

OCC 609/19
Adv 15/11

Occasional Licence and Supplementary Information Form
EAST LoTHIAN LICENSING BOARD

6(v)

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)		East Lothian Council Licensing	
Surname	HARDIE	12 NOV 2019	
Forenames	ROSS JAMES	Received	
DATE OF BIRTH	Day	Month	Year
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
Post town		Post code	
TELEPHONE NUMBERS			

Daytime	[REDACTED]
Evening	
Mobile	
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 'SPARKASTY' 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
 CH42 1PD

4. DURATION OF LICENCE

From: 26/12/2019
 To: 31/12/2019

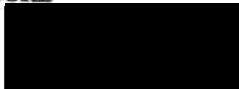
5. Is alcohol to be sold on & off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-* delete as appropriate

Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
-------------------------------------------------------	--------------------------------------------------------

16:00 TIL 01:00 26/27/28/30 DECEMBER 12 noon TIL 22:00 29 DECEMBER 12 noon TIL 01:00 31 DECEMBER	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 FOR GENERAL HOUSEKEEPING AND PROMPTLY 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	<input checked="" type="checkbox"/>

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 10/11/2019

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

2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are, a statement of the terms on which they are allowed entry

3. Data Protection Act 1998

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

4. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)

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, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>ORGANISE A 'BREAKFAST'</p> <p>(a) BAR LEADING UP TO FULL ALCOHOL PREMISES LICENSE</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 TICKETS REQUIRED EXCEPT BETWEEN 20:00 AND 01:00 ON 31ST DECEMBER</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?	<ul style="list-style-type: none"> • CLEARLY DISPLAYED UNDER 18'S AND CHALLENGE 17 • NOTICES AT POS. AND ENTRANCE • MAINTAIN AWARENESS OF CUSTOMER BEHAVIOUR WITH REFUSAL TO SERVE ANYONE DEMONSTRABLY INEBRIATED. • REFUSING ENTRY TO ANYONE INEBRIATED • REGULAR 'SUCCESSES' OF PREMISES, INCLUDING LIC.
9. How will you secure Public Safety at the event?	<ul style="list-style-type: none"> • FREE EXITS UNBLOCKED, UNLOCKED AND CLEARLY VISIBLE. • EMERGENCY LIGHTING OPERATIONAL • RISK ASSESSMENT • ENSURING NO OVERCAPACITY • DISPLAY OF EFFECT OF ALCOHOL NOTICES. • CONSTANT MONITORING OF SPACES AND CUSTOMER • TAKE NOTICES & COMPLIANCE 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 GET 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>

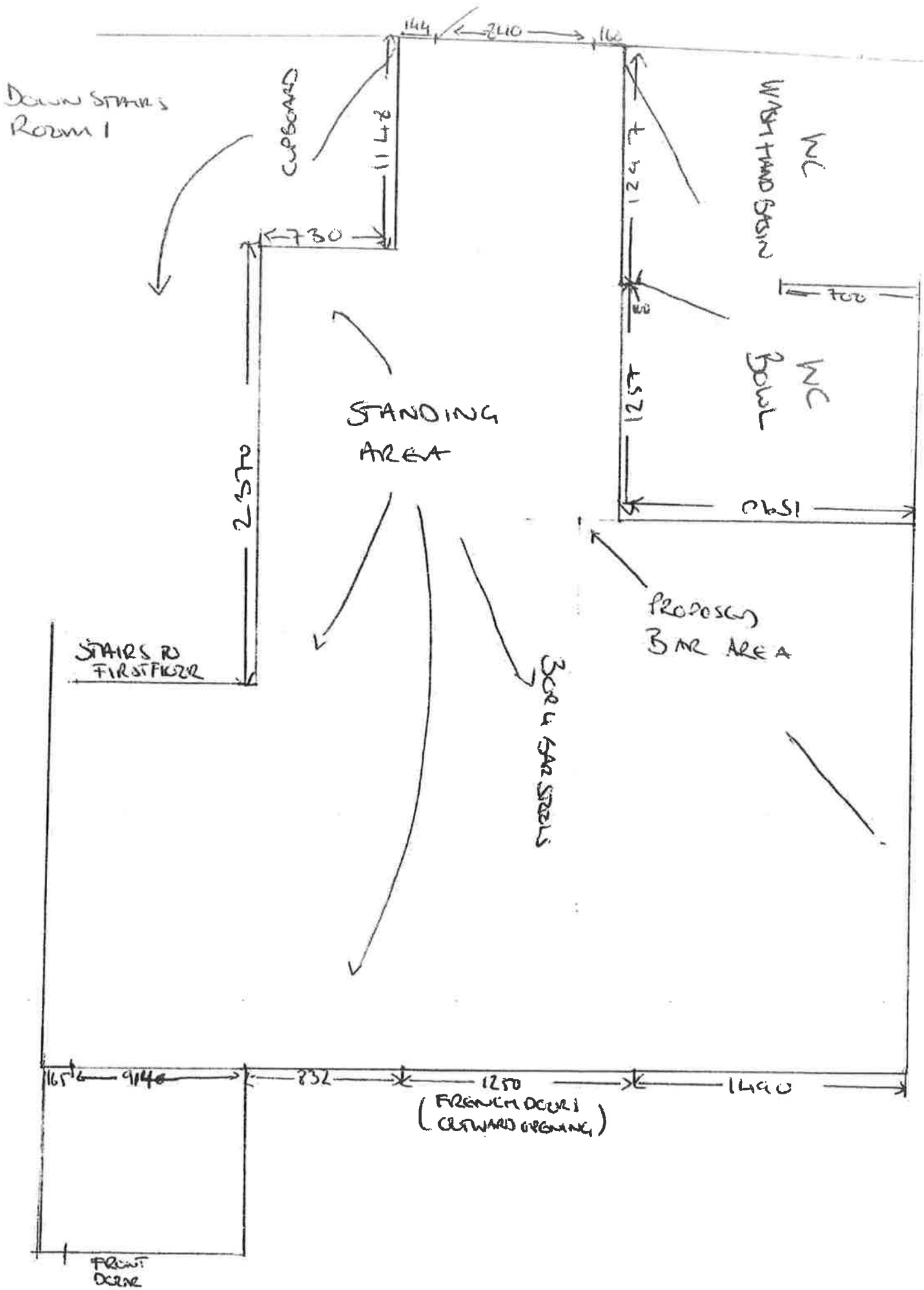
SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

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

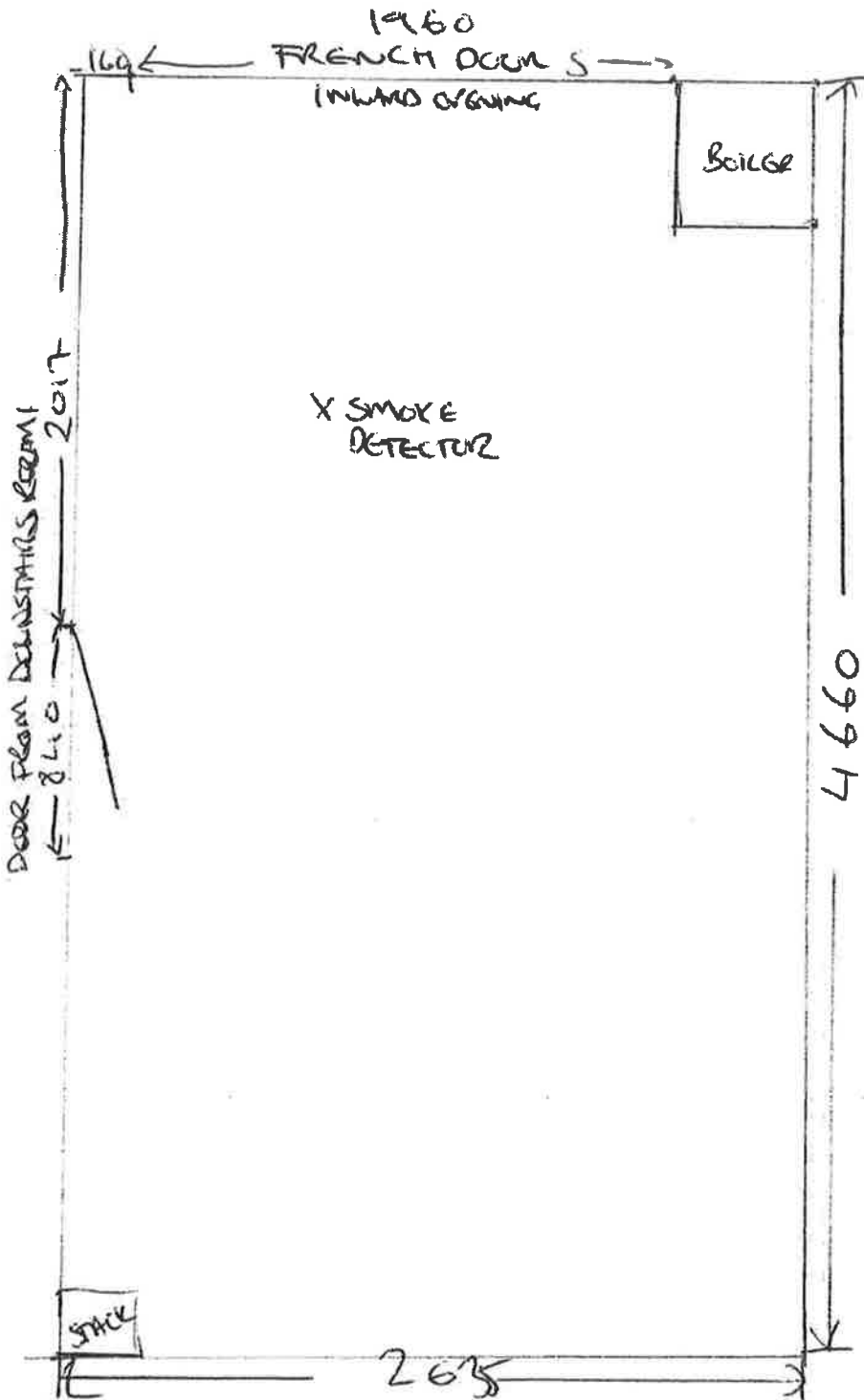
(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature		Date	10/11/2019
-----------	-------------------------------------------------------------------------------------	------	------------



DOWN STAIRS ROOM 2



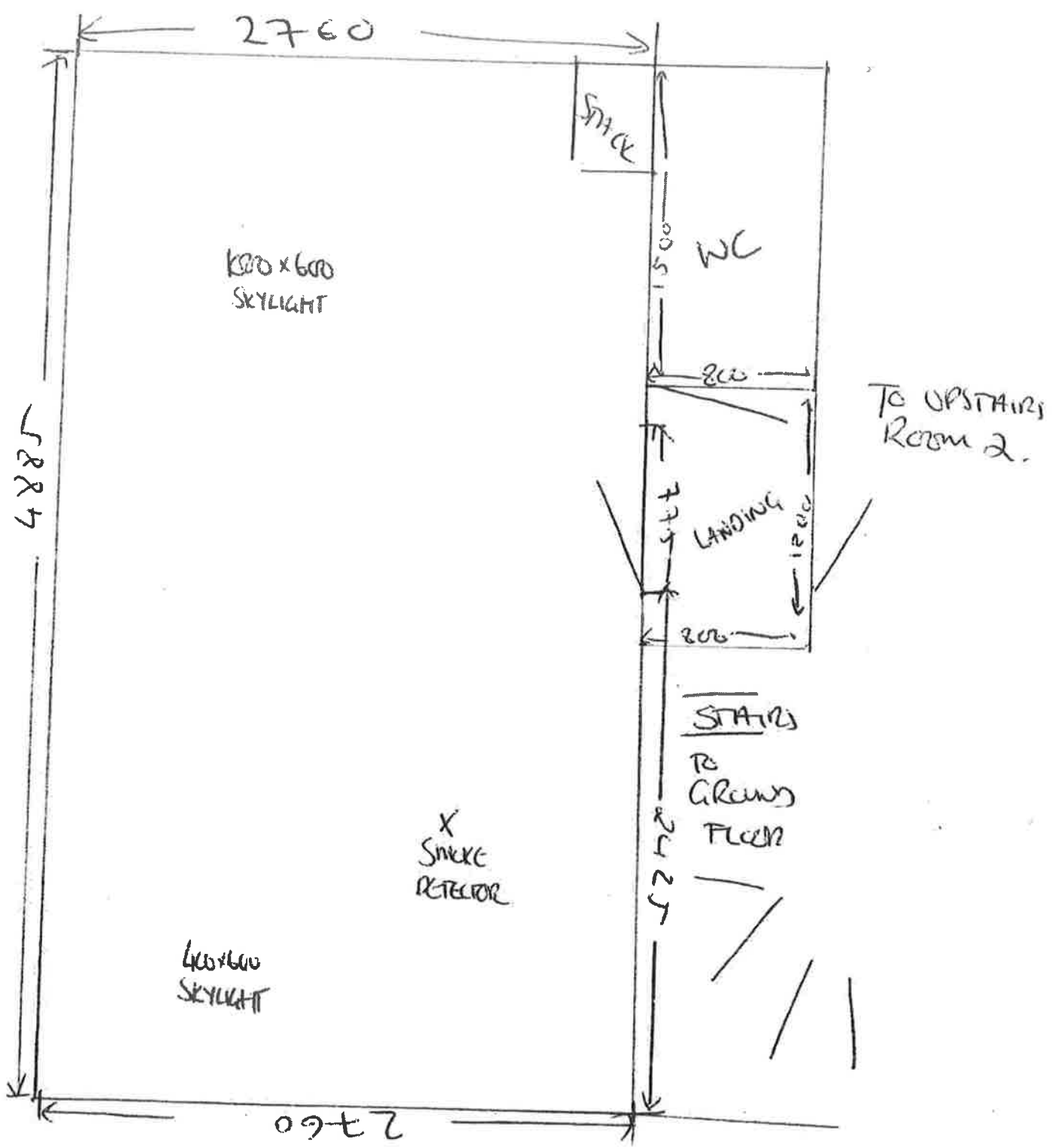
PROPOSAL:

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 * COCKTAIL SOFAS 970W x 700H x 670 D
 - 8 * BAR SEATs 780H x 470W x 470 D
 - 2 * COFFEE TABLES 485W x 310H x 240L