTAIRS ROOM 2

3910

1400 x 600
SKYLIGHT

X Smoke
DETECTOR

1870

1460
FRENCH DOORS
ORGANIZING INWARD

2470

690

1135

1285

780

1325

WC

LANDING

STAIRS
TO
GROUND
FLOOR

PROPOSED:
COCKTAIL
5 x SOFAS 970W x 700H x 670D
10 x LOW SEATERS
450W x 310L x 310D
5 x COFFEE TABLES
487W x 370H x 240L

Herkes, Gillian

From: Lothian Scot Borders Licensing East Mid Lothian
<LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk>
Sent: 13 November 2019 15:52
To: Licensing
Subject: FW: Emailing: OCC609.19 - Occasional application.pdf [OFFICIAL]
Attachments: OCC609.19 - Occasional application.pdf

OFFICIAL
Hi Gillian

again 30th and 31st Dec (Monday & Tuesday) 0100 hours is outwith board policy

cheers

PC 3705J Heather Bowsher
Divisional Licensing Officer

Divisional Coordination Unit, J Division Police Scotland Haddington Police Station
39-41 Court Street
Haddington
EH41 3AE

Tel / Fòn: 01620 826 147

Email/Post-d: heather.bowsher@scotland.pnn.police.uk
Team Email / Post-d na Sgioba: LothianScotBordersLicensingEastMid@scotland.pnn.police.uk
Website / Làrach-lìn: www.scotland.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

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

From: Shiel, Christine (Licensing) [<mailto:cshiel1@eastlothian.gov.uk>]
Sent: 12 November 2019 15:13
To: Lothian Scot Borders Licensing East Mid Lothian; Fruzynski, Rudi; Environmental Health/Trading Standards; Grant, Shona
Subject: Emailing: OCC609.19 - Occasional application.pdf

Hi

Ross Hardie OCC609/19 - Occasional application for 'Speakeasy' style bar on 26th to 31st December 2019 for report.

Thanks
Christine

Your message is ready to be sent with the following file or link attachments:

OCC609.19 - Occasional application.pdf