



AGENDA FOR THE MEETING OF EAST LOTHIAN LICENSING BOARD

THURSDAY 23 FEBRUARY, 2023 at 10.00am
VIA A DIGITAL MEETINGS FACILITY

Agenda of Business

Apologies

Declarations of Interest

Members and officers should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

1. Minutes for Approval

East Lothian Licensing Board, 26 January 2023 **(pages 1-8)**

2. Statement – General Extension for King Charles III Coronation (pages 9-10)

3. Premises Licence – Period of Effect

Dunglass Estate, Cockburnspath **(pages 11-14)**

4. Provisional Premises Licence

Humbie Hub Ltd, Humbie General Store, Humbie **(pages 15-48)**

5. Premises Licence – Major Variation

Levenhall village Store, 3 Ravensheigh Road, Musselburgh **(pages 49-72)**

6. Occasional Licence

a. Ormiston Gala Committee, Gala Day, Ormiston Park **(pages 73-84)**

b. Alison Bombail, Gosford House, Wemyss and March Estate **(pages 85-104)**

c. Haddington Rugby Football Club, Neilson Park Lodge, Mill Wynd, Haddington **(pages 105-124)**

7. Personal Licence

Tony Exelby **(pages 125-130)**

Carlo Grilli
Clerk of the Licensing Board
16 February 2023

Public papers for this meeting are available to view on the East Lothian Council website:

http://www.eastlothian.gov.uk/meetings/committee/53/east_lothian_licensing_board



**MINUTES OF THE MEETING OF
EAST LoTHIAN LICENSING BOARD**

**THURSDAY 26 JANUARY 2023
ONLINE PLATFORM MEETING**

1

Board Members Present:

Councillor L Bruce (Convener)
Councillor C Cassini
Councillor F Dugdale
Councillor G Gilbert
Councillor G McGuire
Councillor J McMillan

Clerk of the Licensing Board:

Mr C Grilli, Service Manager – Governance

Attending:

Ms G Herkes, Licensing Officer
Ms A Rafferty, Licensing Officer
Ms K Harling, Licensing Standards Officer
Ms L Gillie, Team Manager – Democratic and Licensing
PC I Anderson, Police Scotland
Insp D Wardell, Police Scotland

Committee Clerk:

Ms B Crichton – Committees Officer

Apologies:

None

Declarations of Interest:

Item 2: Cllr McMillan declared an interest due to contact with the premises as part of his role as Spokesperson for Economic Development and Tourism.

**1. MINUTES FOR APPROVAL
East Lothian Licensing Board, 24 November 2022**

The minutes were agreed as an accurate record of the meeting.

Sederunt: Councillor McMillan left the meeting.

**2. MAJOR VARIATION
No. 12 Hotel & Bistro, 12 Quality Street, North Berwick**

The application sought to vary the operating plan to change the core hours from 11am to 9am Monday to Sunday for an additional facility to allow non-residents to have alcohol with breakfast. A request was also made for activities that might be available outwith core hours in a hotel, such as TV sport in the bedrooms, background music, and bar meals/restaurant facilities. There had been no objections from the public, NHS, community council, or planning. The Licensing Standards Officer (LSO) noted that the hours requested were outwith Board policy, and asked that the policy be carefully considered in respect of early opening. Police Scotland had submitted an objection on the grounds of preventing crime and disorder and protecting and improving public health. Their objection related to the sale of alcohol commencing at 9am, noting this would be in conflict with Board policy and the Scottish Government's recommendation for on sales not to exceed 14 hours per day.

Alistair Macdonald, the applicant's agent, was present to speak to the application, accompanied by Sean McCashey from No. 12 Bar & Bistro. Mr Macdonald reiterated that the serving of alcohol would only be to those having breakfast. This was a facility currently available to hotel guests, and Mr Macdonald suggested that it would simplify the bistro's policy if all customers could be served alcohol with their breakfast; currently requests for this facility had to be turned down. He suggested that the number of drinks could be limited to two, and thought that drinks such as a Bloody Mary or prosecco would be most popular. He said the applicant understood the Scottish Government's recommendation that a premises should serve alcohol for not more than 14 hours per day, but highlighted that Board policy stated that the premises should provide further information if making such an application. He noted the small size of the restaurant, at only 25 seats, and felt that the grant of the major variation would be unlikely to set any precedent, as the only other licenced premises offering breakfast in the area was the Marine Hotel. He highlighted that the police and LSO had not indicated how any of the licensing policies or objectives could be infringed, and said that the small number of drinks in a social setting was not going to cause public nuisance or increase children and young people's exposure to alcohol.

Mr Macdonald and Mr McCashey responded to questions from Members. Responding to questions from Councillors Dugdale and Cassini, Mr McCashey said that alcohol would only be served with a plated meal. Responding to a question from Councillor Gilbert, Mr Macdonald said that drinks would be an ancillary offer to breakfasts, and drinks would be served by the glass, i.e. bottles of wine should not be sold. Mr McCashey agreed to the Convener's and Councillor Cassini's suggestion that a breakfast drinks menu be produced.

Sederunt: Councillor McGuire joined the meeting.

Karen Harling, LSO, highlighted the additional activities requested as part of the major variation application, to which she held no objection. She recommended wording for an additional condition; "alcohol served between 9am-11am to be accompanied by a substantial plated meal with a limit of two drinks per person".

PC Iain Anderson said that the police objection was based only on the hours being outwith Board policy, but felt this had been covered by Mr Macdonald. He advised that the premises caused no issues. Police Scotland also had no objection to the premises' change of name. Inspector Dougie Wardell also asked the premises to clearly advertise what was on offer to make patrons aware of what was available at breakfast time.

Mr Macdonald confirmed his client was happy to accept the LSO's suggested condition, and would also be happy to accept any condition that specified that no bottles of wine could be served. He confirmed that the change of name was to No. 12 Hotel and Bistro.

The Convener called an adjournment to allow Members to discuss the application in private session. Upon their return, he confirmed that Members were minded to grant the major variation application, with conditions that alcohol served between 9am-11am must be accompanied by a substantial plated meal, with a limit of two drinks per person, and that alcohol served between 9am-11am be served only by the glass, and not by the bottle. This was confirmed by roll call vote. Members supported the application unanimously, with the additional conditions. Carlo Grilli, Clerk of the Board, noted that Councillor McGuire did not cast a vote as technical issues meant he had been unable to hear the whole application.

Decision

The East Lothian Licensing Board agreed to grant the major variation, subject to the following conditions:

- alcohol served between 9am-11am must be accompanied by a substantial plated meal, with a limit of two drinks per person; and
- alcohol served between 9am-11am must be served only by the glass, and not by the bottle.

Sederunt: Councillor McMillan re-joined the meeting.

3. EXTENDED HOURS APPLICATION The Mercat Grill, 10 Whitecraig Road, Musselburgh

The application sought an occasional licence extension from 12 midnight to 4am to hold an event to screen the Super Bowl 2023. Police Scotland had submitted an objection on the basis that the event did not fulfil the criteria of being a special event of local or national significance, and due to the potential for antisocial behaviour and break out noise. The LSO report made no objection but recommended conditions that: a personal licence holder be in attendance throughout the event; the event be invitation/ticket only and limited to no more than 40 persons; attendance must include the consumption of a meal; last orders to be called by 2.45am and comprises no more than one drink per customer; the sale/supply of alcohol to be terminated no later than 3am with a drinking up time of no later than 4am by which time the premises should be closed; and staff to ensure that customers are advised to be considerate of others and leave quietly.

Graham Blaikie, applicant, spoke in support of the application and read a letter he had previously sent to Licensing Board Members. The letter covered: information on the successful Super Bowl event held at the premises in 2022; information on some of the patrons and assurances as to their behaviour; assurances as to the presence of a

personal licence holder throughout and that a risk assessment would be undertaken prior to the event; an appeal for the event to be considered to be local or national significance, as referred to in the Licensing (Scotland) Act 2005; and an account of the good relationships fostered with the Mercat Grill's neighbours. He also requested that up to 50 attendees be allowed so no one would be disappointed.

Mr Blaikie responded to questions from Members. He said that he held the personal details of all attendees, as everyone got in touch with him to purchase tickets. He knew the attendees well as they were regulars at American football screenings. He said there would be no drinks promotions, which would go against the principles of the Licensing (Scotland) 2005 Act, but attendees would be provided with plenty of food. He gave an account of measures to minimise noise disruption; no one would be allowed in the conservatory, and only a few people would be allowed out to smoke at any one time.

The LSO said Mr Blaikie was an active member of the East Lothian Licensing Forum, and commented that the premises was well run. She referred to her report and proposed conditions, and said that she had no objection to increasing the permitted number of attendees to 50, so long as all had prepaid tickets and details were noted. She said that she and Mr Blaikie had spoken at length about the event.

PC Anderson said that Police Scotland had objected in 2022; the Board had given permission for the event to go ahead, and there had been no incidents. He noted that any calls to police about the premises had been minor matters that had not been related to alcohol or violence.

The Convener commented that the event was of international significance. Inspector Dougie Wardell responded that any event of local or national significance would be considered on a case-by-case basis. Responding to a question from Inspector Wardell, Mr Blaikie confirmed that all attendees would be locals. Inspector Wardell felt that if only 40-50 people were interested in East Lothian, the event could perhaps not be considered of local or national significance. He noted the lower capacity of taxi firms for late-night events in East Lothian when compared to Edinburgh. He said that Police Scotland did not object to previous management of the event. He wondered whether a precedent may be set for other international events.

The LSO clarified that it was also open to the Board to extend hours for a special event or occasion catered for on the premises, so there was no restriction to only events of local or national significance.

Councillors McMillan and Dugdale said, given the various reassurances, they were minded to grant the application, subject to the LSO's recommended conditions. Councillor McGuire said that Mr Blaikie had run past events well, and felt that the participants were more interested in the match than alcohol. He thought the event would promote American football and the premises in East Lothian.

The Convener was a fan of American football, but felt that a special event or occasion was a subjective term. Each case had to be taken on its own merits, and had to have the confidence of the Board. He was also happy to grant the application, subject to the LSO's recommended conditions. He moved to a roll call vote, and Members voted unanimously to grant the application.

Decision

The East Lothian Licensing Board agreed to grant the major variation, subject to the LSO's recommended conditions, namely:

- a personal licence holder to be in attendance throughout the event;

- the event to be invitation/ticket only and limited to not more than 50 persons;
- attendance must include the consumption of a meal;
- last orders to be called by 02.45am and comprises no more than one drink per customer;
- the sale/supply of alcohol to be terminated no later than 3am, with a drinking up time of no later than 4am, by which time the premises should be closed; and
- staff to ensure that customers are advised to be considerate of others and leave quietly.

4. OCCASIONAL LICENCES

Buck & Birch, Unit 9, Merryfield Business Centre, Macmerry

Buck & Birch had been called to a Board hearing in August and October 2022 by the LSO due to the number of repeated occasional licence applications, contrary to Board policy of a maximum of three months. At the October Board, occasional licences were granted until 5 January 2023, and the agent, Mr Macdonald, informed the Board that it was expected that a premises licence application would be lodged in the following weeks. The LSO had submitted a report to inform the Board of tasting events advertised on the company website in November 2022, despite there being no provision for on sales within the occasional licences granted. She wrote to Buck & Birch, and Mr Waites agreed that the events would stop. The LSO then wrote to Buck & Birch to inform them that the occasional licences would expire on 5 January 2023, but found that the full range of products was still available on the website on 6 January 2023. Sales after this date would be illegal without a licence, but no test was completed to check whether the products could be purchased. The licensing team received eight applications on 19 December 2022 for occasional licences to cover a period of 15 January to 4 April 2023.

Further, the LSO became aware of concerns in relation to the delivery of a Buck & Birch product, which had been delivered through Royal Mail standard delivery and left inside an open porch at the delivery address. It was not handed to a person, signed for, and no age verification checks were completed at the time of delivery. The LSO wrote to Mr Waites with corrective guidance, and he responded with concern and detailed that the company were in the process of changing courier.

The LSO had expressed concern in her report that the applicant did not fully understand his responsibilities as a licence holder. She highlighted that the current delivery operation was open to abuse, and could potentially allow the delivery of alcohol to children and young persons. She requested that the Board consider whether the granting of the occasional licences would continue to be consistent with the licensing objectives and if further breaches were likely to occur. She also asked the Board to consider the reasons behind the continued delay in the submission of a premises licence application.

The Clerk of the Board noted that a provisional premises licence application had been lodged the previous day.

Alistair Macdonald, the applicant's agent, was present to speak to the application, accompanied by Rupert Waites, applicant. Mr Macdonald gave an account of actions towards lodging a provisional premises licence. He advised that a Section 50 Certificate had been required from the planning authority, and an application had been made. The planning authority advised that because tastings would take place on the premises, a planning application was required, which was later submitted by the client's architect. Mr Macdonald said the planning authority later advised that a planning application was in fact not required, the architect could withdraw the

application, and thus a Section 50 Certificate was released. The provisional premises licence application was then lodged, and it was hoped this would be heard at the April Board meeting. Mr Macdonald said that a full premises licence application required certificates from food hygiene and building standards. The Food Hygiene Certificate had already been obtained, but the building warrant covered other units; more work was required to resolve this issue before a full premises licence application could be lodged. He said that it was never the intention for Buck & Birch to operate on occasional licences for an extended period of time.

Mr Macdonald apologised for the oversight when an occasional licence had been overlooked, meaning that the licences expired on 6 January. He said that alcohol tastings were a grey area; if the premises charged for the alcohol, it was considered to be an on sale, but some premises charged instead for a tutorial. Mr Macdonald had advised Mr Waites that on sales be included in occasional licence applications going forward. He said that Mr Waites had previously used Royal Mail's alcohol delivery service, but had now undertaken to use a courier for alcohol deliveries, and asked the Board to accept that some mistakes had been made previously.

Mr Waites thanked Members for their patience, and said that the police and the LSO had been helpful throughout the process. He said the hold ups with the planning authority had been frustrating. He confirmed that because some of the occasional licences had been missed, the business was currently offline and not selling directly to the public.

The LSO referred to her report dated 10 January 2023. She said a lot of assistance had been provided to help the business adhere to the terms of the legislation and their occasional licences. She noted that the industry was regulated, and Mr Waites was applying as a personal licence holder for occasional licences; he therefore needed to take a greater overview of the other staff. It was her view that the tasting events should only have been conducted had on sales been part of the occasional licences. She had given advice to close down the company website after occasional licences had expired on 5 January 2023. She was concerned about the alcohol delivery issues, and policy and process needed to be considered. She had also spoken with Mr Waites about changing to a courier where age verification could be undertaken.

Mr Waites responded to questions from Members. He said that all staff received the industry standard two hours of training. Mr Waites delivered the training, and the records were available to view. He said that there were only three other members of staff, whose activities included taking stock to markets.

Responding to a question from the Convener, Mr Waites said that he had been disappointed in the Royal Mail delivery being left unattended. He said that the business took this aspect of trading seriously, and had upgraded to a new and more expensive service, as they would hate for one of their products to get into the wrong hands.

PC Anderson confirmed that trading on the Buck & Birch website had been taken down immediately after Police Scotland had spoken with Mr Waites following expiry of the occasional licences.

Councillor McMillan commented that it was reassuring to have Mr Macdonald acting on behalf of Buck & Birch. He was also reassured to hear from Mr Waites about lessons learned. He noted the LSO's comments about the need to remember that Buck & Birch were acting in a regulated industry, but was nevertheless minded to grant the occasional licence applications. The Convener echoed Councillor McMillan's comments. He was satisfied that the delivery service had been upgraded, and glad to hear reassurance from Mr Waites that this aspect of the business was taken seriously.

He may take some of the issues experienced with the planning authority offline, but noted that the provisional premises licence application had now been lodged.

The Convener then moved to roll call vote on the occasional licence applications, and Members were unanimously minded to grant.

Decision

The East Lothian Licensing Board agreed to grant the occasional licence applications.

5. GRANT OF PERSONAL LICENCE Stephen Stevens

The application for a personal licence had come before the Board on the basis of representation from Police Scotland, which requested that the application be refused for the purposes of preventing crime and disorder and securing public safety licensing objectives. They stated that the applicant, due to his conduct and repeat offending, demonstrated a blatant disregard for the law.

Stephen Stevens, applicant, was present to speak to the application. He explained that at the time of making his application, he felt the convictions would not apply because one had been “thrown out of court”, and the other had resulted in a fiscal warning. He explained that the incidents had occurred during lockdown, which he described as being a difficult time for relationships. He said that matters had now been resolved with his wife and he was trying to move forward with his career. He reassured Members that his previous behaviour would not be repeated in the future.

Mr Stevens responded to questions from Members. He advised that he had previously been an assistant manager at the Victoria Inn in Haddington, but looked to move away from this position. He had an interview for another premises later in the week, and hoped to find a role as a pub manager or assistant manager.

PC Anderson confirmed that one conviction, rather than being “thrown out of court” had resulted in admonishment, where a guilty verdict was recorded but the offender received no punishment.

Members resolved to hear the remainder of the application in private session to be able to discuss restricted matters contained within the police letter.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The East Lothian Licensing Board agreed to exclude the public from the remainder of item 5.

5. GRANT OF PERSONAL LICENCE Stephen Stevens

Decision

The East Lothian Licensing Board refused the personal licence application.

STATEMENT

2

In terms of Section 67 of the Licensing (Scotland) Act 2005, the Board has determined that it is appropriate to grant a general extension of licensed hours for the His Majesty the King's Coronation holiday weekend. This extension will apply from Friday 5th May, to Sunday 7th of May 2023 inclusive and will allow an extension of the terminal hour for the sale of alcohol during that period until 1am.

This extension will only apply to on-sales and not to off-sales of alcohol.

There will be no general extensions beyond this although any applications for extended hours outwith the general extension will be considered on a case-by-case basis. It should be noted that such applications will require to be submitted no later than 14th April, 2023.

There is no need for licensees to apply for the general extension to 1am. On sales premises can utilise these hours to the extent they consider appropriate.

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
PREMISES LICENCE - PERIOD OF EFFECT
DUNGLASS ESTATE, COCKBURNSPATH, EAST LoTHIAN TD13 5XF

The Licensing (Scotland) Act 2005, section 28(1)(b) & 28(5)(b) provides that if licensed premises in respect of which a premises licence has been issued ceases to be used for the sale of alcohol, then the premises licence ceases to have effect.

GH event Catering Ltd are the holders of Premises Licence No. EL306 relating to the premises known as Dunglass Estate, Cockburnspath, East Lothian, TD13 5XF.

A provisional licence was granted on 24th November 2011, and subsequently confirmed on 15th May 2012. The licence was transferred to GH Event catering Ltd in 2017 who remain the current licence holders. A transfer application was received in November 2020 to change the licence holder to Dunglass Estate Events Ltd, however this was not a complete and competed application therefore was not granted.

The description of the premises is a marquee and catering tent, together with temporary toilet facilities, situated within Dunglass Estate. The layout plan shows the licensed area to the east of the Cogitate Church on the Estate.

From March 2020 operations moved to an alternative building on Dunglass Estate which have been licensed by means of occasional licences. Initially use of the venue was halted by covid and was then re-established in 2021.

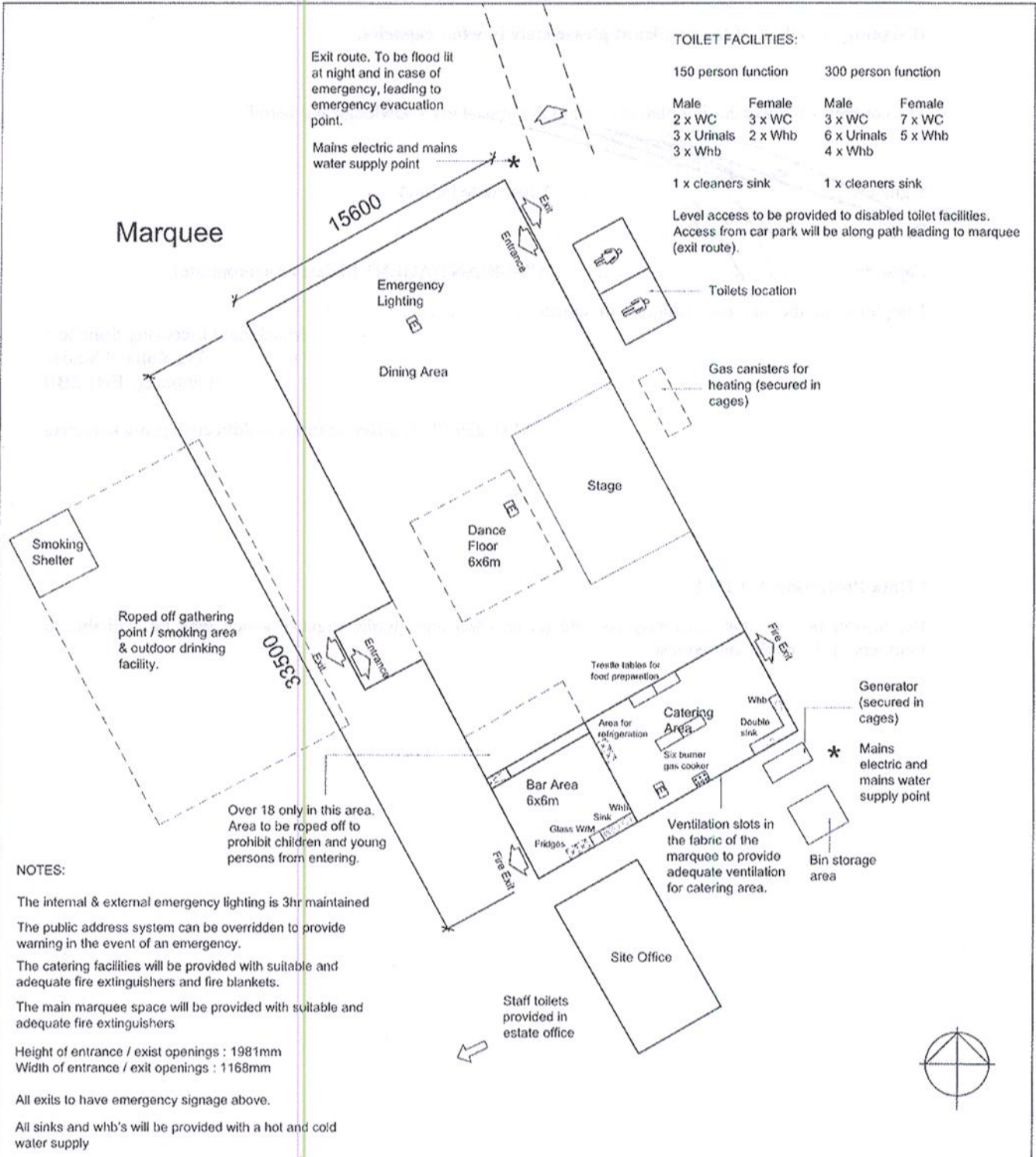
On a visit to the premises on 6th February 2023 it was established that the marquee and other buildings no longer exist and have been completely removed, there are no facilities for the sale of alcohol and the premises is not being used for the sale of alcohol and has not been for some considerable time.

I spoke with Claire Weir, Event Manager on my visit and discussed the new event area. I viewed the new operations that held to the west of the collegiate church in what was previously a stable yard that has been converted into a venue and accommodation. Ms Weir confirmed operations on this new premises are licensed through occasional licences applied for by 3 catering companies that they use. She detailed that Dunglass Estates Events Ltd would be happy to apply for a premises licence. The new premises in my opinion requires a new premises licence and it would not be correct or suitable to transfer the current licence to a new location and a different renovated building that is not in the licensed area. This would allow the appropriate statutory process to be followed as per the Act to obtain a premises licence.

It is quite clear that in all the circumstance the premises have ceased to be used for the sale of alcohol and I would recommend that East Lothian Licensing Board note the content of this report and confirms by declaration at the next meeting of East Lothian Licensing Board that premises licence No. EL036 now ceases to have effect, and that they notify the premises licence holder accordingly.

I attach a copy of the layout plan detailing what was on the premises and a picture of the area now without any structures or facilities for the board's information.

K. Harling
Licensing Standards Officer



PROJECT	License Plan, Dunglass Estate.				
CLIENT	Mr S Usher				
TITLE	Block Plan				
REVISIONS					

Sale & Partners
Chartered Surveyors

DRAWING NUMBER	DATE
4660/11C	Nov 2011
SCALE	1820 Glendale Road Wooler Northumberland, NE71 6DW Telephone: 01668 261611
1:200	



Licensed area with no buildings or facilities for the sale of alcohol – Dunglass Estate EL306 – 6th February 2023

ELO 389

NEIGHBOUR
SITE NOTE



APPLICATION FOR ~~PREMISES LICENCE~~ / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

4

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

Humbie Hub Limited, Humbie Shop,

East Lothian, EH36 5PJ

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.

N/A

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

N/A

www.eastlothian.gov.uk

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

Humbie Hub Limited

SC460326

Humbie Shop, Humbie Hub, Humbie, East Lothian, EH36 5PJ

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

N/A

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.*

Morag Taylor, [REDACTED]

Patrick Flockhart, [REDACTED]

Linda Flockhart, [REDACTED]

Francis Kirwan, [REDACTED]

Karen Torrens, [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)

Village shop and cafe with outside gardens

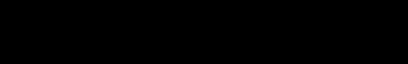
Question 6 – To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO

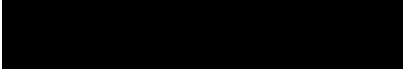
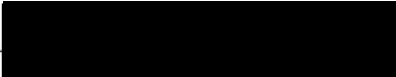
DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature  * (see note below)

Date 10 August 2022

APPLICANT / ~~AGENT~~ (delete as appropriate)

Telephone number and email address of signatory 


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.



OPERATING PLAN

LICENSING (SCOTLAND) ACT 2005, SECTION 20(2)(B)(i)

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

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

Name and Address of Premises Humbie Hub Limited, Humbie Shop,

Humbie

Post Code EH36 5PJ

- 1(a)** Will alcohol be sold for consumption solely ON the premises? YES NO
- 1(b)** Will alcohol be sold for consumption solely OFF the premises? YES NO
- 1(c)** Will alcohol be sold for consumption both ON and OFF the premises? YES NO

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

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	12:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	23:00
Friday	12:00	23:00
Saturday	12:00	23:00
Sunday	12:00	23:00

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

DAY	OFF CONSUMPTION	
	Opening time	Terminal Hour
Monday	10:00	20:00
Tuesday	10:00	20:00
Wednesday	10:00	20:00
Thursday	10:00	20:00
Friday	10:00	20:00
Saturday	10:00	20:00
Sunday	10:00	20:00

4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES NO

*If YES – provide details

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

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
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5a.	Accommodation	No	N/A	N/A
	Conference facilities	No	N/A	N/A
	Restaurant facilities	YES	YES	YES
	Bar meals	NO	N/A	N/A

Social functions including:

5b.	Weddings, funerals, birthdays, retirements etc.	YES	YES	NO
	Club or other group meetings etc.	YES	YES	NO

Entertainment, including:

5c.	Recorded music – see 5(g)	NO	NO	NO
	Live performances – see 5(g)	YES	YES	NO
	Dance facilities	NO	NO	NO
	Theatre	NO	NO	NO
	Films	NO	NO	NO
	Gaming	NO	NO	NO
	Indoor/outdoor sports	NO	NO	NO
	Televised sport	NO	NO	NO

5d.	Outdoor drinking facilities	YES	YES	YES
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5e.	Adult Entertainment	NO	NO	NO
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Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Restaurant facilities- 5A

We are a small village shop and cafe, our cafe is open from 8am to serve breakfasts, no alcohol will be on sale until 12:00.

Outdoor drinking - 5d

Our outside garden is available from 8am for teas/coffees and breakfasts. Again no alcohol will be available until 12:00 and our outdoor drinking hours will end at 8pm

5(f) If you propose to provide any activities other than those listed in 5(a) - (e), please provide details or further information below.

N/A

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?

YES NO

When fully occupied, are there likely to be more customers standing than seated?

YES NO

6. ON-SALES ONLY – CHILDREN AND YOUNG PERSONS

6(a) When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? YES NO

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

Cafe and gardens - children 0-15 will be allowed entry from 8am to 4pm with a responsible adult
Young persons - 16/17 will be allowed entry from 8am to 4pm without a responsible adult (as we envisage very little alcohol sales in the cafe during the day and all alcohol is stored behind the counters where the public has no access.
Evening events 0-17 must be accompanied by a responsible adult.

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

Children 0-15
Young persons 16-17

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

Cafe and gardens - children 0-15 will be allowed entry from 8am to 4pm with a responsible adult
Young persons - 16/17 will be allowed entry from 8am to 4pm without a responsible adult (as we envisage very little alcohol sales in the cafe during the day and all alcohol is stored behind the counters where the public has no access.
Evening events 0-17 must be accompanied by a responsible adult.

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

Everywhere (shop, cafe and gardens)
Alcohol will be stored behind counters where public (including children have no access)

7. CAPACITY OF PREMISES

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

SHOP - 13 (excluding staff)

CAFE - 40 excluding staff Garden - 40 excluding staff

When we hold an evening event/function, total numbers will be restricted to 40, those 40 people may go between the cafe and the garden, however no alcohol consumption will be allowed in the garden after 8pm.

8. PREMISES MANAGER

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

Full Name Morag Taylor

Date of birth

Contact address

Post Code

Tel. No.

Email address

Personal licence

Date of issue 13 November 2020

Name of Licensing Board issuing East Lothian

Reference no. of personal licence EL 1699

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 _____

Capacity APPLICANT / ~~AGENT~~ (delete as appropriate)

Tel. No. of signatory [REDACTED] _____

Email address [REDACTED] _____

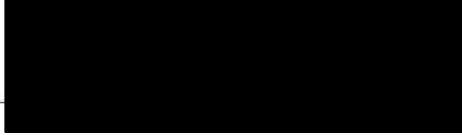
*** Data Protection Act 2018**

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

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

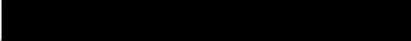
If signing on behalf of the applicant please state in what capacity.

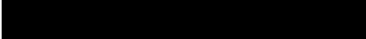
The contents of this operating plan are true to the best of my knowledge and belief

Signature  (* see note below)

Date 16-12-2022

Capacity APPLICANT / ~~AGENT~~ (delete as appropriate)

Tel. No. of signatory 

Email address 

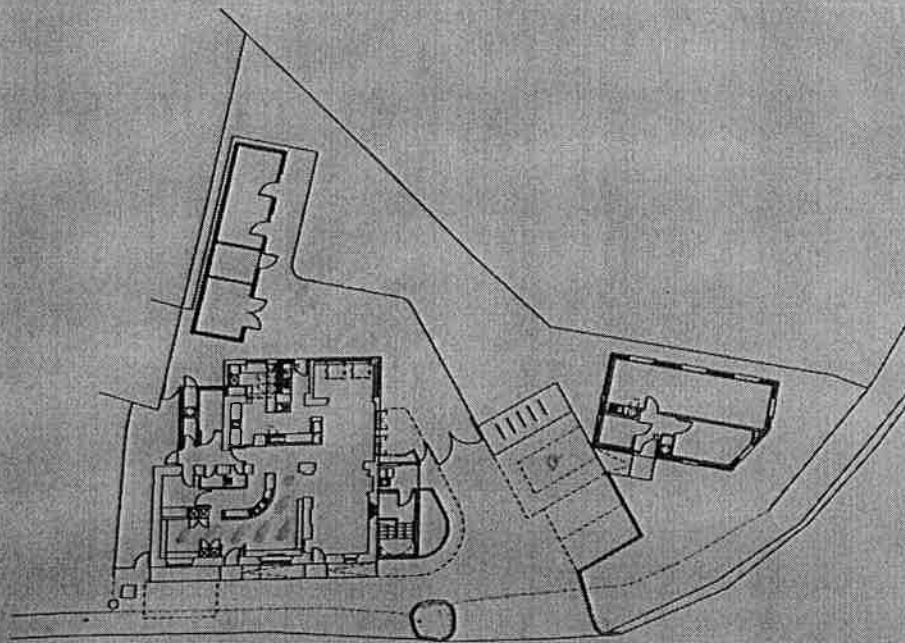
*** Data Protection Act 2018**

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

HUMBLE

HUB

LAYOUT



Site Boundary

Humble Hub

1:2000 A3

Garden area for
'on' consumption.

Cafe for 'on'
consumption.

SHOP FOR SELLING
'off'
consumption.

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.

Humbie Hub is a small business in the rural village of Humbie, we have a shop, café, and Post Office. We have additional spaces, namely an office space known as 'The Tech Shed' a therapy room and studio space (please note these rooms have separate entrances and not entered via the main shop/café). We act as a Hub for the local community.

Our shop opens from 8am, and now apply for our provisional license to allow us to sell from the shop for 'OFF' consumption between 10am to 8pm. We will offer a small selection of local beverages.

In addition we have applied to sell 'ON' consumption from our café from 12pm, we envisage that alcohol sales from the café during the day will be minimal.

Currently the only evening events we host are opening nights for our art exhibitions (art displayed on café walls). These are normally from 6-8pm in our café where we would now like to sell 'ON' consumption alcohol. These events are ticketed and numbers limited. No children normally attend these events. This is to help local artists promote their work.

We do hope to now also hold themed evening meal events (say a Mexican night) in our café, and garden (say pizza night) these will be infrequent, we are looking at one very three months. Again these will be ticketed and limited to café capacity, mainly the local village community. Being a remote village we do not attract large gatherings.

(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) A small selection of local wines/beers in our café (during the day), although we think this will be minimal. At opening nights for our art exhibitions and various themed evening nights (a few during the year)</p> <p>b) Local supplier beverages , to be sold in shop.</p>
---	--

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:

We do not offer accommodation or conference facilities, nor do we have a bar.

Our eatery is a small café during the day, we aim now to host occasional evening events and our art exhibition opening nights.

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:

As a rule we do not cater for social functions, due to our limited capacity. We have hosted the occasional funeral tea, these are rare, in these instances we have closed the café to the public as it has been for a member of the local community

We have only held two private functions over the last 7 years, if asked we would like to host the odd birthday, but these would be limited so we do not have to close our café.

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:

If asked we would like to showcase local bands/artists. Again, this would be very infrequent.

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:

Our café has an outdoor sitting area/garden where café customers can enjoy their food and drinks, again very limited alcohol use.

If we host the occasional evening event, we would like to use the outdoor garden (ie BBQ).

The garden outdoor area is fenced and accessed by a gate or via the café, and is covered by CCTV.

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:

N/A

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:

See operating plan

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:

N/A

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.

We have an accessible WC which provides baby changing facilities.

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:

Staff will be given in depth training, to ensure they know what to do when serving alcohol and follow the relevant standards. There will always be sufficient numbers of supervisory staff in attendance.

The shop/café and carpark and garden entry are covered by CCTV.

Securing Public Safety:

Again, staff will be provided with training relevant, CCTV cameras in operation. Staff will ensure customers do not drink to excess and to the best of our ability we will prevent drink driving.

The majority of events will be of a small, local community nature. The majority will be ticketed to limit numbers, in the event that we hold a function meal each event will be risk assessed to ensure safety of staff and customers.

Preventing Public Nuisance:

We will ensure our customers behave in an appropriate manner and do not cause any excessive noise or disruption to our neighbouring properties. We do not hold many evening events and if we do we will ensure the neighbouring households are informed.

The outside garden has gated entry.

No alcohol will be allowed outdoors after 10 pm on evening events (again these will be infrequent)

Protecting and Improving Public Health:

We will ensure any alcohol is served in appropriate measures and be aware of anyone who drinks to excess and would restrict alcohol to anyone we believe to be a danger to them or anyone else.

Alcohol will always be served with food.

Protecting Children and Young Persons From Harm:

The majority of evening events will be aimed at adults (themed meals etc). At all events with children in attendance, all children must be with a responsible adult.

We will monitor all customers with children to ensure they do not drink to excess to the detriment and harm of the children.

Alcohol in the shop and café is behind the counters where customers do not have access.

Application Supporting Comments / Any Other Additional Information

(extend the boxes below if you require additional space)

Additional Information:

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

We are a very small rural village shop and café in a community focused area. We do not have any

intention or would be interested in holding any functions which would involve drinking to excess or roudy and disruptive behaviour.

Humbie Hub is a very small business serving the community, welcoming families and the elderly to meet and enjoy a social meeting. The option to be able to enjoy a beer or wine with a lunch or purchase from the shop adds value to our establishment, and allows the community to enjoy themselves in a safe environment.

SIGNATURE AND DECLARATION BY APPLICANT

IT IS AN OFENCE 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	
-----------	--	------	--

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	YES
<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.

We have a disabled car parking space next to the side entrance to the café which is suitable easy access and flat for wheelchairs. We also have open plan access through to the shop for wheelchairs and the shop has a lower counter so that it's easy for people in wheelchairs to shop.

Question 3

Facilities available

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

The tables in the café are all assessable and we often have customers who are in wheelchairs in for lunch. We have a spacious assessable toilet with plenty room for a wheelchair to enter and kitted out with all aid necessary.

Lifts are not required in this establishment as the café and shop are all on the one level.

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.

We welcome dogs including assistance dogs into the café and the shop. The print on the menus are fairly large. We have not had anyone say they cannot read the menu. We also have a menu board up on the wall which is clearly written.

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 ...M Taylor * (see note below)

Date ...31 January 2023.....

CapacityManager 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.”



East Lothian Council

LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

SECTION 50 PLANNING CERTIFICATE

APPLICANT: Ms Morag Taylor

NAME AND ADDRESS OF PREMISES: Humble Hub Limited, Humble Shop, Humble, EH36 5PJ


SECTION 50 PLANNING CERTIFICATE

- I confirm that planning permission (ref: 13/00665/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:	7 th February 2022
Keith Dingwall Service Manager, Planning			

09/01/2023

Your Ref: ELO389

Our Ref: 689728

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

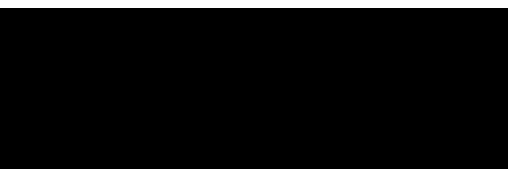
Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
HUMBIE HUB LTD, HUMBIE GENERAL STORE, B6368 HUMBIE, EAST
LOTHIAN, EH36 5PJ.
PREMISES LICENCE HOLDER – HUMBIE HUB LTD, COMPANY NUMBER
SC460326**

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 654 5583.

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Karen Harling
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 12th January 2023

Subject: LICENSING SCOTLAND ACT 2005
PROVISIONAL PREMISES LICENCE APPLICATION

HUMBIE HUB LIMITED, HUMBIE SHOP, EAST LoTHIAN, EH36 5PJ

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

The premises has been operating on occasional licences 27th Dec 2020 for off sales initially in the farm shop then moving to have off sales and on sales in the Café. There have been no incidents of note during this time. I visited and inspected the premises on 1st September 2022 to discuss the application with Morag Taylor.

The provisional premises licence is for on and off sale of alcohol in a village shop and café. On sales times are 1200-2300 daily which is within board policy. Off sale times are 1000-2000 which is also acceptable. The off sales capacity for off sales requested is 2.88m². There are no other off-sale premises in the village.

The café provides restaurant facilities which extend out with core hours for the service of meals before 12noon. The premises intends to host theme evenings and art exhibitions and a few family style functions such as birthdays and funerals. In the future they would like to possibly show case local bands and artists.

There is an outside area to the side and rear of the premises which joins the main premises and is contained by fencing. It is intended that this area will be used prior to core hours for the service of teas/coffees and food.

I support the application and make the following recommendations:

- No public entertainment, amplified music, amplified vocals or live music played in the outdoor area to ensure the use does not cause nuisance neighbouring residential properties.

- The outdoor area should be clearly delineated with barriers or fencing.
- The use of the outside area should cease by 2000 hours.

K. Harling
Licensing Standards Officer

Herkes, Gillian

From: Robertson, Scott
Sent: 18 January 2023 08:25
To: Winter, Maree
Cc: Licensing
Subject: RE: Amendment to Provisional Premise Licence application - Humble Hub

Hello,

Please note I have no comments or objections to make in relation to the provisional premise license application at Humble Hub.

Kind Regards
Scott Robertson
Assistant Planner

From: Winter, Maree <mwinter@eastlothian.gov.uk>
Sent: 05 January 2023 11:00
To: Police Scotland (LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk)
<LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk>; Environment Reception
<environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>; Grant, Shona <sgrant@eastlothian.gov.uk>; Trading Standards <tradingstandards@eastlothian.gov.uk>; Gorman, Iain (NHS) <iain.gorman@nhslothian.scot.nhs.uk>; Claire.Glen@nhslothian.scot.nhs.uk; humbiesaltounboltoncc@gmail.com
Subject: Amendment to Provisional Premise Licence application - Humble Hub

Dear all,

Please find attached an application for a Provisional Premise Licence for Humble Hub, this application supersedes the previous application which was sent back in September, there is a draft layout plan attached showing the licensed area delineated in Red, I am waiting for a new plan to be submitted, which I will follow onto you.

Could I please have any comments/representations you may care to make by Friday 3rd February 2023.

Kind regards
Maree

Maree Winter

**Licensing Officer: Accredited Specialist Paralegal in Licensing Law, Democratic & Licensing Services: East Lothian Council: John Muir House:
Haddington: EH41 3HA
01620 827867
mwinter@eastlothian.gov.uk**



Winter, Maree

From: Trading Standards
Sent: 05 January 2023 15:36
To: Winter, Maree
Subject: RE: Amendment to Provisional Premise Licence application - Humber Hub

Good afternoon

No objections from a Trading Standards perspective.

Many thanks
Alex Connell

From: Winter, Maree <mwinter@eastlothian.gov.uk>
Sent: 05 January 2023 11:00
To: Police Scotland (LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk) <LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Grant, Shona <sgrant@eastlothian.gov.uk>; Trading Standards <tradingstandards@eastlothian.gov.uk>; Gorman, Iain (NHS) <iain.gorman@nhslothian.scot.nhs.uk>; Claire.Glen@nhslothian.scot.nhs.uk; humberhubsaltounboltoncc@gmail.com
Subject: Amendment to Provisional Premise Licence application - Humber Hub

Dear all,

Please find attached an application for a Provisional Premise Licence for Humber Hub, this application supersedes the previous application which was sent back in September, there is a draft layout plan attached showing the licensed area delineated in Red, I am waiting for a new plan to be submitted, which I will follow onto you.

Could I please have any comments/representations you may care to make by Friday 3rd February 2023.

Kind regards
Maree

Maree Winter

**Licensing Officer: Accredited Specialist Paralegal in Licensing Law, Democratic & Licensing Services: East Lothian Council: John Muir House:
Haddington: EH41 3HA
01620 827867
mwinter@eastlothian.gov.uk**



Winter, Maree

From: joy clark [REDACTED]
Sent: 27 January 2023 23:26
To: Licensing
Subject: Humbie Hub provisional premise licence application

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.

I live close to Humbie Hub. I have previously indicated my support for the Hub's licence application. I have seen the amended application, and support this. The Hub is very well managed, and is a great asset to the village. I do not anticipate any problems arising from the licence being granted.

Joy Clark
[REDACTED]

Herkes, Gillian

From: Harry Bell [REDACTED]
Sent: 04 January 2023 17:28
To: Licensing
Subject: Humbie Hub Licence Application letter CG/mjw/EN/L/L1

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.

REF: CG/mjw/EN/L/L1

Harry Bell

Wednesday 4th January 2023

Re: Humbie Hub Ltd Provisional of Premises Licence Application

To Whom it May Concern,

I am writing to support the application for a Provisional of Premises Licence, On and Off sales, for Humbie Hub Ltd, Humbie, East Lothian EH36 5PJ.

The Humbie Hub is a community life-line service. In a short time it has become integral to revitalising our local Humbie community, both in the village and the surrounding area, by providing invaluable services: the post office, café and shop. During Covid Lockdown the Hub provided a central network to organise care packages and services to local people who were struggling (it literally was a life-line service). It is vital and indispensable.

The people who work there and what it provides represent *a beacon for our community*. From young to old - from our farmers to the school (staff, parents and pupils), contractors to tourists, bicyclists to local businesses, the elderly and unemployed - it's used by everyone. It has quite simply given Humbie it's spirit back and renewed our commitment to being a caring, inclusive and diverse rural community for all.

The licence application is *fundamental to the survival of the Humbie Hub* because, although it is run professionally and is busy every day of the year, it is a very small business which I understand makes an annual loss despite its extraordinary benefits and services. By being able, occasionally, to offer some alcohol to serve family gatherings,

local business meetings, committees, art gallery openings and social events (thus further benefiting the community) will allow the business to maximise a little more revenue and profit in order to survive and, with continuing support and hard work, sustain itself.

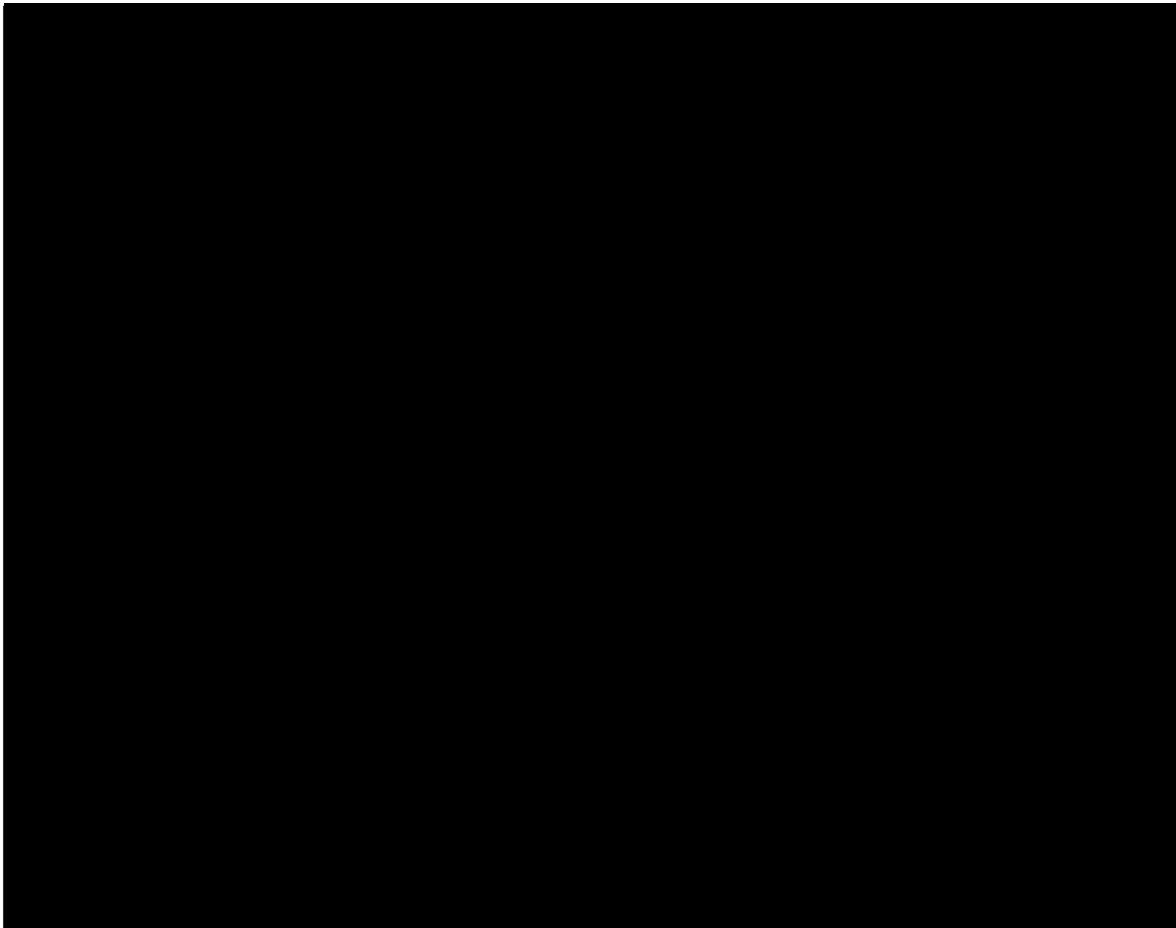
As a local family, we use the Hub regularly. It's also important to note it's much more than just a shop, post office or café. It's also a place to catch up with friends, family and neighbours and to share community news. I have also witnessed how important it is to the older members of our community and, indeed, to our local Humble Primary School's mums and dads. I wish when our children were at Humble primary school there had been such an amazing place for parents to gather, swap notes and make plans together.

Humble Hub is a rare model for East Lothian culture and community. It's a 21st Century small business that proves that working together to offer employment and service can offer both commercial and creative benefits to the local and wider community. It deserves us all, local government and the local community, to pull together and support it so it can continue to thrive. In an age when it's so rare to have local people championing, and working in, a local business that wholly supports the community this is more important than ever.

Please do support the Humble Hub licence application and help this wonderful community flourish well into the future.

Yours sincerely,

Harry Bell



East Lothian Council

Licensing

15 DEC 2022

Received

APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

LICENSING (SCOTLAND) ACT 2005, SECTION 29

**This application should only be completed by the Licence Holder
of the appropriate Premises Licence or their Agent.**

1. TYPE OF VARIATION

This application for Variation other than a Minor Variation of Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary - (Tick all relevant boxes)

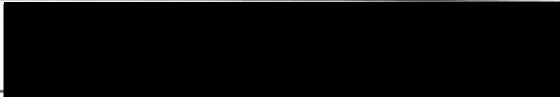
- Any of the Conditions to which the Premises Licence is subject
- Any of the information contained within the Operating Plan
- The Layout Plan
- Any other information contained or referred to in the licence (including any addition, deletion or other modification).

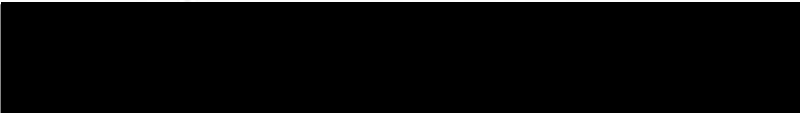
(Provide Details)

2. PREMISES LICENCE DETAILS

2(a) Licence Number of Premises EL360


2(b) Name and Address of Premises LEVENHALL VILLAGE STORE,
3 RAVENSHEUGH ROAD, MUSSELBURGH



Post Code EH21 7PS Tel. No. 

Email 

2(c) Full Name and Address of Current Licence Holder

FERHAN ASHIQ


Post Code 

Tel. No.  Email address 

3. NATURE OF VARIATION

Complete the relevant section(s) regarding the variations sought -

3(a) Variation to the Conditions to which the Premises Licence is subject

Provide details of the Condition(s) to be varied and the variation being sought

3(b) Variation to the information contained within the Operating Plan of the Premises Licence

Provide a copy of the proposed operating plan and detail below the proposed changes. (See Note 1)

HOME DELIVERIES OF FOOD AND ALCOHOL BETWEEN
10AM - 10PM

3(c) Variation to the Layout Plan of the Premises Licence

A copy of the proposed Layout Plan must accompany this application. (See Note 2)
In addition please provide details below of the proposed change to the layout of the Premises.

3(d) Variation to any other information contained or referred to in the licence

Provide details below of any other variation sought to the Premises Licence (e.g. Alteration to the description of the premises contained within the Premises Licence)

4. LICENCE TO BE AMENDED (See note 3 below)

Does the appropriate Premises Licence accompany this application?

YES NO

If the answer is NO, please provide an explanation.

I am unable to produce the Premises Licence because -

- The licence has not yet been issued by the Board
- The licence has already been returned to the Board in respect of an earlier application for variation or transfer
- Other (provide details)

5. FEE PAYABLE

Information on fees can be found at https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2

If submitted with an application for transfer, please specify the order in which the applications are to be considered-

- Application for Transfer of Premises Licence followed by Application for Variation
- Application for Variation followed by Application for Transfer of Premises Licence

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that

(a) the contents of this Application are true to the best of my knowledge and belief; and

(b) (i) the appropriate fee of £ 200 is enclosed

(ii) the proposed Operating Plan is enclosed

(iii) the proposed Layout Plan is enclosed

(iv) the Premises Licence is enclosed

Signature  (See note 5 overleaf)

Date 11/12/22

Capacity APPLICANT / ~~AGENT~~ (delete as appropriate)

If agent, please provide details

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Note 1

Please note that the proposed Operating Plan must contain any aspects of the current Operating Plan that are to be preserved should the variation be granted. (e.g. If the current Operating Plan allows a premises to have 'live performances' but this is not requested on the proposed Operating Plan then the Licensing Board would view such an omission as a request to have 'live performances' deleted from the Operating Plan of the Premises.)

OPERATING PLAN

LICENSING (SCOTLAND) ACT 2005, SECTION 20(2)(B)(i)

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

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

Name and Address of Premises LEVENTHALL VILLAGE STORE, 3

RAVENSHEUGH ROAD, MUSSELBURGH

Post Code EH21 7PS

- 1(a)** Will alcohol be sold for consumption solely ON the premises? YES NO
- 1(b)** Will alcohol be sold for consumption solely OFF the premises? YES NO
- 1(c)** Will alcohol be sold for consumption both ON and OFF the premises? YES NO

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

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	N/A	N/A
Tuesday	N/A	N/A
Wednesday	N/A	N/A
Thursday	N/A	N/A
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

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

DAY	OFF CONSUMPTION	
	Opening time	Terminal Hour
Monday	10:00	22:00
Tuesday	10:00	22:00
Wednesday	10:00	22:00
Thursday	10:00	22:00
Friday	10:00	22:00
Saturday	10:00	22:00
Sunday	10:00	22:00

4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES NO

*If YES – provide details

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

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
----------	--------------------------------	--	---

5a.

Accommodation	NO	N/A	N/A
Conference facilities	NO		
Restaurant facilities	NO		
Bar meals			

Social functions including:

5b.

Weddings, funerals, birthdays, retirements etc.	NO		
Club or other group meetings etc.	NO		

Entertainment, including:

5c.

Recorded music – see 5(g)	NO		
Live performances – see 5(g)	NO		
Dance facilities	NO		
Theatre	NO		
Films	NO		
Gaming	NO		
Indoor/outdoor sports	NO		
Televised sport	NO		

5d.

Outdoor drinking facilities	NO		
-----------------------------	----	--	--

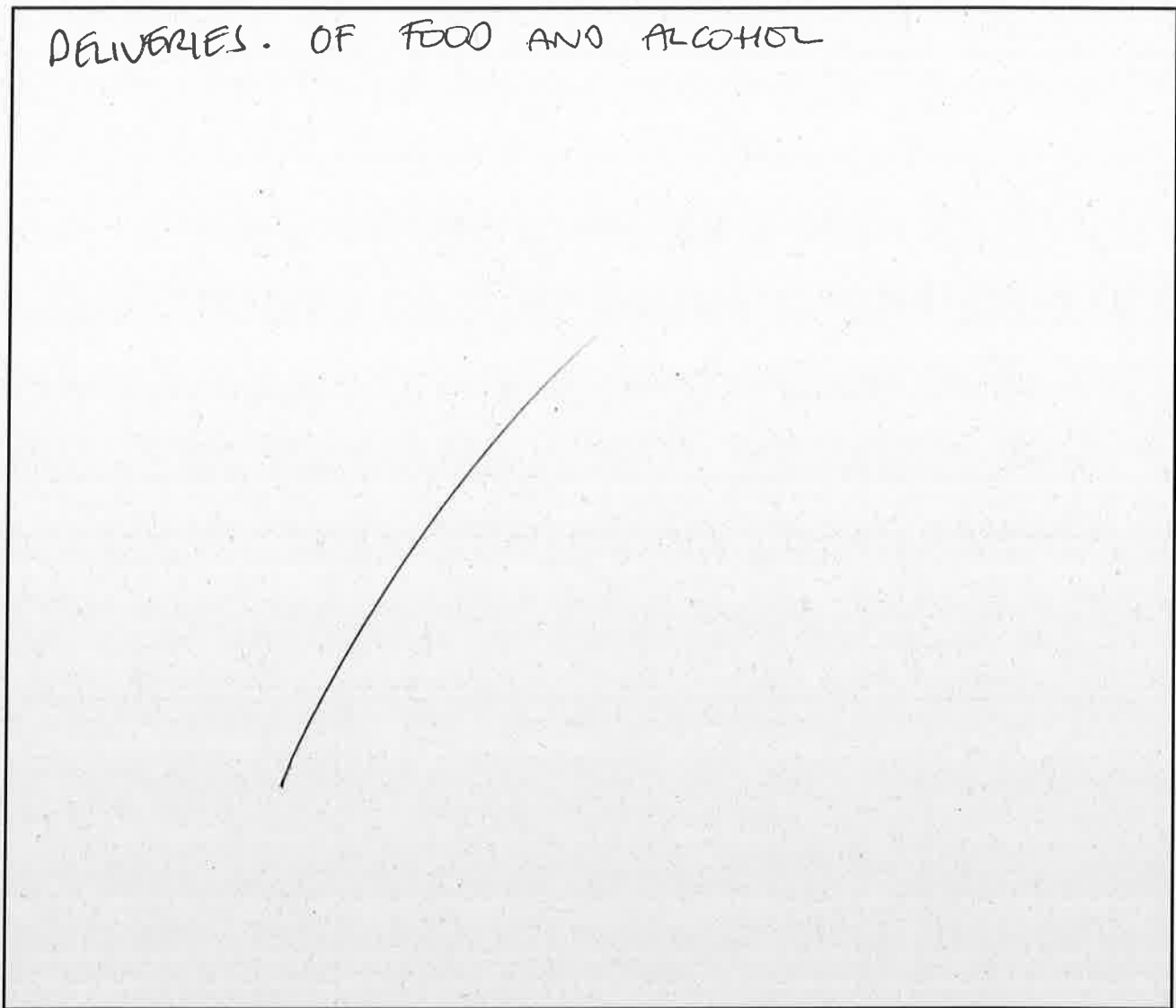
5e.

Adult Entertainment	NO		
---------------------	----	--	--

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

5(f) If you propose to provide any activities other than those listed in 5(a) – (e), please provide details or further information below.

DELIVERIES. OF FOOD AND ALCOHOL



5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?

YES NO

When fully occupied, are there likely to be more customers standing than seated?

YES NO

6. ON-SALES ONLY – CHILDREN AND YOUNG PERSONS

6(a) When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? YES NO

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

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

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

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

7. CAPACITY OF PREMISES

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

N/A


8. PREMISES MANAGER

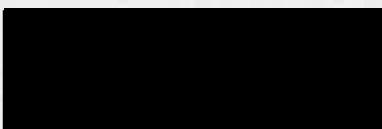
(NOTE: not required where application is for grant of provisional premises licence)

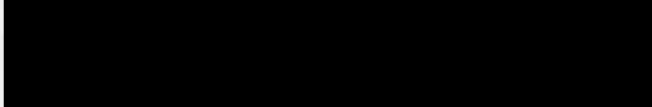
Full Name FERHAN ASHID

Date of birth 

Contact address 

Post Code 

Tel. No. 

Email address 

Personal licence

Date of issue 01/03/19

Name of Licensing Board issuing EAST LOTHIAN LICENSING BOARD

Reference no. of personal licence EL1582

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

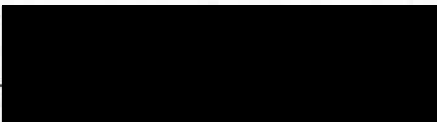
If signing on behalf of the applicant please state in what capacity.

The contents of this operating plan are true to the best of my knowledge and belief

Signature _____  _____ (* see note below)

Date 09/12/22 _____






Capacity APPLICANT / ~~AGENT~~ (delete as appropriate)

Tel. No. of signatory _____  _____

Email address _____  _____

*** Data Protection Act 2018**

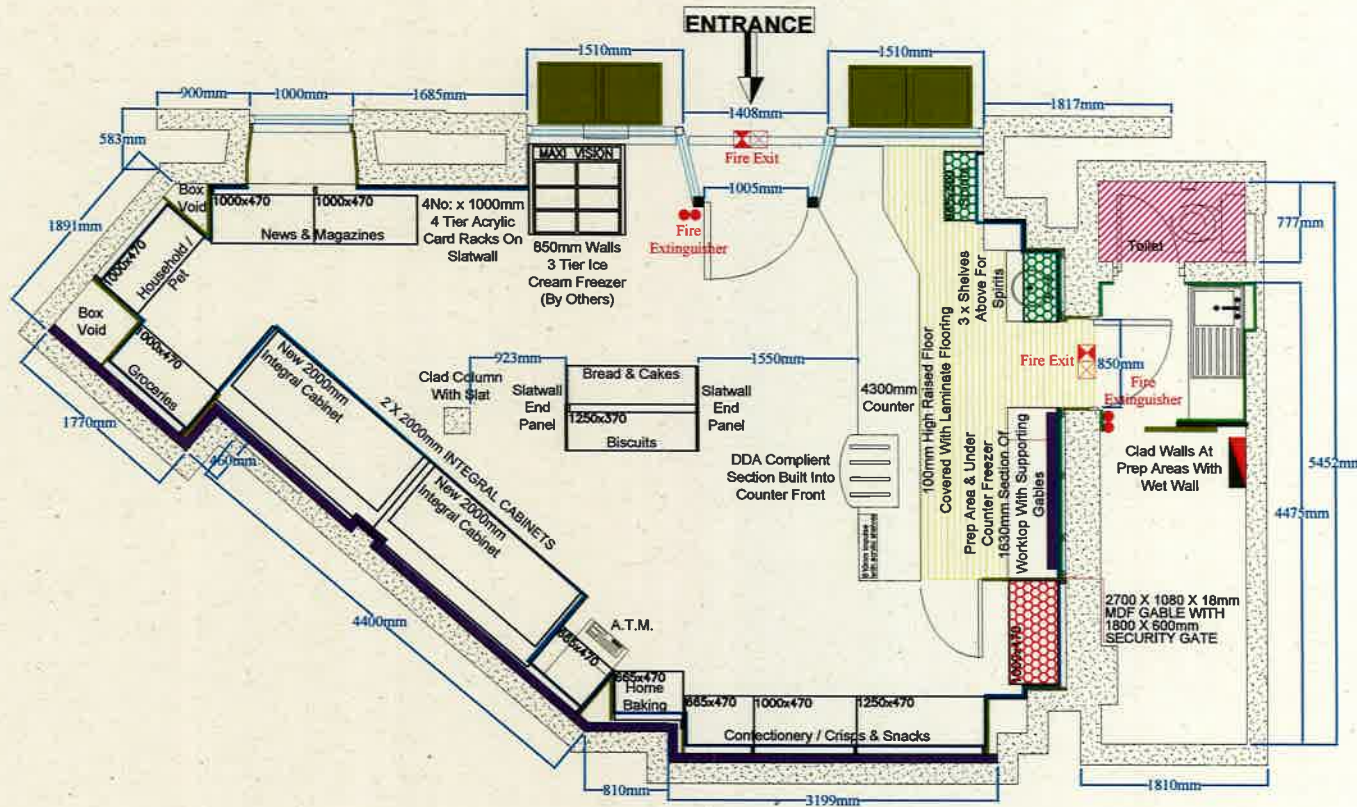
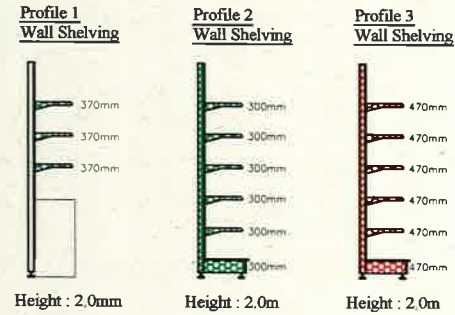
The information on this form may be held on an electronic public register which may be available to members of the public on request.

-  Toilet Area
-  Display Area of Alcohol (Inaccessible)
-  Display Area of Alcohol (Accessible)
-  Emergency Exit Sign
-  Fire Extinguisher

Total Display Area of Alcohol (Inaccessible)
 3 x Shelves For Spirits:- 0.65m (w) x 0.6m (h) = 0.39m²
 Spirits:- 0.65m (w) x 2.0m(h) = 1.3m²

Total Display Area of Alcohol (Accessible)
 Wall Shelving:- 1.0m (w) x 2.0m (h) = 2.0m²

Total Display Area:- 3.69m²



- Proposed Ceiling: -
- Depth of Frieze: -
- Wall Column Height: -
- Gondola Column Height: -
- Suspended Ceiling: -
- Floor Specification: -
- Lighting Specification: -
- Woodwork Finish: -
- Shelving Colour: -
- Kickplate Colour: -
- Ticket Rail Colour: -
- Dairy Trim Colour: -
- Slatwall Finish: -
- Frieze Finish: -



Vertex RAS Ltd
 Sir William Smith Road
 Kirkton Industrial Estate
 Arbroath, Angus
 DD11 3RD

Tel: 01241 876796
 Fax: 01241 878010

www.vertexscotland.com

Project: Mr. F. Ashiq
 3 Ravensheugh Road
 Musselburgh

Scale:	1:50@A3
Reference:	16-134 (License)
Date Drawn:	20-11-17
Drawn By:	JT
Revision No:	B
Revision Date:	27-11-17

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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:

N/A

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:

N/A

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:

N/A

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:

N/A

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:

N/A

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:

N/A

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:

We will be operating a home delivery service through the Snappyshopper app. This service will run 7 days a week between the hours of 8am – 9pm. Alcohol sales will be restricted from the hours of 10am to 9pm (with a one-hour protection period for deliveries).

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.

N/A

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:

Top quality CCTV has been installed internally and externally.
Only driving license's, passports or other government issued ID cards are accepted
Member of Shopwatch when it was operational prior to Covid.
Sales refusal book at Tillpoint as well as on the app.
We fully co-operate with the police and the LSO as instructed.

Securing Public Safety:

Fire Risk Assessment has been conducted
First Aid kit is on site

Preventing Public Nuisance:

Staff are adequately trained on joining the company and are then refreshed every year.

Protecting and Improving Public Health:

Delivery staff are trained to the same level as those instore.
Challenge 25 checks are made automatically made when any age restricted product is purchased.
Delivery records are kept on driver app as well as the back office instore.
Where suspicion that alcohol is purchased for child driver has the ability to refuse purchase and refund the alcohol part of the transaction on site.

We sell low alcohol or no alcohol beer and wine for those who are designated as drivers

We fully comply with MUP laws.

Protecting Children and Young Persons From Harm:

Challenge 25 is rigorously enforced instore.
Well known for confiscating fake driver's licences.

--

Application Supporting Comments / Any Other Additional Information
(extend the boxes below if you require additional space)

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

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	13/12/22
-----------	---	------	----------

Winter, Maree

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 09 January 2023 11:25
To: Licensing
Subject: VARIATION APP - LEVENHALL VILLAGE STORE
Attachments: LIC38 PREMISES VARIATION - NO ADVERSE COMMENT LEVENHALL VILLAGE STORE.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
Our ref - 689783

Regards
Iain

EAST LoTHIAN COUNCIL

Licensing Standards

From: Karen Harling

Licensing Standards Officer

To: C. Grilli

Clerk to the Licensing Board

Date: 25th January 2023

Subject: LICENSING (SCOTLAND) ACT 2005

PREMISES LICENCE MAJOR VARIATION 2023

LEVENHALL VILLAGE STORE, 3 RAVENSHEUGH ROAD, MUSSELBURGH,
EAST LoTHIAN EH21 7PS

I can confirm that the applicant has liaised with me in relation to this variation application.

The change applied for is:

- Addition of delivery of food and alcohol through the online application Snappy Shopper.

I spoke with the premises licence holder and premise manager, Ferhan Ashiq. We discussed the Snappy shopper app that the premises is using along with training requirements and responsibilities involved whilst conducting deliveries. Guidance was given that all drivers are required to complete the 2 hours mandatory training and training records completed and held on the premises.

In summary, the proposed changes are supported by Licensing Standards and I would recommend the following conditions:

- Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

K. Harling

Licensing Standards Officer

Herkes, Gillian

From: Robertson, Scott
Sent: 13 January 2023 15:08
To: Winter, Maree
Cc: Licensing
Subject: RE: Major Variation application - Levenhall Village Store

Hi,

Please note I have no comments or objections to make in relation to the major variation application at Levenhall Village Store.

Kind Regards
Scott Robertson
Assistant Planner

From: Winter, Maree <mwinter@eastlothian.gov.uk>
Sent: 06 January 2023 12:48
To: LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Grant, Shona <sgrant@eastlothian.gov.uk>; Trading Standards <tradingstandards@eastlothian.gov.uk>; Gorman, Iain (NHS) <iain.gorman@nhslothian.scot.nhs.uk>; Claire.Glen@nhslothian.scot.nhs.uk; [REDACTED]
Subject: Major Variation application - Levenhall Village Store

Dear all,

Please find attached an application for a major variation application to add delivery of food and alcohol between 10 am and 10pm to their operating plan.

Could I please have any comments/representations you may care to make 7th February 2023.

Kind regards
Maree

Maree Winter

**Licensing Officer: Accredited Specialist Paralegal in Licensing Law, Democratic & Licensing Services: East Lothian Council: John Muir House:
Haddington: EH41 3HA
01620 827867
mwinter@eastlothian.gov.uk**



Herkes, Gillian

From: Johnson, Darren
Sent: 06 January 2023 14:31
To: Licensing
Subject: FW: Major Variation application - Levenhall Village Store
Attachments: Major Variation application - Levenhall Store.pdf

Hi

No objections.

Darren

From: Douglas, Andrew <adouglas@eastlothian.gov.uk>
Sent: 06 January 2023 13:13
To: Johnson, Darren <djohnson@eastlothian.gov.uk>
Subject: FW: Major Variation application - Levenhall Village Store

Hello Darren,

Can you please deal with this application.

Thanks

Andrew

From: Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Sent: 06 January 2023 12:56
To: Douglas, Andrew <adouglas@eastlothian.gov.uk>
Subject: FW: Major Variation application - Levenhall Village Store

From: Winter, Maree <mwinter@eastlothian.gov.uk>
Sent: 06 January 2023 12:48
To: LothianScotBordersLicensingEastMid@Scotland.pnn.police.uk; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Grant, Shona <sgrant@eastlothian.gov.uk>; Trading Standards <tradingstandards@eastlothian.gov.uk>; Gorman, Iain (NHS) <iain.gorman@nhslothian.scot.nhs.uk>; Claire.Glen@nhslothian.scot.nhs.uk; [REDACTED]
Subject: Major Variation application - Levenhall Village Store

Dear all,

Please find attached an application for a major variation application to add delivery of food and alcohol between 10 am and 10pm to their operating plan.



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

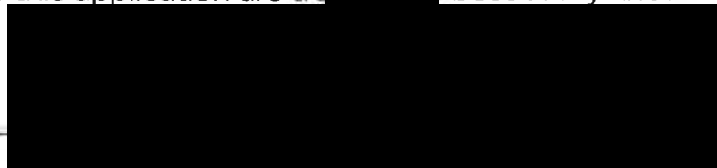
SIGNATURE AND DECLARATION BY APPLICANT

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



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

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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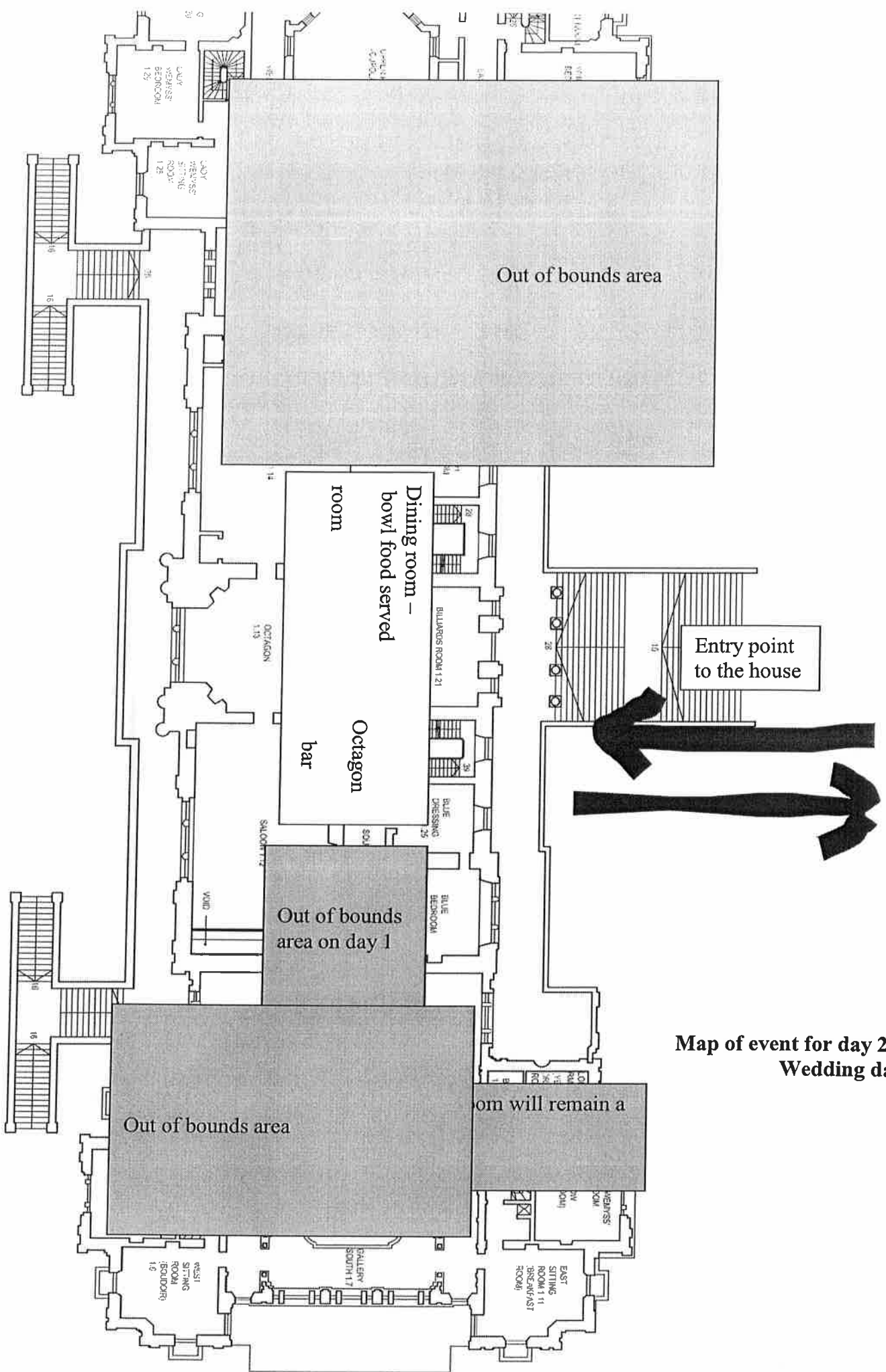
SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

IT IS AN OFENCE 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 30/01/23	Alison Bombail
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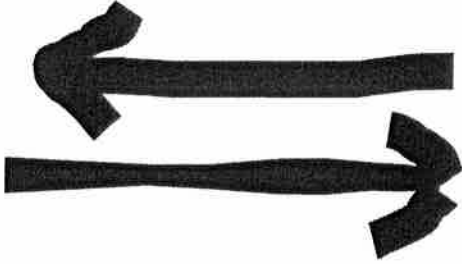
Map of event for day 2 –
Wedding day

Out of bounds
area on day 2

Saloon
Dance floor

Octagon room
Bar area

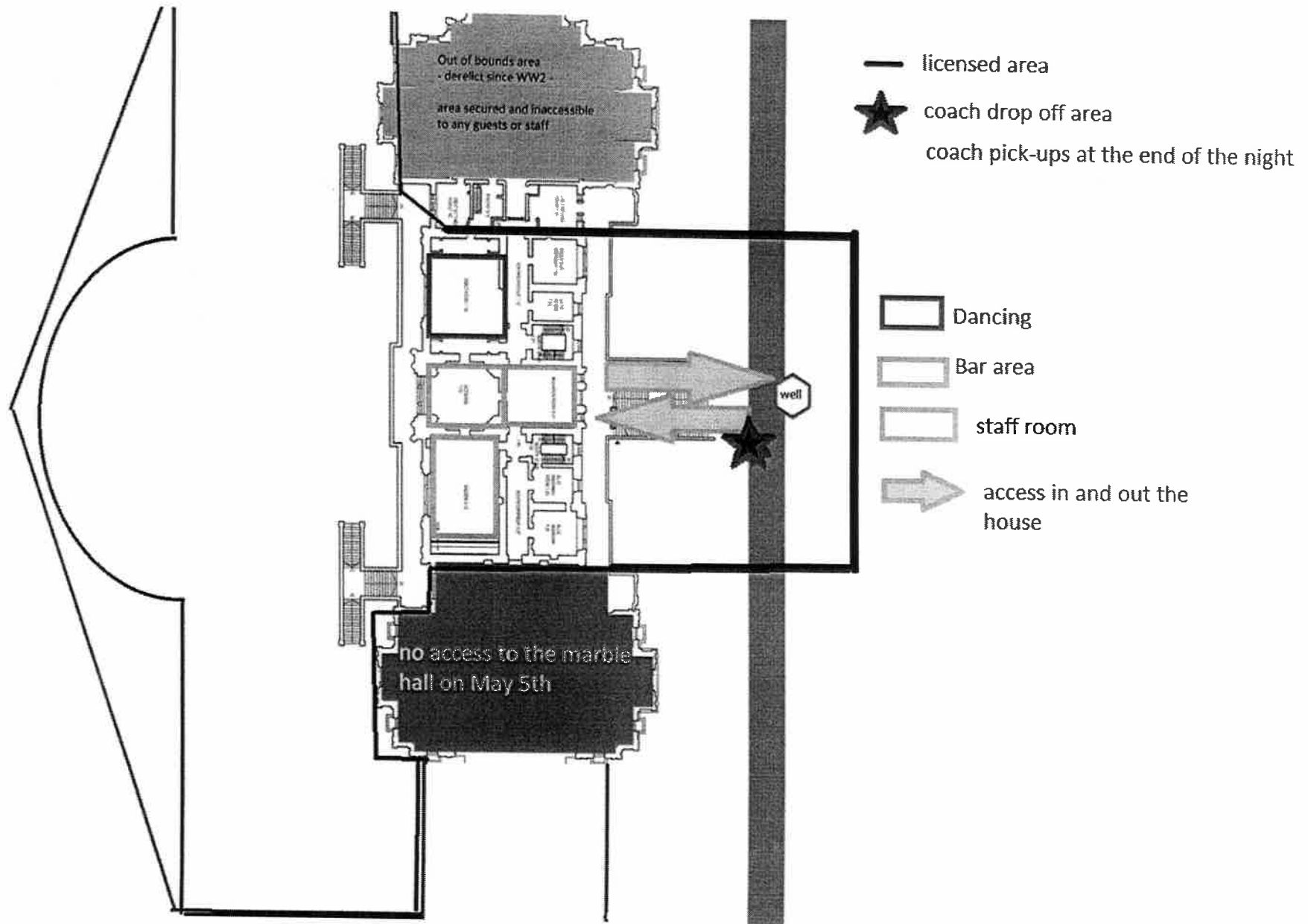
Ceremony room from 4pm with
guests arriving to 5.45pm for the
ceremony.
Drinks reception area from 5.45pm
to 8.30pm



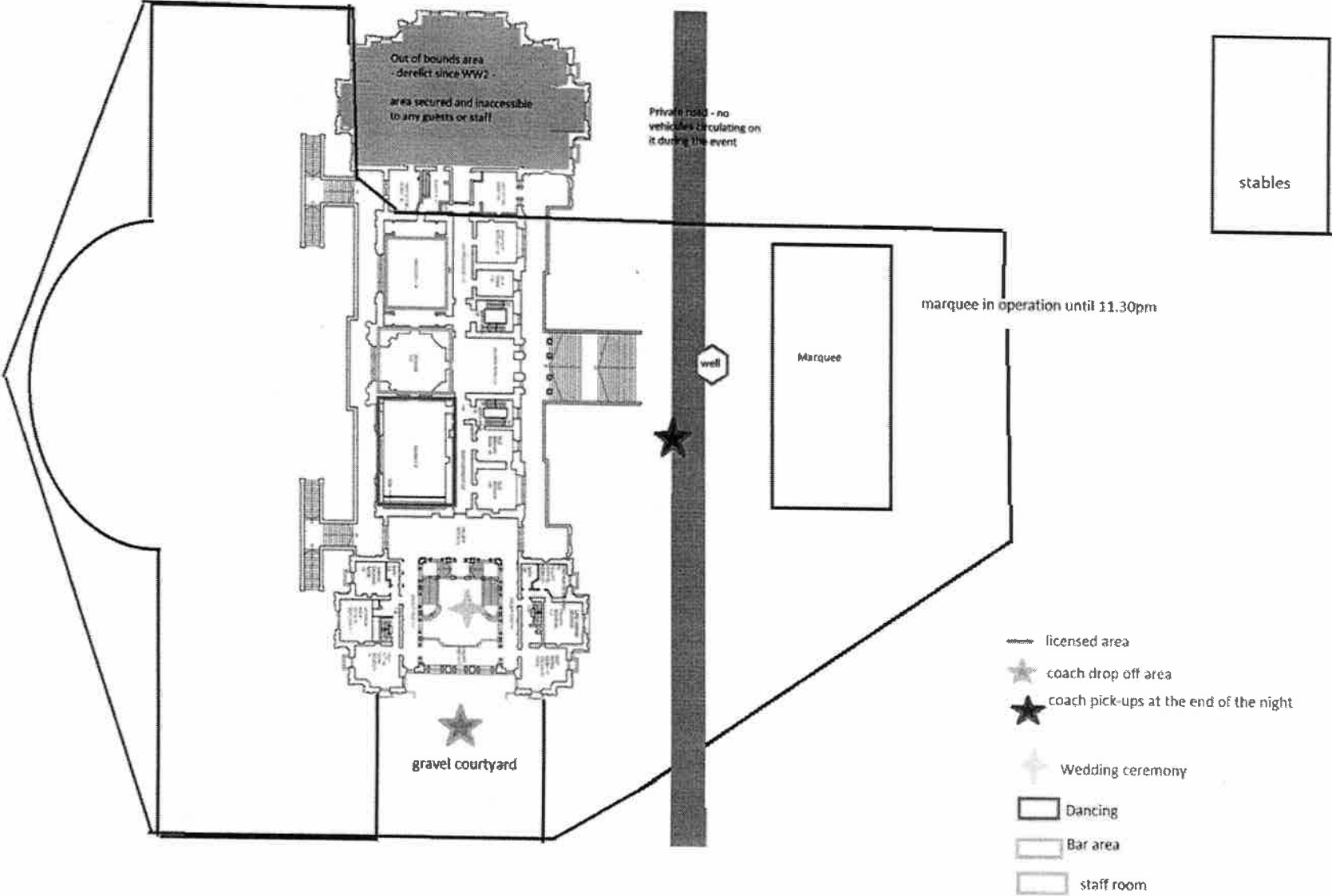
Pole marquee, in use from 9pm to
11.30pm for the meal before guests
head into the house for dancing.
No return to the marquee past this
point

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

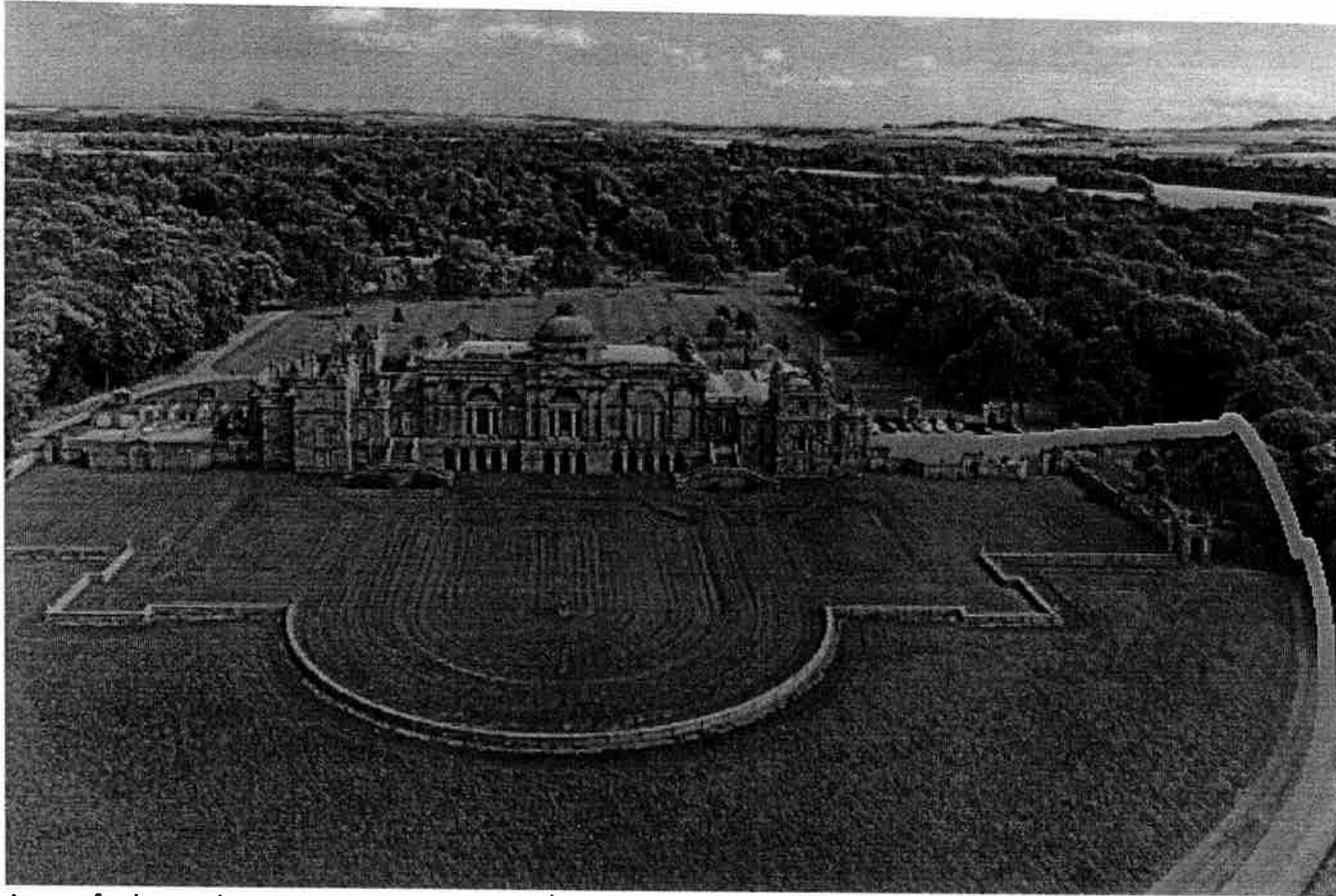


Map of event – 6th May 2023 – wedding day with ceremony, marquee dinner and dancing in the house



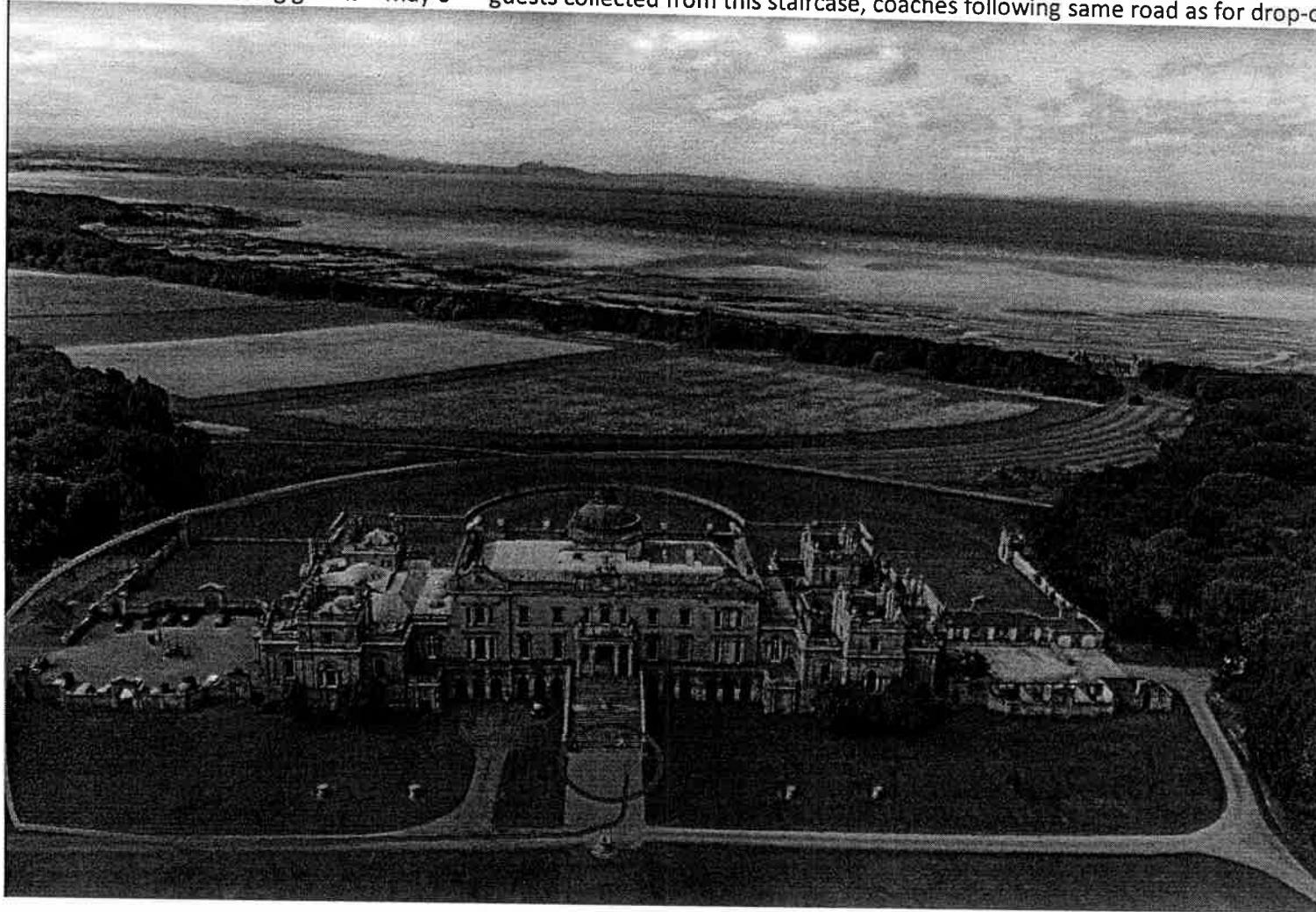
Access for buses – May 5th – door located on the correct side for guests to be dropped off without having to cross the road in front of the offloading vehicle.
Collection from same point.





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.

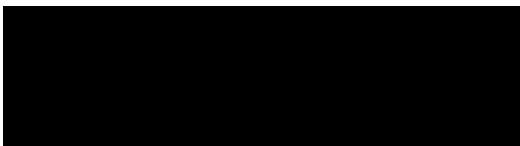
The Board Policy in respect of Licensed Hours was adopted to limit incidents of anti-social behaviour and noise that local residents may experience and to assist an orderly dispersal from licensed premises.

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

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.

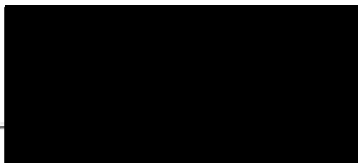
SIGNATURE AND DECLARATION BY APPLICANT

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

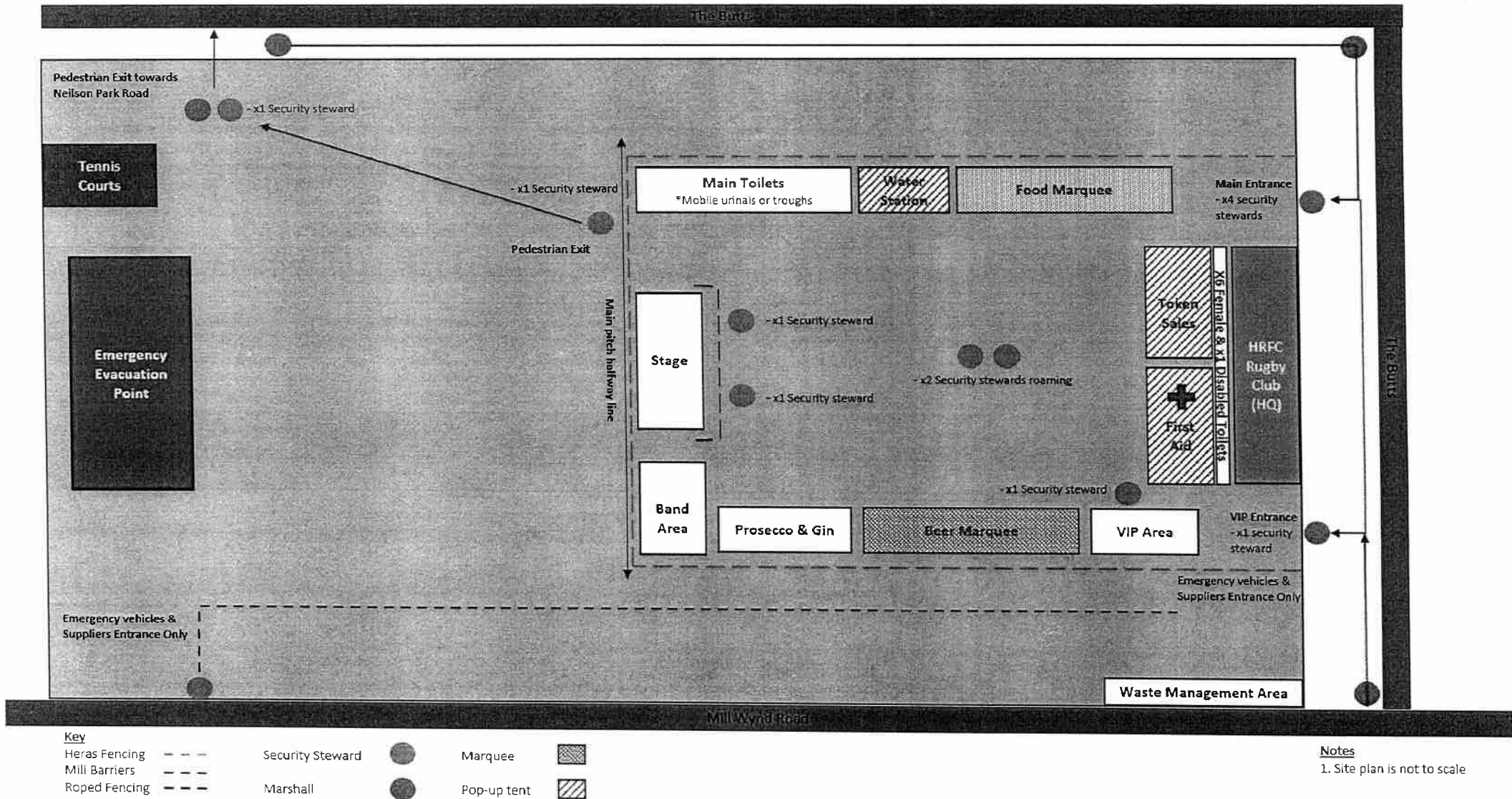


Date

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:-

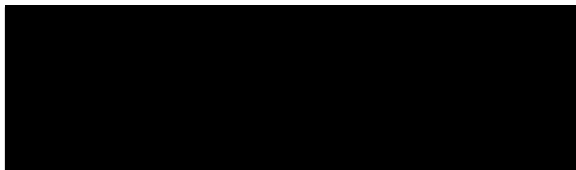
From 1200hrs on 20/05/2023 to 1830hrs on 20/05/2023

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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EL1959
PC/14H 511



East Lothian Council
Licensing

- 5 JAN 2023

Received

SCHEDULE 2

7

EAST LOTHIAN LICENSING BOARD

APPLICATION FOR A PERSONAL LICENCE

FIRST

~~FIRST/RENEWAL~~ APPLICATION (delete as appropriate)

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. Your personal details. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read note 1	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname ERELY	
Forenames TJUV Harry Charles George	
Date and Place of Birth	
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	
TELEPHONE NUMBERS	
Daytime	
Evening ↓	
Mobite	
FAX NUMBER	
E-mail address	

Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
Email address	

2. Your licensing qualification		
Read note 2		Please tick
I hold an accredited qualification	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If you have ticked yes please provide a copy of your qualification with your application.		

3. FIRST APPLICATIONS ONLY		
This section should only be completed if you are submitting your first application to this Licensing Board. If answering Yes to any question please provide details below.		
Note: You may only hold one personal licence at a time		Please tick
Do you currently hold a personal licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any personal licence held by you been forfeited in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Licensing Board		
Licence number		
Date of issue		
Date of expiry		
Any further details		

4. RENEWAL ONLY	
This section should be completed only if you are applying for a renewal of your existing licence	
Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below	
Details of current personal licence	
Licensing Board East Lothian	
Licence number FL860	
Date of issue 21/06/12	

Date of expiry 21/06/22			
Any further details			
If you cannot provide your personal licence, provide a statement explaining why			
Other personal licence			
Note: You may only hold one personal licence at a time			
Please tick			
I confirm that I do not hold any other personal licences other than the one submitted for renewal	<table border="1"> <tr> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		

5. CHECKLIST	
I have	Please tick if yes
<ul style="list-style-type: none"> Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3. 	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Enclosed a copy of any licensing qualification I hold 	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Enclosed my current personal licence (renewal only) 	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the application 	<input checked="" type="checkbox"/>

6. Previous Convictions
You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none". Read note 4

Offence	Court	Date	Penalty
X	X	X	X

7. Declaration			
The contents of this application are true to the best of my knowledge and belief			
SIGNATURE – read note 5 Applicant/Agent* (*Delete as appropriate)	[REDACTED]	DATE	5/01/23



This is to certify that

Tony Exelby

has been awarded the

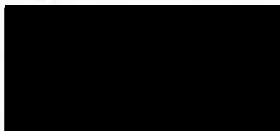
Scottish Certificate for Personal Licence Holders at SCQF Level 6

Qualification No: R650 04

Date Achieved: 15 June 2022



Accreditation



Paul Eeles
Chief Executive
BIIAB Qualifications Limited



Learner Number: AB411206 | Certificate Number: 39148206-01-UISF

10/01/2023

Your Ref: EL1959

Our Ref: 689759

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

FOR THE ATTENTION OF EAST LOTHIAN BOARD

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PERSONAL LICENCE
TONY HARRY CHARLES EXELBY**

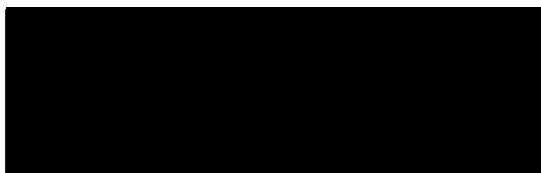
I refer to the above application and in terms of Section 73(3) (b) of the Licensing (Scotland) Act 2005, I have to advise you that, based upon the information provided to Police Scotland, the applicant has been charged of the following relevant offences that have not already been dealt with;

Date	Court	Crime/Offence	Disposal
[REDACTED]			

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

This representation is brought to your attention when considering this application and due to the sensitive nature of the pending charges should be treated as confidential for the information of the Board only.

Yours faithfully



Catriona Paton
Chief Superintendent

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