

LICENSING (SCOTLAND) ACT 2005, SECTION 142

**OCCASIONAL LICENCE
APPLICATION FORM**

6c

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) EL 237

Personal licence number (if applicable) _____

Name of voluntary organisation (if applicable) HRFC

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Snodgrass

Forenames Robert

Date of birth (Day / Month / Year) 

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

[REDACTED]

Post town

[REDACTED]

Post code

[REDACTED]

Telephone Numbers

Daytime Tel.

Evening Tel.

Mobile No.

[REDACTED]

Fax No.

Email

[REDACTED]

3. THE PREMISES

Description of premises

HREFC → location is outside the clubhouse

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

Beer festival with music. Approx 1500 - 1600 attendees.

Full postal address of premises which this application refers to _____

Mill Wynd EH41 40B

4. DURATION OF LICENCE

From NOON 20th MAY '23 To 1830 20th MAY '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

Within the event boundary only.

Times for sale of alcohol for consumption off premises

No.

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

All activities are noon - 1830. Set up and down is before and after.

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 _____

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 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

24 Dec 2022

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.)

Beer + Music Festival

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

Live music

2. Attendance

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

~~1500~~ 1500

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

Ticket sales - capped at 1600

(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)

Ticket in advance

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.

TBC but expect ~~15~~ 15 ~~50~~.

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

TBC but expect at least 6 x SIA

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

Draft ~~plan~~ layout plan attached.

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

6. Will alternatives to glass receptacles be provided?

Yes - all plastic

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

Please provide details of any training certificate held.

TBC in M.A.M.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 objectives.

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

TBC in Event Plan and AMP

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

As per #8

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

As per #8

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

As per #8

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

No U18's.

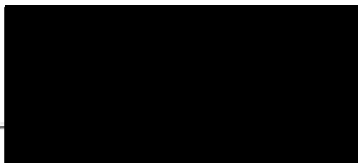
SIGNATURE AND DECLARATION BY APPLICANT

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

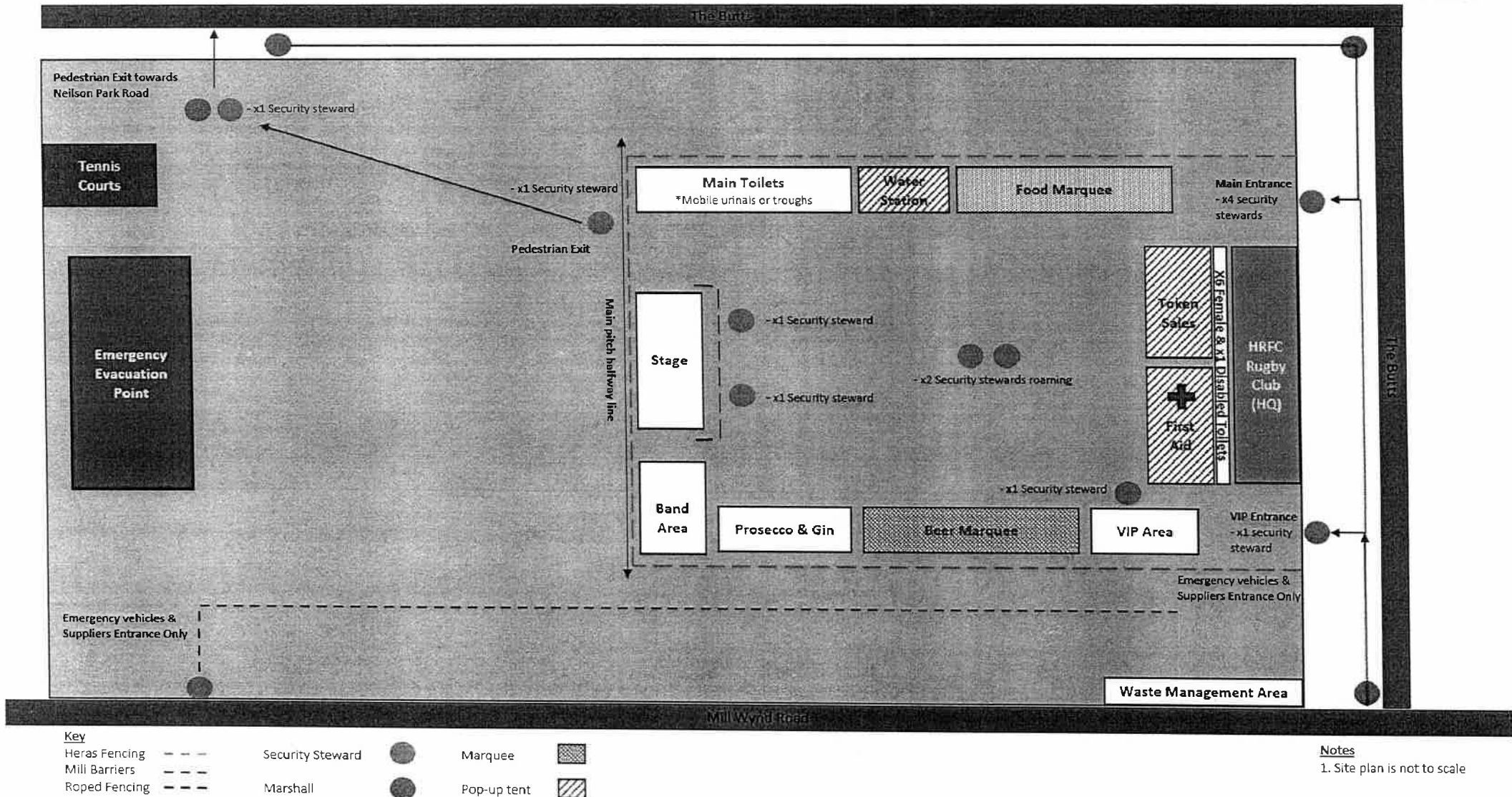


Date

24 12 2022

Goatfest – Site plan

DRAFT – For Discussion



Licensing

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 09 January 2023 10:41
To: Licensing
Subject: OCC006/23 - HADDINGTON RFC - MUSIC FESTIVAL ON 20/05/2023
Attachments: LIC83A OCC LICENCE PLH OR OTHER APPLICANT - REPRESENTATION WITH CONDITIONS HADDINGTON RFC.RTF

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 however representation with conditions attached, this event will also be part of SAG process.
Our ref - 689737

Regards
Iain

09/01/2023

Your Ref: OCC006/23

Our Ref: 689737

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: HADDINGTON RUGBY FOOTBALL CLUB
NEILSON PARK LODGE, MILL WYND, HADDINGTON, EAST LOTHIAN, EH41
4DB.
APPLICANT: MR ROBERT SNODGRASS,**

I refer to the above application for an occasional licence on the following days/times:-

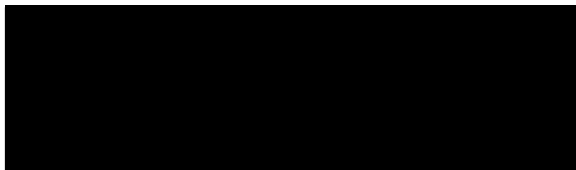
From 1200hrs on 20/05/2023 to 1830hrs on 20/05/2023

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, and recommend that it be granted subject to the conditions on the attached appendix being applied.

Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing Board, not with the Police. When the Police receive such applications we will assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

This representation is submitted for your attention in consideration of this application.

Yours faithfully



Catriona Paton
Chief Superintendent

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

Appendix

- The Licence Holder or nominee shall be in charge and present on the licensed site at all times members of the public are present, and have a primary and continuing obligation and responsibility to ensure the safety of all persons at all times during the event.
- The licence holder shall comply with all of their duties and responsibilities under health and safety law insofar as applicable to the licensed event.
- The licence holder shall ensure that the agreed layout plan for the licensed event is complied with.
- Plastic drinking containers to be used throughout the duration of the event.
- The licensed site must be clearly delineated and appropriate stewarding will be in place to provide adequate control of the premises. Positive measures of entry control should also be introduced to prevent uninvited persons gaining access to the event. Organisers of events should note that from 1st November 2007, when the relevant provisions of the Private Security Industry Act 2001 came into force, there is mandatory licensing of the private security industry. This means that it is an offence to employ unlicensed stewards at events. Volunteers who carry out these roles are exempt from the requirements of the Act but organisers may wish to take independent advice on the legality of their security arrangements at events. For further information consult the following website - <https://www.sia.homeoffice.gov.uk/Pages/home.aspx>
- The licence holder should be aware that Haddington is in an alcohol byelaw area, consequently the licensed area must be clearly delineated and stewarded by the organiser to ensure that there is no alcohol taken from this area.
- The licence holder shall ensure that no event staff, whether on duty or not, are on the licensed site in an intoxicated state.
- An adequate number of staff/volunteers/stewards should have knowledge of first aid procedure.
- Appropriate steps must be taken to ensure that the number of persons within the public area does not exceed the agreed capacity of the premises or venue.
- Appropriate provision is to be made in order to care for persons refused entry to the event, or ejected from the event, due to alcohol intoxication or being under the influence of other substances - such persons are not to be left unattended.
- Anyone ejected from the event will not be permitted re-entry at any time to the event.
- The licence holder shall ensure that members of the public exit the site on the licensed event terminating as quickly as possible, in order and as quietly as possible.

- The applicant will comply with all reasonable / lawful requests made by authorised officers of the Local Authority and/or Police Officers.
- The Chief Constable or the most senior officer present may, if he or she reasonably believes that there is, or is likely imminently, to be a serious threat to public safety on, or in the vicinity of the licensed event, including where a breach of licensing conditions would pose a serious threat to public safety, close the event immediately for such a period as may be necessary.

EAST LoTHIAN COUNCIL

Licensing Standards

From: K. Harling
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 12th January 2023

Subject: LICENSING (SCOTLAND) ACT 2005
REPRESENTATION OCCASIONAL LICENCE OCC006/23,
LICENCE HOLDER – HADDINGTON RUGBY FOOTBALL CLUB,
NEILSON PARK, MILLWYND, HADDINGTON EH41 4DB

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

This application has been considered in relation to the Licensing Objectives detailed within the Licensing (Scotland) Act 2005 and 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 the premises licence that I am aware of. The application has been submitted by Robert Snodgrass who is a committee member who hold the premises licence.

The supply of alcohol will be by Haddington Rugby Football club alongside Winton Brewery. This is the first launch of this event.

I have liaised at length with the applicant and staff from Winton Brewery in relation to the event. Work has been ongoing to develop an alcohol management plan for the event.

I have no objections to the grant of the application and fully support this event however, I recommend the following condition:

- The agreed Alcohol and Drugs Management Plan is adhered to during the event.

A draft of the Alcohol and Drugs Management is attached for information.

K. Harling
Licensing Standards Officer

GOATFEST

Outdoor Event Alcohol & Drugs Management Plan

Occasional Licence –

Date : 20th May 2023

Time : 1200-1830

Location : Haddington Rugby Club and Neilson Park

1. Alcohol will only be sold under and in accordance with any Occasional Licence granted by East Lothian Licensing Board.
2. The after named who is a committee member and as such a premises licence holder will be responsible for authorising the sale of alcohol at the event.

Licence Holder – Robert Snodgrass
Tel No - TBC

3. In the event of some unforeseen circumstances that results in Robert Snodgrass not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. The event will be stewarded as follows:
 - SIA stewards – TBC (10?)
 - Volunteer stewards - TBC (10?)

The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and Security Company if utilised. Full details of the stewarding will be included in the Event Plan.

5. Entry to the event will be granted by prepaid tickets sold prior to the event. Persons without a ticket will be refused entry. Ticket sales will be capped at 1500. Terms and conditions will be added to the ticket which align with this plan.
6. Wristbands will be given on entry to all ticket holders.
7. No alcohol shall be allowed to be removed from the licensed area.

8. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel.
9. The extent of the outdoor licensed area will be clearly delineated by a secure fixed barrier of at least 2m in height. All emergency exits points must be permanently manned at all times by an SIA steward or suitably trained person.
10. All public exit and entry points will be manned at all times by an SIA steward or suitably trained person.
11. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.
12. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area. This will be monitored by stewards.
13. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see condition 14)
14. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area. Anyone ejected from the event will not be permitted re-entry.
15. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care should be provided and/or emergency services contacted should they be required.
16. First aid provisions should be available.
17. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event.
18. The stated capacity of 1500 will not be exceeded. Capacity will be calculated by prepaid tickets capped at 1500.

19. All staff authorised to make sales of alcohol, and all stewards or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to the age verification policy and safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event.
20. All SIA Stewards and other stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions and this plan.
21. Prior to the event a copy of this plan will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.
22. A site visit will be facilitated for the Licensing standards Officer, Police and any other Council Officer prior to the event if requested.
23. On termination of the event the public will be dispersed as quickly as possible through multiple exits as quietly as possible to prevent disturbance to surrounding residential properties.
24. Overall control of the event will be in the hands of

Event Organiser – Robert Snodgrass
Tel No. - TBC

and in the first instance all contact in relation to the event should be with Robert Snodgrass.

25. Contact details for additional event personnel:

TBC

Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<ul style="list-style-type: none"> • Appropriate stewarding • Floating stewards to monitor event • Robust management of alcohol consumption • Monitoring of premises for drug taking • Refusing entry to or removing any person who's behaviour is not acceptable such as violent, antisocial or disruptive • All criminal offences or disturbances reported to police • Robust dispersal of public on termination of the event
Secure public safety	<ul style="list-style-type: none"> • Entry by prepaid ticket only • Tickets capped at capacity • Event plan and risk assessment submitted and adhered to • Stewards to monitor event
Prevent public nuisance	<ul style="list-style-type: none"> • Short time scale of event • Community engagement prior to event • Live music amplified speech kept to a reasonable noise level so as to not cause nuisance to neighbouring residence • Robust dispersal of public on termination of the event
Protect public health	<ul style="list-style-type: none"> • Safe and responsible service of alcohol • Staff training to be given by personal licence holder • Assistance to be given through first aid facilities • Consumption and behaviour to be monitored by bar staff and stewards

<p>Protect children and young persons from harm</p>	<ul style="list-style-type: none">• No persons U 18 permitted at event• Age verification checks to be complete on entry and Challenge 25 to be used• Additional age checks to be done on service of alcohol if required• Staff training on age verification policy to be held on premises
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