



LICENSING (SCOTLAND) ACT 2005, SECTION 142

6a

OCCASIONAL LICENCE APPLICATION FORM

Before completing this form please read the guidance notes.

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) _____

Name of voluntary organisation (if applicable) Ormiston Gala Committee

2. PERSONAL DETAILS

Title (delete as appropriate):

Mr / Mrs / Miss / Ms / Other (please state) _____

Surname Diggins

Forenames Jordan

Date of birth (Day / Month / Year) ██████████

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

2 Berry Grove Ormiston

Post town _____ Post code EH35 5NB

Telephone Numbers

Daytime Tel. _____ Evening Tel. _____

Mobile No. 

Fax No. _____ Email ormistongala@gmail.com

3. THE PREMISES

Description of premises

Ormiston park

Description of activities to be carried on in the premises – (including number of persons expected to attend)

we will be holding a children's gala day in the park that will include food stalls and shows

we expect a maximum of around 400 people throughout the day

Full postal address of premises which this application refers to _____

EH35 5LA

4. DURATION OF LICENCE

From 24/06/23 To 24/06/23

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.

Times for sale of alcohol for consumption on premises

12:30 - 05:00

Times for sale of alcohol for consumption off premises

N/A

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises

we will have food stalls and shows operating throughout the day 12:30 - 05:00

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 all ages (park only)

Times at which children or young persons permitted entry 12:30 - 05:00 (park only)

Parts of premises to which children or young persons permitted entry

The park will be open to all ages. We will be cordoning of the bar area in the park where alcohol can only be served and consumed. Stewards and bar staff will be in place checking ID and managing the area not allowing anyone underage access.

7. CHECKLIST

I have (please tick for yes) made or enclosed payment of the fee for the application

YES

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 12/01/23

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 2018

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

1. Event

(a) Please detail the type of event (e.g. birthday party, anniversary, ceilidh, etc.)

Childrens gala

(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)

Live music, dance performances, local radio station to MC event

2. Attendance

(a) Approximately how many people are expected to attend?

approx. 400 maximum at any given time throughout the day

(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)

previous events attended/ previous committee advised

(c) In the main, what age group will form the majority of those attending?
Please tick one box

Under 18

18 - 30

30 - 50

over 50

2. (cont)

- (d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)

open to public / partly ticketed for gala bags and tea and coffee tent

3. Stewarding

Please note it is an offence under the Private Security Industry Act 2001 to employ unlicensed door stewards.

Unpaid volunteers performing this function are not covered by the Act. More information can be found at Security Industry Authority.

- (a) Please state the number, if any, of stewards to be employed at the event.

unpaid volunteer's will act as stewards between 9 - 13 including help from parents who's children are participating

- (b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.

all currently volunteers

4. Layout Plans

Please indicate if –

- (a) there is a plan attached to a Public Entertainment Licence issued for the premises; or
 - (b) the premises relate to a members club which has been issued with a premises licence; or
 - (c) if neither of the above, please attach a detailed layout plan of the venue with the application
-
-
-

5. Applications Lodged by Voluntary Organisations or Members Clubs Only

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

the event was on hiatus for 2 years due to COVID and started again 25/6/22

6. Will alternatives to glass receptacles be provided?

Yes

7. To what standard will those serving alcohol be trained?

Please provide details of any training certificate held.

fully certificated local bar staff providing pop up bar area

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 objectives.

8. How will you prevent Crime and Disorder at the event?

steward and first aiders will be patrolling the park with back to back radios for assistance.

we will also contact the police if any situation escalates

9. How will you secure Public Safety at the event?

Alcohol will be sold and consumed only in cordoned off area and will not be promoted prior to event. we will have a full time first aider with accident book on stand by

10. How will you prevent Public Nuisance at the event?

steward will be patrolling the park with back to back radios for assistance. The event will only last approx 4 hours and will end for clear up 5:30 to avoid noise complaints

11. How will you promote and protect Public Health at the event?

steward and first aiders will be patrolling the park with back to back radios for assistance.

first aid notices will be place in notice board and a defibulator and muster point will be at the local library

12. How will you protect Children from harm at the event?

steward and first aiders will be patrolling the park with back to back radios for assistance.

stewards will also prevent children to enter pop up bar area. Parents of children participating will also assist

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

[Redacted Signature]

Date

12/01/23

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Karen Harling
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 6th February 2023

Subject: LICENSING SCOTLAND ACT 2005
OBJECTION - OCCASIONAL LICENCE APPLICATION OCC070/23
Ormiston Gala Committee, for Ormiston Children's Gala, Ormiston Park, East Lothian

I refer to the above subject and can confirm that the applicant has not liaised with the LSO prior to submission of this application.

The applicant is Jordan Diggings on behalf of the Ormiston Gala Committee. Application has been made for an occasional licence for a children's gala day including food stalls and shows. This is for 400 people throughout the day with the focus being on the children and families enjoyment of the event. The event is to take place on 24th June 2023 between 1230 hours – 1700 hours. The application requests a pop up bar.

I object to the grant of this licence in relation to section 19.6 of the East Lothian Licensing Board's Statement of Licensing Policy :-

It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.

This event is for children and families with much of the attractions including fairground shows, music and performances focused towards them. I deem that this type of event does not attract the need for an occasional licence based on the board policy for the provision of alcohol.

In addition, I feel that the applicant has not demonstrated sufficient measures that protect children and young persons from harm. It will be extremely difficult to protect children and young persons from exposure to the use of alcohol which is not required at a children's event. There is also no mention of age verification checks. It is detailed in the application that children are not to be permitted into the bar area however, no details on how this will be constantly managed in order to prevent persons leaving the bar area into the wider Gala area with alcohol. This would result in a breach of the local byelaw in place prohibiting drinking alcohol in a public place. There is no plan of the area that alcohol is to be sold/consumed.

I would like to recommend that Police Scotland are invited to make comment and share their opinions on this application in order for the board to consider the application.

Should the board wish to grant the application I recommend the following conditions:

- The marquee/outside area, must be clearly delineated with a barrier and stewarded by the organiser to ensure that there is no alcohol taken from this area.
- All drinks should be served in approved plastic containers.
- There should be a personal licence holder present within the bar area at all times and all staff involved in the sale and/or supply of alcohol should have received the two hours mandatory training, as required under the legislation
- Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and relevant conditions of the licence. Signage should clearly identify:
 - A sign prohibiting the entry of persons Under 18 to the licensed area/
 - A sign prohibiting sale or supply of alcohol to persons Under 18 to be clearly displayed at any bar servery.
 - Challenge 25 policy and signage must be used.
 - The specific opening and closing times of the bar.
 - Responsible drinking message.
 - No smoking signs.

I therefore refer the application to the Licensing Board determination.

K. Harling
Licensing Standards Officer

Herkes, Gillian

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 03 February 2023 12:16
To: Licensing
Subject: OCC070.23 - ORMISTON PARK GALA - 1230 TO 1700 ON 24/06/2023
Attachments: ORMISTON GALA OCC070.23 - OCCASIONAL APPLICATION.PDF

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 all,
No Police objection
Our ref - 696536

Regards
Iain

