

Police

LSO
Advt 3/2

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) EDINBURGH EL1881	

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Ms	
Surname	Bombail
Forenames	Alison
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post Town: Edinburgh	Post code EH91EA
TELEPHONE NUMBERS	
[REDACTED]	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
c/o Alison Bombail Gosford house – [REDACTED] venue director	

6b

3. THE PREMISES
Description of premises These clients are taking over the house for two days for their wedding celebrations. The event will see the couple inviting their wedding guests to Gosford House. For this event, the licensable areas will be the House, immediate lawns and marquee space provided by the couple.
Description of activities to be carried on in the premises – (including number of persons expected to attend) <u>Friday 5th May 2023:</u> Pre-wedding rehearsal, reception, dinner and with a ceilidh band. Reception, food, drinks, entertainment, live band, all in the house on day 1. Guest numbers: 170. <u>Saturday 6th May 2023:</u> Wedding ceremony in the Marble Hall. Drinks reception in the Marble Hall. Wedding breakfast in the marquee finishing around 11.30pm. Dancing inside Gosford House with a live band. Guest

numbers: 180.

Full postal address of premises which this application refers to

GOSFORD HOUSE, WEMYSS AND MARCH ESTATE, LONGNIDDRY EH32 0PX

4. DURATION OF LICENCE - (include dates and times required for event)

From: Friday 5th May 2023 5pm to Saturday 6th May at 00.30am

From: Saturday 6th May at 5.30pm to Sunday 7th May at 2am

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

Friday 5th May – 5.30pm to 00.30am

Saturday 6th May – 5.30pm to 2am.

Times for sale of alcohol for consumption off premises

NOT APPLICABLE

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

On Friday 5th May 2023 – from 3.30pm to 1am, with the close bridal party (30) arriving for the ceremony rehearsals at 3.30pm and a run through with the photographer. Guests arrive for 5.30pm with bar opening at that time. All guests depart by 1am with shuttles provided by the couple from 11pm to 1am. SIA guards on duty til 2am to help load all guests onto coaches safely and assist with de-rig

On Saturday 6th May 2023 – from 3.45pm to 3am. Groom arrives for 3.45pm, first guests arrive for 4.15pm for the wedding ceremony at 5pm. Alcohol served post ceremony from 5.30pm onwards. Clients departing by 3am with shuttle buses from midnight to 3am. SIA guards on site until 4am to assist with guests departures and event de-rig.

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? NO

Ages of children or young persons permitted entry

No children will be attending this event.

Times at which children or young persons permitted entry

Parts of premises to which children or young persons permitted entry

7. CHECKLIST

I have - Please tick for yes

- Made 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**

30/01/2023

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**

1. Event

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

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

[REDACTED] have hired out Gosford House for a 2-day wedding celebration, with a wedding planner (Timeless White Weddings) coordinating services on their behalf. Groom is French, bride is part French, part English, with a wedding ceremony later than in Scottish customs. As most of their guests are travelling from further afield and abroad, they have decided to host a meal and ceilidh induction on the Friday night for their guests to mingle and to introduce their guests to Scottish reeling. The events are planned as follows:

Day 1 – May 5th 2023 –welcome dinner

The couple and their close bridal party (30 people in total) arrive at Gosford around 3.30pm for a ceremony rehearsal. Photographer, celebrant, wedding planner all present onsite. A welcome party with a ceilidh induction is to be held at Gosford on 5th May 2023. Pre-paid drinks and food served to standing guests throughout the Dining room and Octagon room from 5.30pm until 9.45/10pm with a ceilidh induction lasting until 00.30 am and bar closing at 00.30am. Drinking up time of 15min. Drinks removed and all guests to have departed by 1am. Shuttles (by Gullane Golf) are pre-paid by the couple for all of their guests from 11pm to a final departure at 1am.

Day 2 – May 6th 2023 – wedding celebrations

Wedding ceremony to be held at 5pm in the Marble Hall for 180 guests max (some RSVPs pending), with a mixture guests seated and standing in the Marble Hall. Pre-paid drinks reception to follow after the ceremony. The reception will start in the gravel area of the South Courtyard after the confetti throw. Guests then head back into the Marble Hall until around 8.30pm when dinner will be served in the marquee.

8.30pm Dinner to be served in a pole marquee contracted by the couple. Meal to be served seated at tables with pre-paid wine and soft drinks. Guests to move back into the house for 11.30pm following the meal. Dancing to be arranged in the house in an enclosed room (Saloon). No windows will be open in that space to avoid sound leaking out. Bar closing at 2am, band stopping at 2.15am, final departures by 3 am. The couple have contracted out coaches and shuttles that night for departures from midnight and 3am. The contractor is again Gullane Golf, with AC taxis providing transportation to individual B&Bs and coaches (subcontracted). Most guests are staying between the Marine Hotel and Archerfield.

Challenge 25 policy in place as some guests in the 20-30s age group will be present.

<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>170 on the Friday, 180 on the Saturday.</p> <p>Wedding RSVPs received by the couple.</p> <p><input type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> <p>Private invitation to the event via the couple, a sign at the gate will indicate that there is a private reception taking place.</p>
<p>3. Stewarding</p> <p>Please note it is an offence under the Private Security Industry Act 2001 to employ unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at Security Industry Authority.</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) On the Friday night – 2 SIA guards (including one door supervisor) – registration to follow – from 6pm to 1am On the Saturday night – 2 SIA guards (including 1 door supervisor) – details to follow as rotas have not been confirmed yet – from 8.30pm to 4 am (1hr past the last event departure to assist with last departures at 3am and event de-rig).</p>

<p>4. <u>Layout Plans</u> 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>See separate document named "Appendix Gosford House occasional licence application – 05.05.23-06.05.23 "</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>No – glassware provided at the bar, no consumption of alcohol outwith the marquee or enclosed porch area behind the bar past 11.30 pm</p>
<p>7. To what standard those serving alcohol be trained?</p> <p>Please provide details of any training certificate held</p>	<p>1 bar manager with 2 personal license holders and supporting bar personnel. Bar staff with flow hospitality training complying with the 2-hr minimal requirement</p>


LICENSING OBJECTIVES **

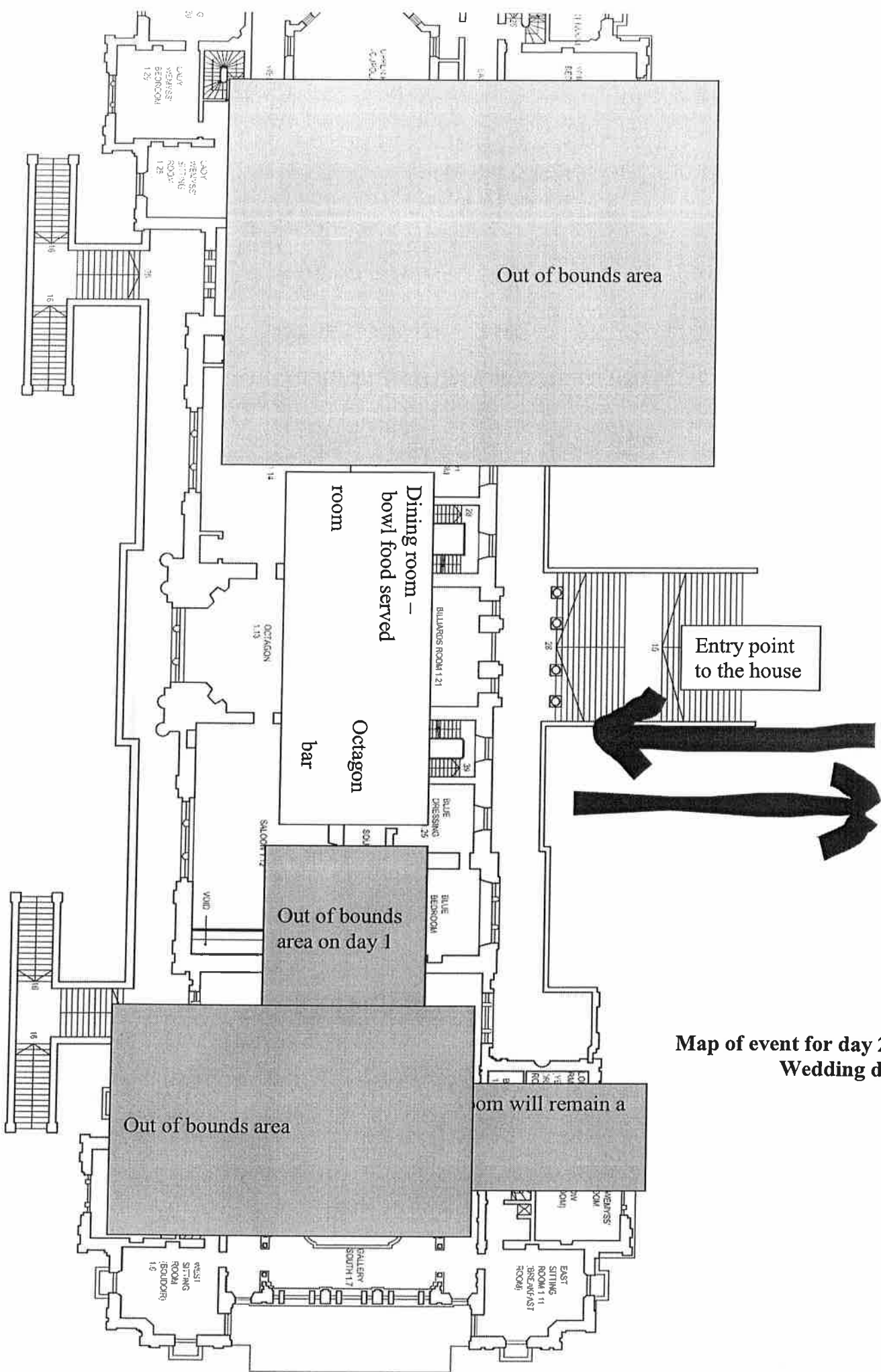
All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.

<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>Arrivals to the event will be by coach as most guests are coming from abroad and do not have their own transportation. Couple is providing shuttles to and from the venue, with no guests leaving by their own means. Guests arriving intoxicated will not be allowed entry and sent back on the shuttle bus to their accommodation, the hotel staff informed prior to the coach departing. Guests arriving with alcohol (unless they are a gift for the couple) will see their drinks confiscated by Gosford staff.</p> <p>Estate staff will be chaperoning parking and access to the house on both days. Bar staff to implement cut-off policies to avoid intoxication.</p> <p>This event is considered a low risk event for crime and disorder.</p>
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<p>9. How will you secure Public Safety at the event?</p>	<p>2 x SIA registered security and estate staff to oversee the event, together with a licensed bar manager for the drinks area, with trained supporting bar staff. Door supervisor to man access in and out of the house on both nights</p> <p>Cut-off policies in place. Coach transport arranged to ensure guests will be leaving the premises safely and not by their own means.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>Due to the location of the event, the impact should not be felt beyond the immediate grounds around the house. There are no neighbors within 100m of Gosford House, no neighbors within 50m of the marquee. Restrictions on dB will be put in place, both for the marquee and house.</p> <p>Announcements will be made on a PA system, requesting guests to leave the premises and area quickly and quietly. Gosford staff to ensure all guests have departed and no guests are left in front of house or back of house areas.</p>
<p>11. How will you promote and protect Public Health at the Event?</p>	<p>All staff will be present until after guests have departed to oversee departures from the premises and to ensure everyone's safety.</p> <p>Up-lighting provided to avoid guests tripping in stairs.</p> <p>2 x SIA guards provided to encourage guests to behave responsible and to man the bar area and exit point from the house (which are located in the same room, see appendix). They will ensure guests board onto the coaches and do not wander off.</p> <p>First aid trained staff will be present on both nights, and ABC Paramedic Services Ltd contracted out on the Saturday night from 00.15 to 3.15am to ensure a quick response to any emergencies that may arise .</p> <p>Maps provided to coach companies to ensure they access the house and collect guests from the correct entrance to limit the risk of possible collisions.</p>

<p>12. How will you protect Children from Harm at the Event?</p>	<p>No children present onsite at any point, however, young adults aged 20 to 30 will be present. Any person appearing to be under 25 years of age to prove that they are over 18. Photographic driving licenses, passports, or EU national ID cards or PASS (Proof of Age Standards Scheme) cards approved as means of ID.</p>
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<p>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</p>			
<p>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</p>			
<p>(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))</p>			
<p>The contents of this Application are true to the best of my knowledge and belief.</p>			
<p>Signature</p>		<p>Date 30/01/23</p>	<p>Alison Bombail</p>



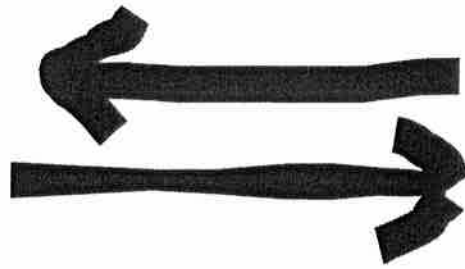
**Map of event for day 2 –
Wedding day**

Out of bounds
area on day 2

Saloon
Dance floor

Octagon room
Bar area

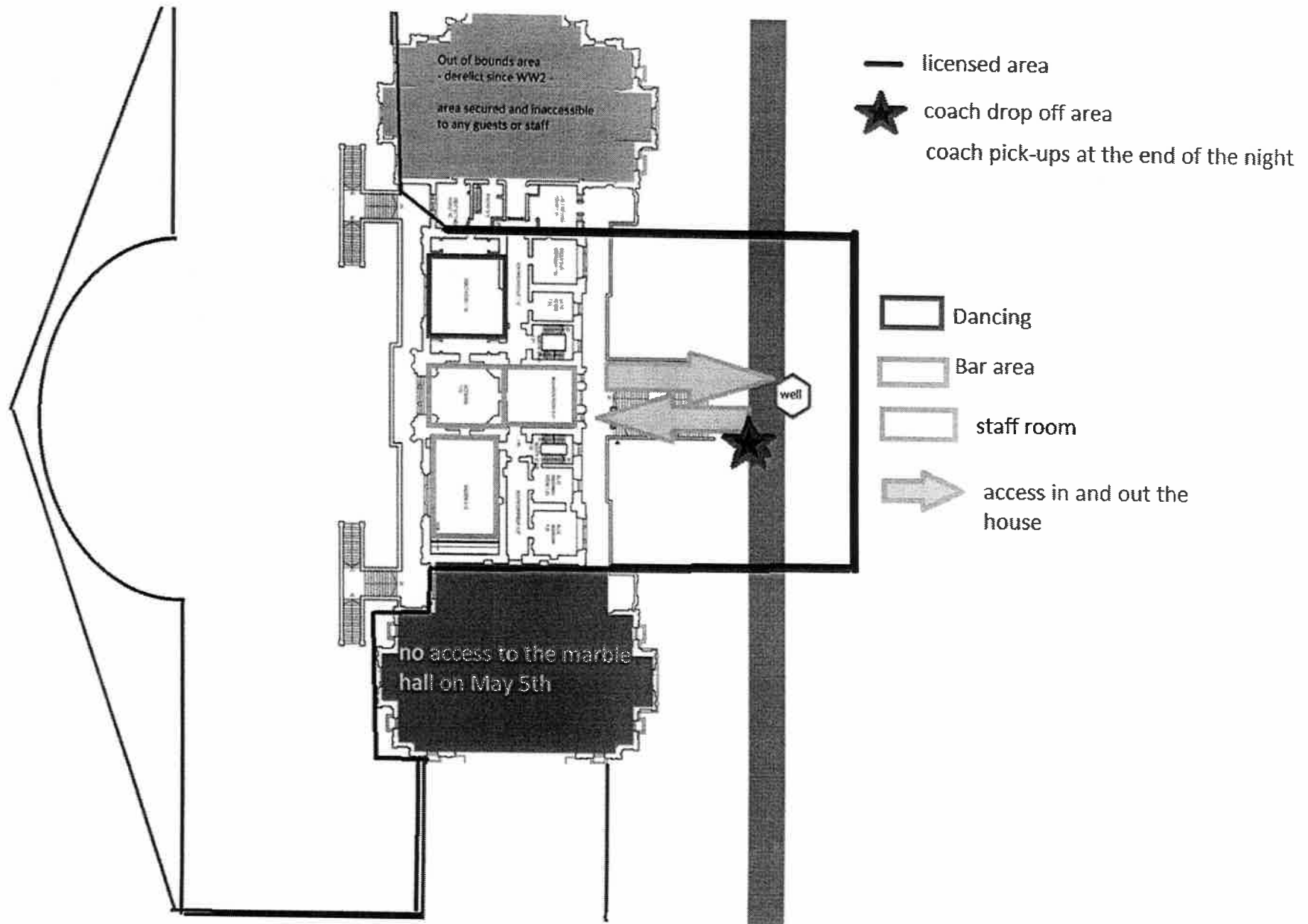
Ceremony room from 4pm with
guests arriving to 5.45pm for the
ceremony.
Drinks reception area from 5.45pm
to 8.30pm



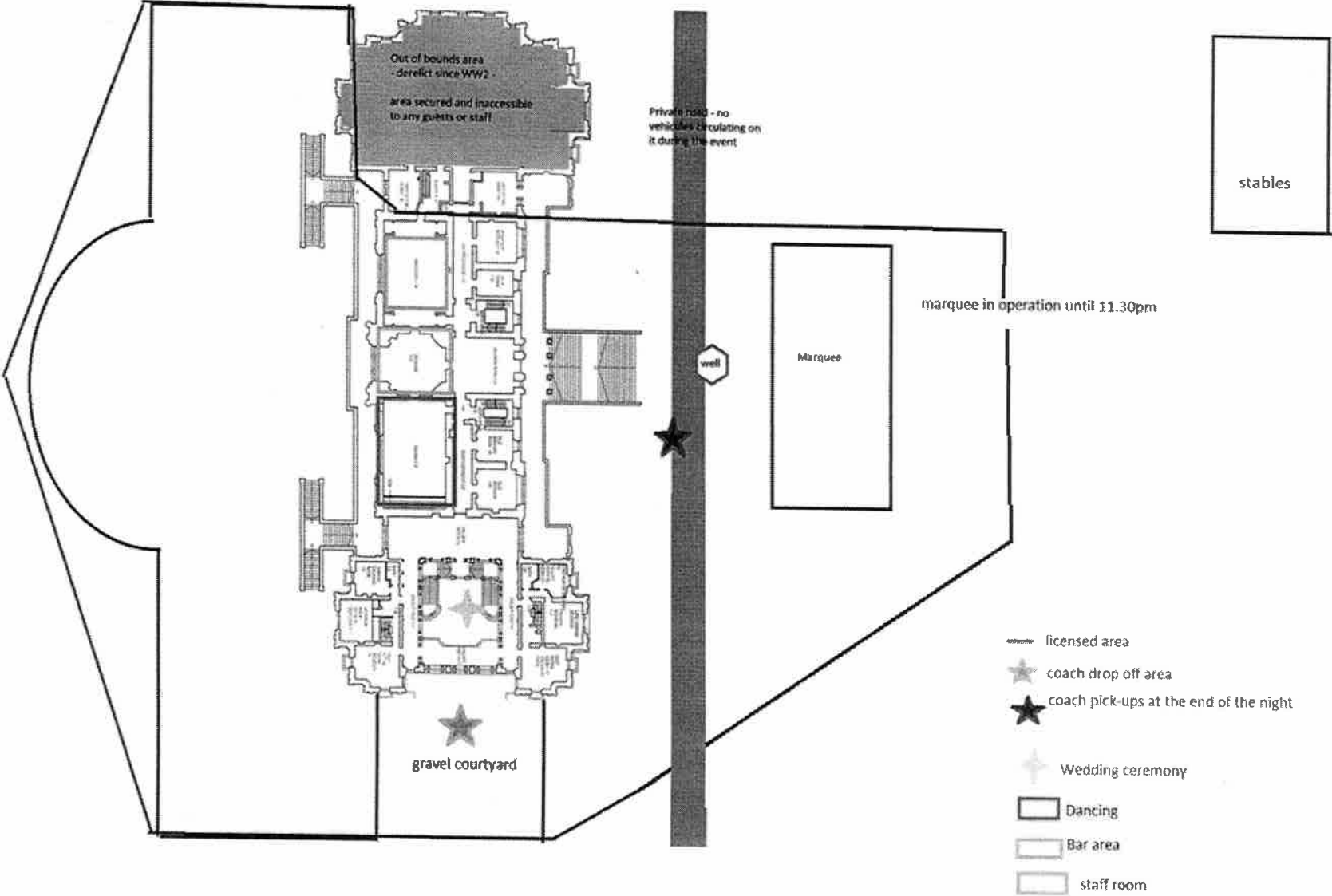
Pole marquee, in use from 9pm to
11.30pm for the meal before guests
head into the house for dancing.
No return to the marquee past this
point

Guests will access the house via the South Entrance leading to the Marble hall. Following the reception, access to the marquee will be via the East side of the house. Departure will be via the tall large steps at the back of the house with a lit up staircase and walkway. This entry point is deemed the most suited for departure as guests will have used it on Day 1 as the sole point of access. They will also be using it on Day 2 to leave the marquee and gain access to the house and will therefore be more familiar with it.

Map of event for day 1 – May 5th 2023 - Scottish-themed evening – welcome reception

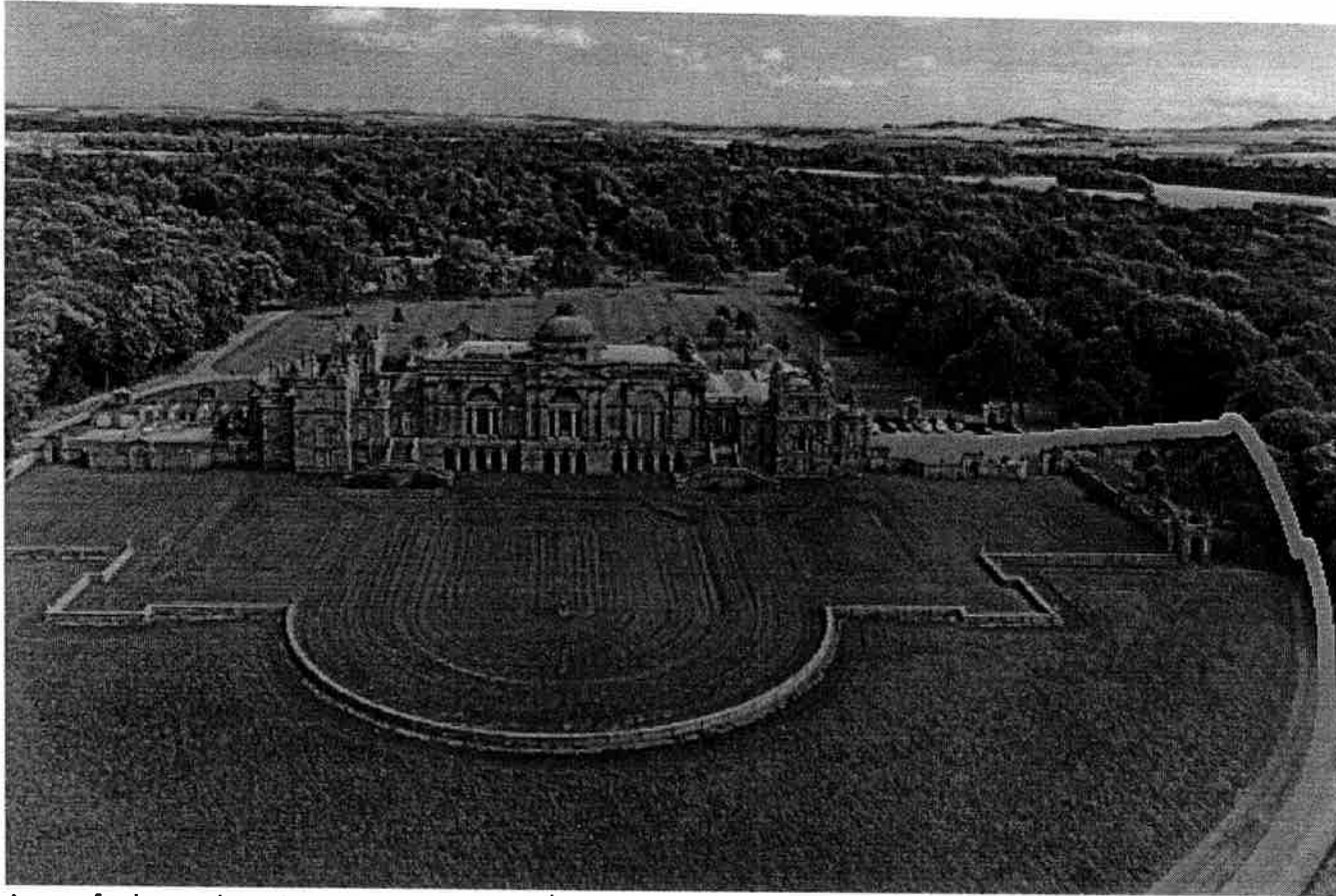


Map of event – 6th May 2023 – wedding day with ceremony, marquee dinner and dancing in the house



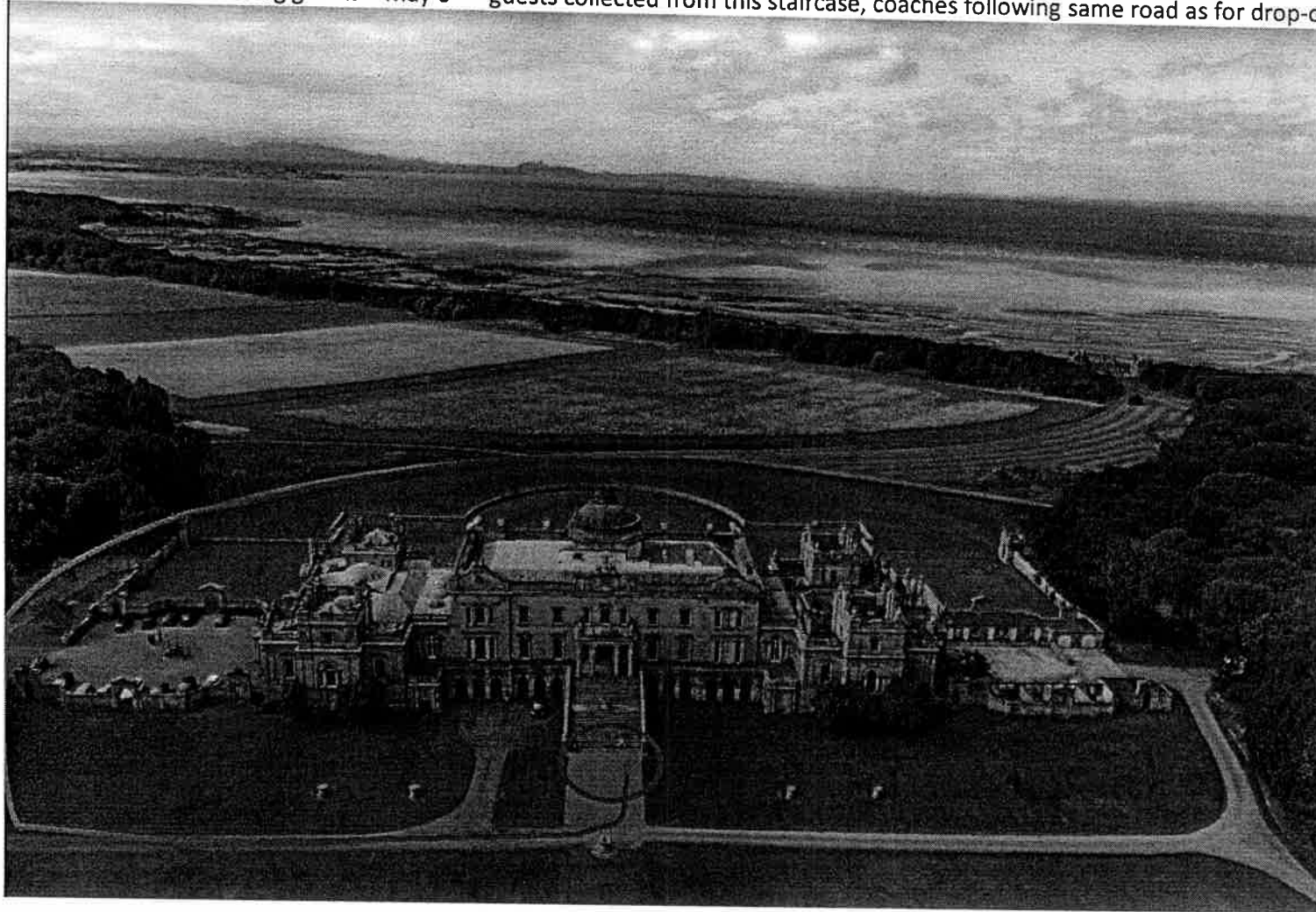
Access for buses – May 5th – door located on the correct side for guests to be dropped off without having to cross the road in front of the offloading vehicle.
Collection from same point.





Access for buses dropping guests off – May 6th – guests dropped off at the entrance of the Marble Hall for the ceremony.

Access for buses collecting guests – May 6th – guests collected from this staircase, coaches following same road as for drop-off previous night



01/02/2023

Your Ref: OCC085.23

Our Ref: 695542

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



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: GOSFORD HOUSE, A198 (22) FROM GOSFORD SAWMILL,
ABERLADY, EAST LOTHIAN, EH32 0PX.
APPLICANT: ALISON BOMBAIL, [REDACTED]**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application.

The Occasional Licence hours sought are as follows:

**Friday 5th May 2023 – 1530hrs – Saturday 6th May 2023 – 0100hrs
Saturday 6th May 2023 – 1730hrs – Sunday 7th May 2023 – 0200hrs**

The venue does not hold a premises licence and has only recently started to promote events at this location that have, to date, been managed by Occasional Licence applications. This reason specified for the application is for a large wedding with many invited guests travelling from Europe to attend.

Section 58(1)(b) of the Licensing (Scotland) Act 2005 allows any person may by notice to the Licensing Board make representation to the Board concerning the application.

19.2 of the Boards new policy adopted in November 2018 states that in order that Licensing Board members and all relevant interested parties can appreciate and properly assess the merits of each occasional licence application, applicants must

complete the supplementary information form attached to the original application form.

The Board also expects the applicant will be required to satisfy the Board that the hours sought are appropriate in the circumstances of the application. Accordingly in order to assist the Board in making a decision, applicants will require to provide the Board with sufficient information including a description of the event or occasion, the activities and times proposed, and the reason for the event or occasion requiring extended hours.

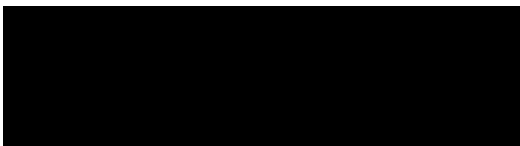
The Board Policy in respect of Licensed Hours was adopted to limit incidents of anti-social behaviour and noise that local residents may experience and to assist an orderly dispersal from licensed premises.

In support of the application, the applicant has supplied a detailed supplementary form, stating that this is a private, invitation only wedding. A first aider and SIA registered security will be on duty during the duration of the event and up to two hours on conclusion of the wedding. Private taxis and coaches will be transporting all guests to and from their accommodation with no persons arriving or leaving on foot. The applicant has met with the LSO from East Lothian Council and discussed the event with Licensing Officer from Police Scotland.

I am fully supportive of this policy in view of the considerable demand placed upon police resources in the early hours of the morning in relation to the operation of licensed premises. In view of the considerable period of time over which participants may consume alcohol, and mindful of the "preventing crime and disorder", "securing public safety", "preventing public nuisance" and "protecting and improving health" licensing objectives, should the Board be minded to grant this application, I would ask that the conditions in the appendix be attached to the licence.

Submitted for your information.

Yours faithfully

A large black rectangular redaction box covering the signature area.

Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.

**APPENDIX
GOSFORD HOUSE, LONGNIDDRY, EH32 0PX**

**Friday 5th May 2023 – 1530hrs – Saturday 6th May 2023 – 0100hrs
Saturday 6th May 2023 – 1730hrs – Sunday 7th May 2023 – 0200hrs**

- 1. A Personal Licence holder will be present for the duration of the event.**
- 2. There must be a fully trained first aider on duty after 0100 hours.**
- 3. Appropriate stewarding will be in place to provide appropriate control of the premises and those persons engaged in such duties are registered as door stewards with the Security Industry Authority**
- 4. Staff and stewards are fully briefed prior to the event in relation to drunkenness offences and duty of care to customers. A record of this briefing should be retained detailing information covered and names of staff briefed.**
- 5. No alcohol will be sold after the 0100hrs on Saturday 6th May 2023 or after 0200hrs on Sunday 7th May 2023.**
- 6. The staff ensures that guests are all advised to be considerate of others and leave in a quiet and orderly manner.**
- 7. Any other reasonable request made by the police or council officials is complied with.**

EAST LoTHIAN COUNCIL

Licensing Standards

From: K. Harling
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 6th February 2023

Subject: LICENSING (SCOTLAND) ACT 2005
REPRESENTATION OCCASIONAL LICENCE OCC085/23,
PERSONAL LICENCE HOLDER – ALISON BOMBAIL
GOSFORD HOUSE, WEMYSS AND MARCH ESTATE, EAST
LoTHIAN, EH32 0PX

I refer to the above application and wish to make the following observations and recommend the below conditions are added to the licence.

This application has been considered in relation to the Licensing Objectives detailed within the Licensing (Scotland) Act 2005 and board policy. Any observations given are restricted to those areas.

These are well run premises and I can confirm that there have been no complaints or issues raised to the operation of occasional licences that I am aware of. The application has been submitted by personal licence holder Alison Bombail who is the Venue Director

I have visited Gosford House and liaised at length with the applicant in relation to licence application.

The on-sales hours requested are as follows:

Friday 5th May 1700 – 0030 hours

Saturday 6th May 1730-0200 hours

The on-sales hours requested on Saturday 7th May are out with the board policy on-sales hours on a Saturday of 1100-0100. As such the Licensing Standards officer would like the board to consider the application and the hours requested.

I have no objections to the grant of the application and fully support this event however, I recommend the following conditions as the event runs beyond 1am:

- A trained first aider is available from 1am until all persons have vacated the premises
- SIA stewards are employed from 2000 hours until all persons have vacated the premises

K. Harling
Licensing Standards Officer