

EAST LoTHIAN LICENSING BOARD

APPLICATION FOR PROVISIONAL PREMISES LICENCE*

*Delete as appropriate

Licensing (Scotland) Act 2005, section 20

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

2e

Question 1

Name, address and postcode of premises to be licensed.

The Harbour Chapel (Former Dunbar Methodist Church)
 10 Victoria Street
 Dunbar
 EH42 1ET

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.

Mrs Fiona Veitch - [REDACTED]
 [REDACTED]

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

Ewan McIntyre – [REDACTED]

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

*The Harbour Chapel Ltd
Companies House Edinburgh
Company Registration 683230*

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.**

* 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

NO

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*

NO

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

<i>Name & position (if applicable)</i>	<i>Date of conviction or sentence</i>	<i>Court</i>	<i>Offence</i>	<i>Penalty</i>

(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.

Question 5

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

Formally known as Dunbar Methodist Church, The Harbour Chapel is currently being converted for the purpose of an events venue. It is intended that the venue will mainly be used for weddings, wedding receptions, funerals, celebrations, exhibitions and community events. The owners would lease the premises in its entirety and would be present to manage, staff and coordinate all events.

The building comprises of a church with an adjoining bar and a finishing/catering kitchen, there is a small garden to the front of the building. There is a small reception area as you enter the building and stairs up to a small balcony overlooking the church. There are 4 separate toilets, one of which is wheelchair accessible. There are 3 main fire exits.

The space is intended for ceremonies, dining and entertainment. The venue does not lend itself to regular live entertainment, as such pre-recorded music would be provided by the owners and played through their own PA system that allows for volume and noise control. The venue may be used for live music for occasional, planned community events, for example, the Harbour or Dunbar Music Festivals.

The venue would be available to lease 7 days per week, between the hours of 0800 hrs and 2400 hrs with the view to leasing it on average for a maximum of 4 out of the 7 days. All events held in the venue will be managed at all times by the owner and their staff. The finishing/catering kitchen will only be for use by the owners, their staff and contracted catering partners. The bar will not be let out to individuals or outside agencies and will be solely managed by the owners and their staff.

Proposed operating hours are as follows:

- Weddings: For the purpose of weddings, the venue will be let in its entirety between the hours of 0800 hrs and 2400 hrs.
- Funerals and Exhibitions: For the purpose of funerals and exhibitions, the venue will be let in its entirety between the hours of 0800 hrs and 2000 hrs
- Community events: For the purpose of community events, the venue will be let in its entirety between the hours of 0800 hrs and 0100 hrs
- Community groups, meetings, private dining: Either the church space or bar space could be let separately between the hours of 0800 hrs and 2400 hrs

There is no intention to lease the venue specifically for child or young adult events, including 21st Birthday celebrations; young adults being under 21 years of age. Children and young adults will be only be permitted to use the venue as part of an adult or family event or celebration.

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Question 6

6 To be completed by members' clubs only

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

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.

SignatureFiona Veitch..... * (see note below)

Date31.05.21.....

Capacity APPLICANT (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>	√
<i>Layout plan</i>	√
<i>Planning certificate</i>	√

EAST LoTHIAN LICENSING BOARD

OPERATING PLAN

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

Name, address and postcode of premises to be licensed.

The Harbour Chapel, 10 Victoria St, Dunbar, East Lothian, EH42 1ET

Question 1

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

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

Question 2

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

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	1200 hrs	2400 hrs
<i>Tuesday</i>	1200 hrs	2400 hrs
<i>Wednesday</i>	1200 hrs	2400 hrs
<i>Thursday</i>	1200 hrs	2400 hrs
<i>Friday</i>	1200 hrs	0100 hrs
<i>Saturday</i>	1200 hrs	0100 hrs
<i>Sunday</i>	1200 hrs	2400 hrs

Question 3

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

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>/NO*</i>
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**If YES – provide details*

Question 5

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

COL. 1	COL. 2	COL. 3	COL. 4
5(a) <i>Activity</i>	<i>Please confirm</i> 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
<i>Accommodation</i>	No		
<i>Conference facilities</i>		Yes	No
<i>Restaurant facilities</i>		Yes	No
<i>Bar meals</i>	No		
5(b) Activity <i>Social functions including:</i>	<i>Please confirm</i> 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
<i>Receptions including Weddings, funerals, birthdays, retirements etc.</i>	yes	Yes	No
<i>Club or other group meetings etc.</i>	yes	Yes	No
5(c) <i>Activity</i> <i>Entertainment including:</i>	<i>Please confirm</i> 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
<i>Recorded music – see 5(g)</i>	Yes	Yes	No
<i>Live performances – see 5(g)</i>	Yes	Yes	No
<i>Dance facilities</i>	Yes	Yes	No
<i>Theatre</i>	Yes	Yes	No
<i>Films</i>	No		
<i>Gaming</i>	No		
<i>Indoor/outdoor sports</i>	No		
<i>Televised sport</i>	No		

<i>5(d)</i> <i>Activity</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Outdoor drinking</i> <i>facilities</i>	Yes	Yes until 1900hrs	No
<i>5(e)</i> <i>Activity</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Adult entertainment</i>	No		

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

We intend only to permit the consumption of alcohol in the garden area as part of official wedding photographs and up to 1900 hrs. Our planning conditions state that the consumption of alcohol outside, is not permitted after 2000hrs. This is helpful for us in relation to noise management and preventing public nuisance. We do not intend to have patio areas or outdoor seating.

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.

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5(g) Late night premises opening after 1.00am

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	<i>/NO*</i>
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<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<i>YES/NO*</i>
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<i>*Delete as appropriate</i>	<i>No</i>
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Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES
	<i>*Delete as appropriate</i>	

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

There is no intention to lease the venue specifically for child or young adult events including 21st Birthday celebrations; young adults being under 21 years of age. Children and young adults will be only be permitted to use the venue as part of an adult/ family event or celebration.

Children will be allowed in the bar area which will be managed by the owner and their staff at all times.

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

As above, children aged 0-21yrs will be permitted as part of an adult or family event or celebration.

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

0800hrs – 2400hrs

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

Children and young persons under the age of 18 years will be permitted to use all parts of the venue with the exception of the balcony. They will be permitted to be in the bar area only under adult/parent supervision, and will not be permitted to approach the bar.

The church balcony will be accessible to wedding guests for a limited period of time after the wedding reception for the purpose of photographs and speeches. As this is where our PA system is stored it will only be accessible to staff and will remain locked by the way of a gate.

Question 7

CAPACITY OF PREMISES

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

60 -80 day guests and up to 110 in total including the evening reception

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) Name:

Fiona Veitch

8(b) Date of birth

8(c) *Contact address*

8(d) *Email address and telephone number*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
16.02.2021	East Lothian Licensing Board	EL1708

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

Signature Fiona Veitch..... * (see note below)

Date ...31.05.21.....

Capacity ...Applicant..... APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory

Supplementary Application Information

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

Business Profile

Please describe your business offering.

The Harbour Chapel is currently being converted for the purpose of an events venue. It is intended that the venue will mainly be used for weddings, wedding receptions, funerals and celebrations. The building comprises of a church with a balcony, communal space, 4 toilets, a reception hall with bar and a catering/finishing kitchen. There is a small garden to the front of the building with access either via a ramp or steps on to Victoria St. The building has 2 other emergency exits on to Castle St.

The venue would also be available to hire for other purposes such exhibitions and community events. The venue and bar would always be managed by the owners and their staff and the kitchen space would only be available for use by our own contacted catering partners. The bar would not be let out to external agencies.

The main purpose of the venue is to provide space for ceremonies, dining and entertainment. The venue does not lend itself to regular live entertainment, as such music would be provided by the owners and played through the owners PA system that allows for volume and noise control. The venue may be used for light acoustic or live music for planned community events, such as the Harbour or Dunbar Music Festivals. We have worked closely with our sound engineer who has worked with us on other projects to give careful consideration to the fabric of the building, the installation and use of PA systems and the management of noise in order to satisfy planning requirements. This work will be ongoing to implement future sound deadening should other issues arise.

There is no intention to lease the venue specifically for child or young adult events, young adults being under the age of 21 years of age. Children will be permitted in the venue as part of an adult/family event or celebration.

There is a small garden to the front of the building where we will have clear policies on noise, smoking and the consumption of alcohol. We have requested that the licence includes the permission of outdoor consumption however alcohol will only be permitted outside for a short, limited time for the purpose of official wedding/celebration photographs.

(extend this box if you require additional space)

<p>On/Off Consumption</p> <p>(a) Please describe the type of business you intend to operate in respect of On consumption.</p> <p>(b) Please describe the type of business you intend to operate in respect of Off consumption & deliveries</p>	<p>a) <u>Events venue with bar</u></p> <p>b)</p>
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Clarification is required in relation to the content of your proposed Operating Plan

(extend the boxes below if you require additional space)

To what extent do you intend to use any of the following: Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

The venue could be hired for private dining, this could only be provided by a contracted catering partner.

Social Functions – Weddings; Birthdays; Retirements ; Other - If you intend to provide for any of these functions please describe the nature and extent and likely frequency of each:

It is the intention to use the venue for approximately 3 weddings per week within the 7 days and operate between the hours of 1200 hrs – 2400 hrs.

Any additional events or celebrations would also operate within these hours with the exception of exhibitions and funerals which could operate between the hours 0800 hrs and 2000 hrs

Planned community events such as local music festivals would operate between the hours of 0800 hrs and 0100 hrs

The venue will be open for any possible business 7 days per week.

Entertainment – Recorded Music; Live Performances; Dance Facilities; Theatre; Films; Gaming; Indoor/outdoor sports; Televised Sport - If you intend to provide for any of these facilities please describe the nature and extent and likely frequency of each:

The venue does not lend itself to the regular use of live music and as such, recorded music will be supplied by the venue for events and controlled with its own PA system. Careful consideration has been given to the sound system in accordance with sound engineers who were appointed to produce a report for the purpose of planning. The sound report carried out for the purpose of planning indicated that live music should not be ruled out entirely and considered for planned community events such as the annual Harbour or Dunbar Music Festivals.

As requested by planning, consideration has been given to all aspects of the physical fabric of the building as well as noise management in order to satisfy planning regulations. Doors and windows will be kept closed, people entering and exiting the building will be managed by staff.

Outdoor Drinking Facilities - If you intend to provide outdoor drinking facilities please describe where and what the facilities will be used for. You will also be required to provide a statement in the objectives section how you intend to prevent public nuisance from use of such facilities:

There is a small garden to the front of the building where we will have clear policies on noise, smoking and the consumption of alcohol. We have requested that the licence includes the permission of outdoor consumption however alcohol will only be permitted outside for a short, limited time for the purpose of official wedding/celebration photographs, up to 1900 hrs. Our Planning Approval states that use of the garden for alcohol consumption will cease at 2000 hrs

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

Activities Outwith Licensed Core Hours - In your Operating Plan, directly below question 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

Any Other Activities - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

There is no intention to lease the venue specifically for child or young adult events, including 21st Birthday celebrations, young adults being under the age of 21 years of age. Children will be permitted in the venue as part of an adult/family event or celebration. Baby changing facilities will be provided within the accessible toilet.

Although the church balcony will only be accessible to staff, use will be permitted for parents/carers to breastfeed or settle young infants.

Licensing Objectives - Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at the following link or the Council website [policy link](#)

(extend the boxes below if you require additional space)

Preventing Crime and Disorder:

The owner who will be the named premises manager will always be on site to manage events, people and behaviours. The owner has previous employment experience of working with groups of people and managing challenging behaviours, including substance misuse.

Robust staff training and induction will be given with regards to selling alcohol and managing people in accordance with the Licensing (Scotland) Act 2005. Staff induction to include effective communication skills and the importance of creating a positive ethos and an environment that greater allows for managing conflict and challenge. Staff will be encouraged to monitor the premises, people and behaviours when carrying out working practices such as table service, clearing glasses and toilet cleaning in a bid to promote early intervention.

The owner and staff will source and use links to local crime prevention organisations and initiatives.

Securing Public Safety:

Owners and staff will be trained in first aid and food hygiene.

Robust staff induction and training including effective communication skills.

Efficient housekeeping with regular checks and clear reporting procedures where there are concerns for safety.

Adhere to government guidelines in relation to current pandemic restrictions and requirements.

Preventing Public Nuisance:

In order to incorporate a variety of events we have applied for licensed hours between 1200 hrs and 0100 hrs. As part of our wedding planning which will be our core business our stated operating hours would be as follows:

Weddings - last alcohol order will be at 1130hrs, closing at 2400 hrs

Owners and staff will manage the entering and exiting of the building and the use of the outside area for smoking. When vacating the venue at closing time, guests will be encouraged to wait within the premises until pre-arranged transport has arrived, we will encourage good use of the local taxi rank situated a 3-minute walk from the venue. A dispersal policy will be created and incorporated into staff training and induction.

We do not intend to have seating or patio areas in the garden to prevent prolonged use of this area.

Protecting and Improving Public Health:

A green travel plan has been created for the venue and is available on the website.

Owners and staff will monitor the intake of alcohol and reserve the right to refuse purchase, all incidents and refusals will be recorded in an incident book.

As part of the wedding planning, we will encourage clients to provide adequate food to be consumed along with alcohol to limit its effect. Water will be provided and the sale of soft drinks promoted.

All mandatory risk assessments will be in place in relation to staff and the public, as part of the wedding planning potential risks will be discussed and recorded.

Where additional needs or significant impairments are relevant, guests will be able to visit the venue prior to the event to familiarise themselves and identify potential hazards that may need

addressed.

Protecting Children and Young Persons From Harm:

Owner has a working background within the field of child protection. Children will be closely monitored within the bar area. Supervision of children will be monitored and if need be, concerns will be reported to appropriate agencies. Robust induction and training of staff will include the welfare and safety of child, young person and vulnerable adult protection.

Appropriate policies will be in place and signage will be on display at the bar area, such as "Challenge 25" to inhibit the sale of alcohol to persons under the age of 18 yrs. Staff will be clear in regards to acceptable forms of ID.

Application Supporting Comments / Any Other Additional Information

(extend the boxes below if you require additional space)

Additional Information:

We bought Dunbar Methodist Church back in December 2019, my partner Ewan is an architect with a love of historic buildings and I have a passion for working with people and communities in relation to wellbeing and mental health. Our initial priorities were restoring the building and keeping it as part of the community, it is the oldest Methodist church in Scotland and has been an integral part of Dunbar since it was built in 1764. It goes without saying that our business has to be viable but our ethos is about the people and providing a special place to be enjoyed by all. I have over 30 years of experience of working within social work and further education which involved managing groups people, often with challenging behaviours and issues in relation to addiction. As such I feel I am aware of the potential threats and difficulties of working within the hospitality and events industry.

We have had tremendous support within the community to restore the church and keep it for public use. We kept close contact with our neighbours at the venue and although we have received a lot of support and few concerns, I am fully aware that there is the potential for noise and anti-social behaviour and that will need careful monitoring and management.

We have worked closely with our sound engineer, who has worked with us on other projects, to give careful consideration to the fabric of the building, the installation and use of PA systems and the management of noise. We have encouraged our neighbours to discuss the existing issues in relation to noise levels from the church and their events, and raise any new issues in order that

they can be quickly and effectively resolved. We understand that reputation is crucial within our working practices and this is something that we strive to achieve. We have initiated and are actively working with the council and community council to improve the surrounding area close to the venue where we have several rental properties as we believe that clean and safe communities are essential for wellbeing.

Supporting Comments: i.e. reasons why the Board should support your application.

We take our professionalism and responsibilities seriously and understand our social and legal obligations in relation to others, the community, the preservation of buildings and the surrounding environment. We have invested heavily in this project both financially and emotionally and we feel passionate about creating something special that others can enjoy. Throughout the renovation we have made valuable links with local businesses and local people alike and we are acutely aware that if it does not work for others, then it will not work for us.

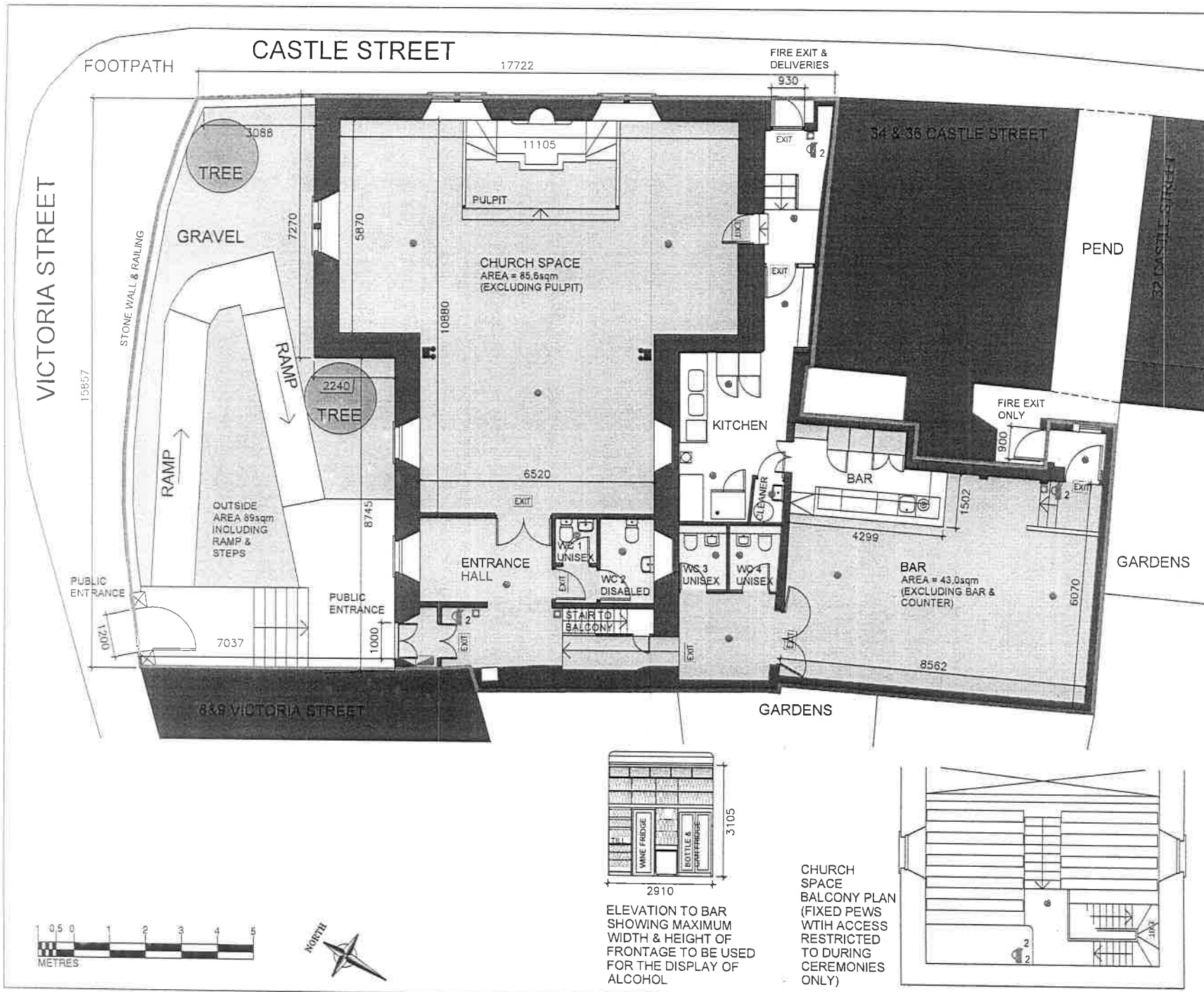
SIGNATURE AND DECLARATION BY APPLICANT

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	Fiona Veitch	Date	31.05.2021
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THE HARBOUR CHAPEL
 10 VICTORIA STREET
 DUNBAR
 EH42 1ET

NO.	DATE	ISSUE
1		FIRST ISSUE

KEY

- AREA TO BE USED FOR THE DISPLAY OF ALCOHOL
- AREA ACCESSIBLE TO THE PUBLIC
- TOILETS
- LEGAL BOUNDARY
- FIRE ALARM PANEL
- HEAT / SMOKE DETECTORS
- BREAK GLASS POINTS
- ILLUMINATED FIRE EXIT SIGNAGE
- EMERGENCY FLOOD LIGHTING
- FIRE EXTINGUISHERS (NUMBER OF)

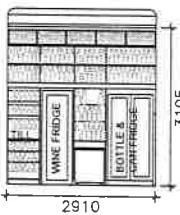
ema
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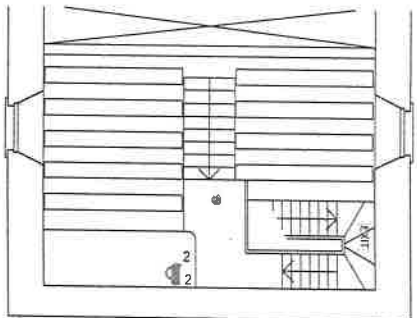
THE HARBOUR CHAPEL
 10 VICTORIA STREET
 DUNBAR
 EH42 1ET

LICENSE APPLICATION
 LAYOUT PLAN

PROJECT NO.	THC (L) 001
DATE	
SCALE	
DESIGNER	
CHECKED BY	



ELEVATION TO BAR SHOWING MAXIMUM WIDTH & HEIGHT OF FRONTAGE TO BE USED FOR THE DISPLAY OF ALCOHOL



CHURCH SPACE BALCONY PLAN (FIXED PEWS WITH RESTRICTED ACCESS DURING CEREMONIES ONLY)

SCHEDULE

SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

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

Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	YES /
1(b)	Do you have facilities for those with a disability	YES /
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	NO*
*Delete as appropriate		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

Accessible for wheelchair access from the front pavement to the front door via a ramped footpath. Stairs at the front of the building are also being replaced with less height and greater depth to provide easier access people with mobility issues, hand rails will be fitted.

Wide access doors to accommodate wheelchair access.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

One level flooring between front door access, vestibule, church space, accessible toilet and reception bar.

Accessible toilet with grab rails.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

Assistance dogs will be welcome on the premises. As part of our operational plan, a full checklist of requirements and risk assessments will be completed at the time of booking the venue and prior to the event. This is to ensure that all reasonable adjustments are made to accommodate guests with any additional needs such as:

Large print menus

Pre-arranged visits in relation to visual impairment.

PA system to accommodate a hearing loop.

Ability to screen off vestibule area around accessible toilet if more space is required for child and adult changing.

Table service within the bar and church space.

Church pews are now on castors to allow for greater accessibility

Staff training with regards to equality, legislation and obligations in relation to "The Equality Act 2010" (in my previous employment I lectured in equality)

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 disabled access and facilities statement are true to the best of my knowledge and belief.

SignatureFiona Veitch..... * (see note below)

Date31.05.21.....

Capacity ...Applicant..... APPLICANT/AGENT

Telephone number and email address of signatory..



*** 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.



**SECTION 50
PLANNING CERTIFICATE**

Email:licensing@eastlothian.gov.uk

APPLICANT:	Ms Fiona Veitch
NAME AND ADDRESS OF PREMISES:	The Harbour Chapel, 10 Victoria Street, Dunbar, EH42 1ET

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref: 20/00642/P) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

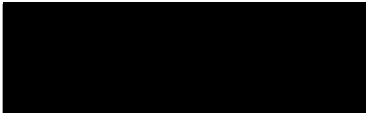
I confirm that planning permission is not required.

SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref:.....) or outline planning permission (ref:.....) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	14 th May 2021
Keith Dingwall Service Manager, Planning			

11/06/2021

Your Ref:HARBOURCHAPEL

Our Ref: 564238/GB

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



**POLICE
SCOTLAND**

Keeping people safe

John McKenzie
Divisional Commander
The Lothians and Scottish Borders Division
Haddington Police Station
39-41 Court Street
Haddington
EH41 3AE

FOR THE ATTENTION OF EAST LOTHIAN LICENSING BOARD

Dear Sir/Madam,

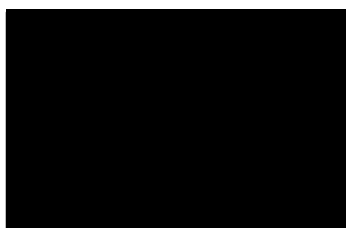
**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
THE HARBOUR CHAPEL
10 VICTORIA STREET, DUNBAR, EAST LOTHIAN, EH42 1ET.**

I refer to the above application.

I wish to give you notice in terms of Section 22(1)(b) of the 2005 Act that Police Scotland wishes to make the following representations to the Licensing Board concerning the application:-

- That the core on sales operating hours on a Monday, Tuesday and Wednesday are restricted to 11.00hrs to 23.00hrs as per current licensing policy.

Yours faithfully



John McKenzie

Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6119.

EAST LoTHIAN COUNCIL

PEOPLE AND GOVERNANCE

From: Rudi Fruzynski
Licensing Standards Officer

To: K. MacNeill
Clerk to the Licensing Board

Date: 9 June 2021

Subject: LICENSING SCOTLAND ACT 2005
PROVISIONAL PREMISES LICENCE APPLICATION

The Harbour Chapel, 6 Victoria Street, Dunbar, East Lothian EH42 1ET

I refer to the above subject and can confirm that the applicant has fully liaised with the LSO in relation to this application.

Observations:

1. The applicant has requested on consumption hours as follows:

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	1200 hrs	2400 hrs
<i>Tuesday</i>	1200 hrs	2400 hrs
<i>Wednesday</i>	1200 hrs	2400 hrs
<i>Thursday</i>	1200 hrs	2400 hrs
<i>Friday</i>	1200 hrs	0100 hrs
<i>Saturday</i>	1200 hrs	0100 hrs
<i>Sunday</i>	1200 hrs	2400 hrs

The hours on a Monday, Tuesday and Wednesday are out with current Board policy, which provides for the sale and supply of alcohol between 11am and 11pm. The applicant however is entitled to apply for permanent out of policy hours provided the Board is convinced that such hours are needed and that the operation of them will have no adverse impact in relation to the five high level licensing objectives. If the Board is not minded to grant the later weekday core hours to midnight, the applicant can apply, when required, for an occasional extension that is assessed on the individual merits of each event application.

2. The applicant has not applied for seasonal variations, which would allow the venue to be used to a later hour in respect of any local or national general extensions of public importance such as the usual local extensions of four days of the festive period, special sporting events or royal celebratory occasions and the like. I would not object to these premises being afforded these facilities if it would wish it added into the operating plan at this point.
3. The applicant is congratulated on the renovation of the church into a beautiful events venue, which will be a great asset to the community.

Licensing Standards supports this application.

R. Fruzynski
Licensing Standards Officer

Herkes, Gillian

From: Jacqueline Bell <[REDACTED]>
Sent: 05 June 2021 18:41
To: Licensing
Subject: Fwd: FW: Application for Provisional Premises Licence - The Harbour Chapel

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi
I see Maree is off until 14th June
Please find Dunbar Community Council comments on the Harbour Chapel
Jacquie Bell
Dunbar CC

----- Forwarded message -----

From: **Jacqueline Bell** <[REDACTED]>
Date: Sat, 5 Jun 2021 at 18:37
Subject: Re: FW: Application for Provisional Premises Licence - The Harbour Chapel
To: Winter, Maree <mwinter@eastlothian.gov.uk>

Dear Marie
This application has been considered by Dunbar Community Council (DCC) by e mail..
DCC have previously supported the planning conversion to change the former church to a wedding venue.
We are aware of the buildings historical importance within the Methodist Church as well as within the townscape heritage of Dunbar.
We have followed the re development of the building and are delighted that historical features like the stained glass will be retained.
We have read the supporting statement and feel that the wedding venue will benefit from a licence to complete a "big day."
We have no concerns about the applicants and fully support the granting of a premises licence.
We wish the applicants well with their venture.

Jacquie Bell
Secretary
Dunbar Community Council

On Thu, 3 Jun 2021 at 12:36, Winter, Maree <mwinter@eastlothian.gov.uk> wrote:

Dear all,

Please find attached application for a provisional premise licence for The Harbour Chapel, 10 Victoria Street, Dunbar, could I please have any representations/objections you may care to make by 2nd July 2021.

Kind regards

Maree

