



APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

4

*Delete as appropriate

Question 1 – Name, address and postcode of premises to be licensed

Broxmouth Courtyard, Broxmouth Park

Dunbar EH42 1QW

Question 2 – Particulars of applicant

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

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

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

Broxmouth Estates Ltd

Broxmouth Park, Dunbar, East Lothian, EH42 1QW

Company Number: SC659439

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.*

Simon Paul Flame :

[REDACTED]

Susan Maree Flame:

[REDACTED]

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

Question 3 – Previous applications

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

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

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	DATE	COURT	OFFENCE	SENTENCE

(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 – Description of premises

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

Broxmouth Courtyard is a purpose-built, exclusive use venue within Broxmouth Park Estate, East Lothian, and provides a luxury setting for weddings, corporate hospitality and private parties.

Question 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

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature Caroline Loudon * (see note below)

Date 10 February 2022

APPLICANT / AGENT (delete as appropriate) Agent

Telephone number and email address of signatory Mobile: [REDACTED]

Caroline.Loudon@TLTSolicitors.com

I have enclosed the relevant documents with this application – please tick the relevant boxes

- Operating plan
- Layout plan (highlighting the area where alcohol is sold/consumed)
- Planning certificate
- Building standards certificate
- Food hygiene certificate

* Data Protection Act 2018

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

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

For use by the Licensing Board only If application is for a Premises Licence – Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

For use by the Licensing Board only If application is for a Provisional Premises Licence Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	

OPERATING PLAN – Broxmouth

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

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>NO</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>YES</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>	11AM	11pm
<i>Tuesday</i>	11AM	11pm
<i>Wednesday</i>	11AM	11pm
<i>Thursday</i>	11AM	1AM
<i>Friday</i>	11AM	1AM
<i>Saturday</i>	11AM	1AM
<i>Sunday</i>	11AM	Midnight

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>	11AM	10PM
<i>Tuesday</i>	11AM	10PM
<i>Wednesday</i>	11AM	10PM
<i>Thursday</i>	11AM	10PM
<i>Friday</i>	11AM	10PM
<i>Saturday</i>	11AM	10PM
<i>Sunday</i>	11AM	10PM

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	YES
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**If YES – provide details*

The premises may utilise any additional hours granted by the Board from time to time, more particularly: extension of on sale core hours until 1.00am on Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day- whatever day of the week these shall fall.

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR 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

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

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

Activities listed above may take place prior to core hours but not before 6am. This will allow set up and preparations for events to take place. Activities will not continue after core hours unless extended hours are in place. Accommodation is private space provided for use during the booked event by the wedding/booking party. This can be used prior to and beyond core hours. Restaurant facilities and bar meals (to include fish/chip/pizza vans/buffet and lighter meals) may be brought in by external caterers. The external licensed areas can be used for removable bars (including stationary vehicles) and can be used outwith core hours for the service & provision of non alcoholic drinks (unless subject to an extended hours application which would allow the sale of alcohol).

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.

The premises will operate as an exclusive private hire event space with external catering provision. Weddings (including ceremonies), receptions and other celebrations may take place. Private, corporate (award dinners; highland games), community and charity events may include fundraising (raffles, auctions and the like). Tastings and samplings, demonstrations and events such as exhibitions may occur from time to time. Special events including product launches can

take place.

Ceremonies, meetings, conferences and presentations may also take place from time to time.

Marquees maybe used. Portaloos will also be used for higher capacity events. Pop Up bars may also be used to service licensed external areas.

Click & Collect services.

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>	N/A
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<i>When fully occupied, are there likely to be more customers standing than seated?</i>	N/A
<i>*Delete as appropriate</i>	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

<i>6(a) 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

Children and young persons will be permitted access at management discretion

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

0-17 years.

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

Children and young persons to 22:00 unless attending a private pre-booked function when they can remain to the terminal hour.

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

All public parts, excepting 1.5 ms from any bar areas.

Question 7

CAPACITY OF PREMISES

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

On sale:

451 persons

Total –

Off sale TBC

Question 8

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

Personal details

8(a) Name

Paul Mitchell

8(b) Date of birth

8(c) *Contact address*

8(d) *Email address*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</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 operating plan are true to the best of my knowledge and belief.

Signature * (see note below)

Date 10 February 2022

Capacity APPLICANT/AGENT (delete as appropriate).

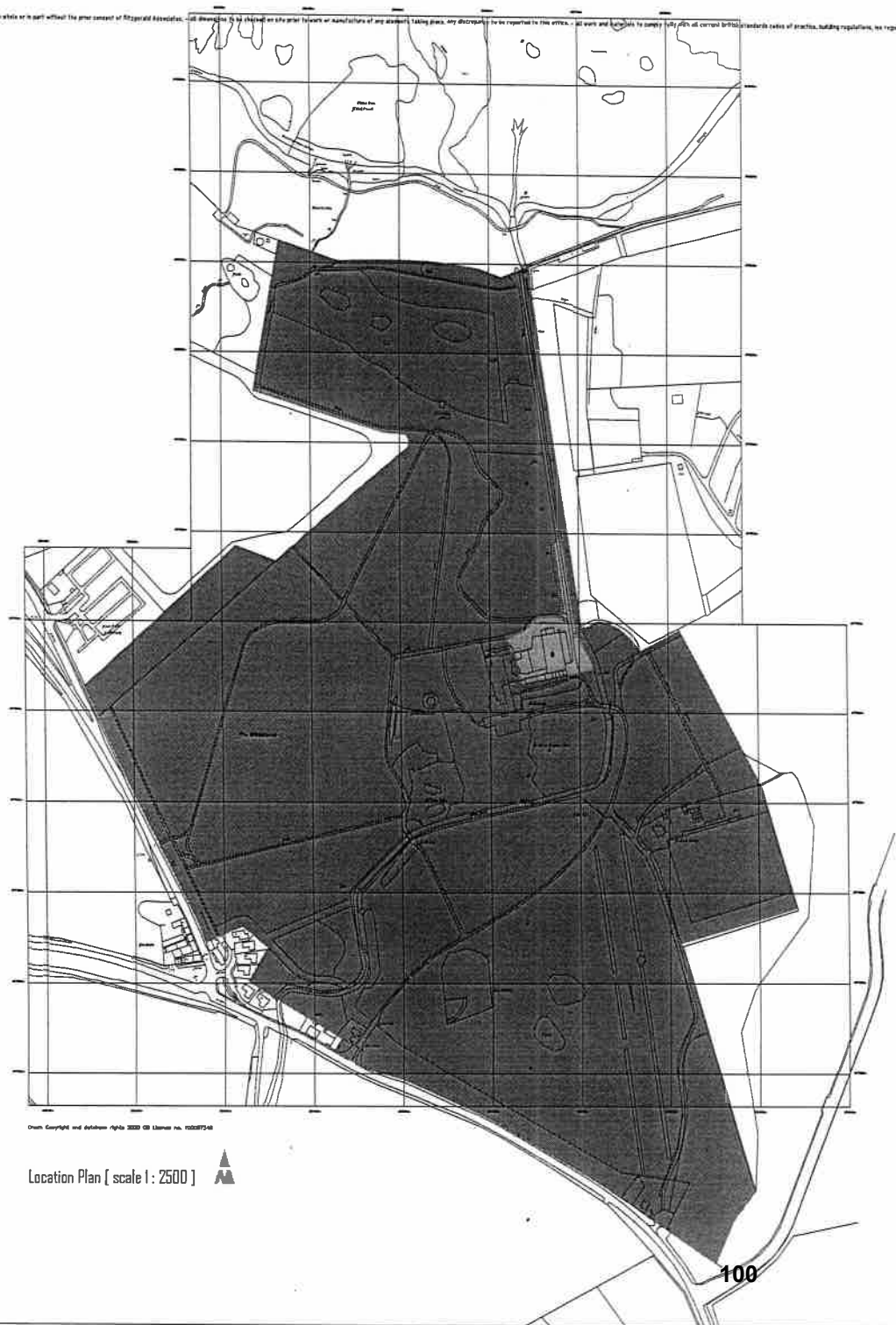
Telephone number and email address of signatory 0333006405 Caroline.Loudon@tltsolicitors.com

*** 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.




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Rev	Date	Comments



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Location Plan [scale 1 : 2500] 

	
ARCHITECTURAL + INTERIOR DESIGNERS 33 ALBERT STREET ABERDEEN AB9 8YT T +44 (0)1224 833375 M info@fitzgeraldassociates.co.uk	
	
Client :	Broxmouth Leisure Ltd
Project :	Wedding Venue Staircase, Broxmouth Park Dundee CM4 1LW
Description :	Ordnance Survey Superplan Data
Drawn By :	Scale :
	A1 = 1:2500
Project No :	Date :
3997	May 2020
Drawing No :	Rev :
OS-1	

SCHEDULE

“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

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

Question 1

Disabled access and facilities

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

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 from ground floor.
There are no lifts to the first floor due to the age of the building, but assistance will be provided if required.

Question 3

Facilities available

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

Accessible toilets are available.

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 are welcome.
Staff are on hand to assist wherever necessary.

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.

Signature **Caroline Loudon - TLT Solicitors** * (see note below)

Date **24 February 2022**

Capacity **Agent** **APPLICANT/AGENT**

Telephone number and email address of signatory..... **0333 006 1405; Caroline.Loudon@TLTsolicitors.com**

*** 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

Fax: 01620 627255
Email: licensing@eastlothian.gov.uk

APPLICANT:

Broxmouth Estates Ltd

**NAME AND
ADDRESS OF
PREMISES:**

The Stables, Broxmouth House, Broxmouth Park, Dunbar, EH42 1QW

SECTION 50 PLANNING CERTIFICATE

- I confirm that planning permission (ref: 20/00554/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:

16th February 2022

Keith Dingwall
Service Manager, Planning

03/03/2022

Your Ref: **BROXMOUTH**

Our Ref: **618715/GB**

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



**POLICE
SCOTLAND**

Keeping people safe

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

FOR THE ATTENTION OF EAST LOTHAIN LICENSING BOARD

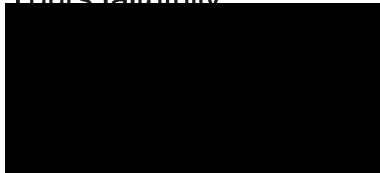
Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
BROXMOUTH COURTYARD
BROXMOUTH PARK, DUNBAR, EH42 1QW.**

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

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully



Catriona Paton
Chief Superintendent

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

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Rudi Fruzynski
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 11 March 2022

Subject: LICENSING (SCOTLAND) ACT 2005
PROVISIONAL PREMISES LICENCE APPLICATION

Broxmouth Courtyard, Broxmouth Park, Dunbar, East Lothian EH42 1QW

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

These premises are currently under construction. It is hoped that part of the area will be ready to open by 9th April for its first function, which will be covered by an Occasional Licence.

Licensing Standards has visited the premises, which will look lovely once the building work is completed and will make a beautiful new venue for weddings, receptions and other events.

The capacity statement as shown in question 7 of the Operating Plan showing 451 and off-sales TBC should be clarified prior to determination.

It is recommended that amplified announcements / music / entertainment noise levels should be controlled so that they are non-intrusive / low level at any neighbouring residential properties and the nearby Dunbar Campsite.

Licensing Standards congratulates Broxmouth Estates Ltd., on its new venture and supports the grant of the Provisional Licence.

R. Fruzynski
Licensing Standards Officer

Herkes, Gillian

From: Jacqueline Bell [REDACTED]
Sent: 10 March 2022 12:42
To: Licensing; Winter, Maree
Subject: Wedding venue at Broxmouth House - Viewd of Dunbar Community Council

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 there

I shared the application with DCC members who have no concerns.

Jacquei Bell

Secretary /Licensing Link

Dunbar Community Council

EAST LoTHIAN COUNCIL

Internal Memorandum

From: Planning Delivery
To: Clerk to the Licensing Board
Per: Neil Millar
Per: Licensing Board
Cc:

Date: 14th March 2021

LICENSING (SCOTLAND) ACT 2005

Re: Consultation response

Address: Broxmouth Courtyard, Broxmouth Park, Dunbar
Application type: Provisional premises licence

There are no objections to the grant of a premises licence. No planning permission is required for the sale of alcohol on the premises.