

OCC 198/23



Police LSO

20th May 2023

LICENSING (SCOTLAND) ACT 2005, SECTION 142 Adver 3/3

# OCCASIONAL LICENCE APPLICATION FORM

# 3b

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 [redacted])

F REQUIRED BY E-MAIL IS [redacted]

Premises licence number (if applicable) YES (I DON'T HAVE TO HAVE)

Personal licence number (if applicable) YES (I DON'T HAVE TO HAVE)

Name of voluntary organisation (if applicable) GAAFC

## 2. PERSONAL DETAILS I OWE A RESTAURANT GROUP IN EDINBURGH

Title (delete as appropriate): CHOP HOUSES.

Mr / Mrs / Miss / Ms / Other (please state) \_\_\_\_\_

Surname SPINK

Forenames MICHAEL ALLAN

Date of birth (Day / Month / Year) [redacted]

E.L.C. Customer Services

24 MAR 2023

RECEIVED

**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

PAVILLION, FOOTBALL FIELDS, TENNIS.

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

THE ANNUAL FOOTBALL FESTIVAL.  
FUNDRAISING EVENT

Full postal address of premises which this application refers to \_\_\_\_\_

RECREATIONAL MEMORIAL PARK  
(NEXT TO THE PRIMARY SCHOOL), GULLCRAE

4. DURATION OF LICENCE 20th may 2023

From 14:00 To 20:00

5. Is alcohol to be sold on & off the premises <sup>AT</sup> 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

ALCOHOL SHALL BE CONSUMED AT THE EVENT.

Times for sale of alcohol for consumption off premises

THE EVENT IS OUTSIDE.

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

ADULT FOOTBALL TOURNAMENT.

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 0-17 years

Times at which children or young persons permitted entry 1400 to 2000

Parts of premises to which children or young persons permitted entry

IT IS A PUBLIC PLAYING FIELD

THE ALCOHOL SHALL BE SOLD FROM AN OPEN TENT.

## 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

4-03-2023

### 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 organisationis 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.)

CHARITY FUND RAISING FOOTBALL  
TOURNAMENT 5 A SIDE

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

FOOTBALL MATCHES.

2. Attendance

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

20 TEAMS OF 7 IN THE SQUAD FOR 5  
A SIDE MATCHES PLUS SPECTATORS X 100.

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

WE HAVE ON 4 PREVIOUS OCCASIONS  
RAISING OVER £50,000 FOR LOCAL CHARITIES/CHILDREN.

(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

CHILDREN'S FOOTBALL IN THE MORNING/SEPERATE.

2. (cont)

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

OPEN EVENT, TEAMS PAY TO ENTER.

### 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.

N/A NEVER BEEN ANY ISSUES ALL VERY FUN

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

N/A

### 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

I DO HAVE A LAYOUT PLAN IT IS THE SAME AS PREVIOUS YEARS APPLICATIONS SUBMITTED (REPEAT OF SUCCESSFUL RECEIVED)

**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

NONE THIS YEAR WE ONLY HOLD  
1 EVENT PER ANNUM TO RAISE MONEY FOR  
CHARITIES AND TO PLAY FOOTBALL.

**6. Will alternatives to glass receptacles be provided?**

YES NO GLASS AT THE EVENT.

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

Please provide details of any training certificate held.

I SHALL BE IN CHARGE OF THE BAR  
AND SERVING LIMITED ALCOHOL OFFERING OF  
DRAUGHT BEER, SOFT DRINKS, CIDER.

**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?**

IT IS LIKE MINDED ATTENDEES ALL  
INTERCONNECTED / COMMUNITY FEEL NEVER  
BEEN AN ISSUE BUT WOULD KEEP A CLOSE EYE  
ON ALL THOSE IN ATTENDANCE

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

WE ALWAYS HAVE A QUALIFIED  
MEDIC AT THE EVENT AND VOLUNTEERS MANIFESTING

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

LIMITED SALE OF ALCOHOL IT'S  
DAY TIME / SPORT / FUN NOT A PARTY

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

EXERCISE / SOCIAL / FUN / OUT-SIDE  
COMMUNITY VIBE.

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

CHILDREN AT MORNING EVENT  
MOSTLY WATCHING FROM SAFE DESIGNATED  
AREA.

**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))

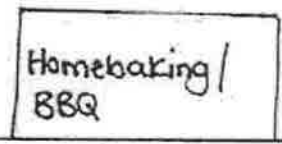
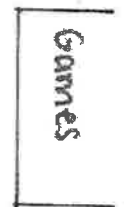
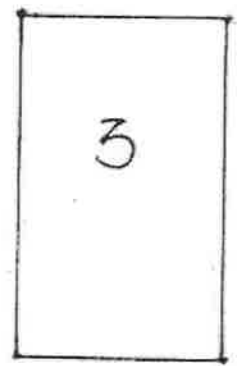
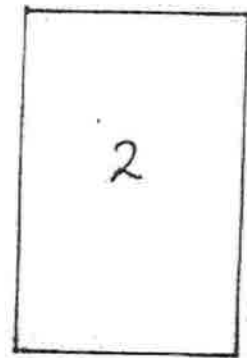
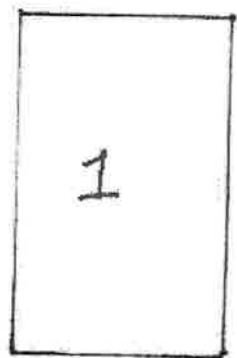
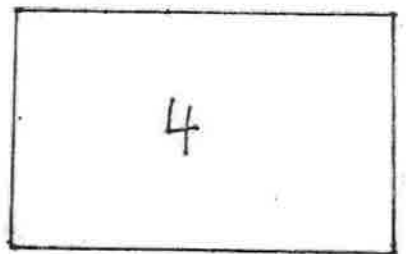
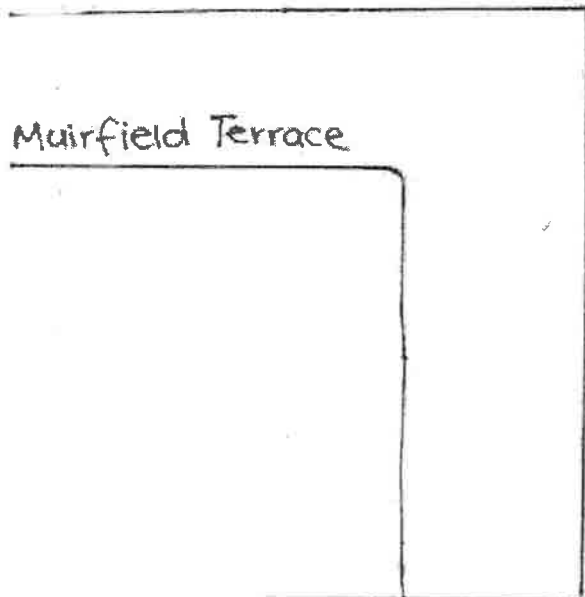
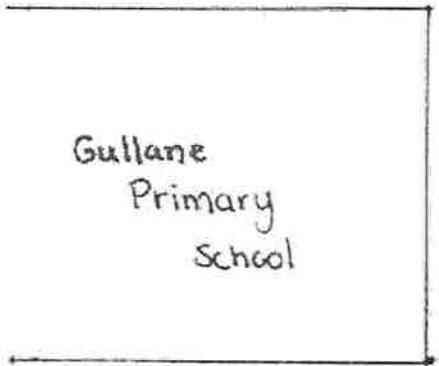
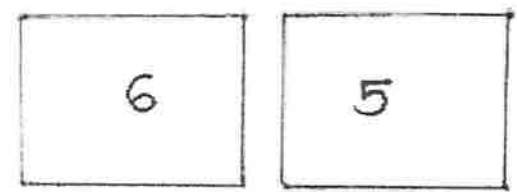
The contents of this application are true to the best of my knowledge and belief.

Signature

Date

24-03-2023





29/03/2023

Your Ref: OCC198.23

Our Ref: 710845

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: MEMORIAL PARK MILLENIUM PLAYING FIELDS, GULLANE  
APPLICANT: MICHAEL ALLAN SPINK, [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, and recommend that it be granted subject to following conditions:

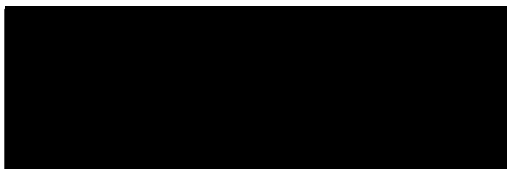
- The licensed area and Bar, and any licensed area around it, be clearly delineated and stewarded by the organiser to ensure that there is no alcohol taken from this area.
- The licence holder or nominee shall be in charge and present on the licensed site at all times members of the public are present.
- The licence holder shall ensure that no event staff, whether on duty or not, are on the licensed site in an intoxicated state.
- Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and the relevant conditions of the licence, and must include:
  - A sign prohibiting sale or supply of alcohol to persons Under 18 to be clearly displayed at any bar servery

- Challenge 25 policy
  - No Children are permitted within 1.5 metres of any bar servery
  - The specific opening and closing times of the bar
  - Responsible drinking message
  - No smoking
- All refreshments to be decanted into plastic containers at the point of sale throughout the duration of the event.
  - 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 due to alcohol intoxication will not be permitted re-entry at any time to the event.
  - Any authorised Officer(s) of East Lothian Council shall be permitted access to the premises for the purposes of determining if the licensing conditions are being complied with.
  - The applicant will comply with all reasonable / lawful requests made authorised officers of the Local Authority and/or Police Officers.
  - The applicant should be aware that Gullane is in a Bylaw Area, therefore they must ensure that there is no alcohol being consumed outside the licensed area.

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.

## Licensing

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**From:** Harling, Karen (Licensing)  
**Sent:** 17 April 2023 09:31  
**To:** Licensing  
**Subject:** FW: OCC198/23 - Occasional Licence Application - GAAFC 20th May 2023  
**Attachments:** Re: Occasional Licence Application - East Lothian; Gullane Athletic AFC Signed Constitution.pdf

Good morning,

In relation to OCC198/23 I would make the following recommendations that the below conditions are added to the licence in addition to the already approved local conditions:

- All drinks should be served in approved plastic containers.
- The marquee/outside area, must be clearly delineated and stewarded by the organiser to ensure that there is no alcohol taken from this area.

In correspondence with the applicant Michael Spink he has confirmed that alcohol will be served in plastic containers and that volunteers will marshal the event to stop persons leaving with alcohol.

I have attached the email with additional information from the applicant and as well as the organisations constitution which entitles Mr Spink to apply as a Chairman of the voluntary organisation.

Kind regards,

Karen

Karen Harling  
Licensing Standards Officer  
East Lothian Council  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
EH41 3HA

Tel: 01620 827478  
Mob: 07774 435158

*Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.*

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** 28 March 2023 11:27  
**To:** Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Harling, Karen (Licensing) <kharling1@eastlothian.gov.uk>  
**Subject:** OCC198/23 - Occasional Licence Application - GAAFC 20th May 2023

Hi

Please find attached OCC198/23 - Occasional Licence Application - GAAFC 20th May 2023 for report.

Regards

Alison

**Alison Rafferty | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. [arafferty1@eastlothian.gov.uk](mailto:arafferty1@eastlothian.gov.uk) or [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**

NHS Coronavirus Information

**Keep using  
Covid sense**



[gov.scot/coronavirus](https://gov.scot/coronavirus)



## Licensing

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**From:** Michael Spink [REDACTED]  
**Sent:** 06 April 2023 12:38  
**To:** Harling, Karen (Licensing)  
**Subject:** Re: Occasional Licence Application - East Lothian  
**Attachments:** Gullane Athletic AFC Signed Constitution.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.

Karen,

Thanks for getting back to me on the application. I e-mailed the licensing department separately as I filled in the form whilst in Haddington. My Personal license number is 09/13631. I am applying on behalf of a voluntary organisation. This is an annual event ran open air on the playing field in Gullane to raise money primarily for charities. We have raised over £50k for local causes/charities over the last 4 events.

I am the Chairman of Gullane Athletic Amateur Football club, please find attached the requested constitution. We run the children football tournament in the morning and early afternoon. Exact times depend on the number of teams within all of the age groups involved. But the adults tournament shall start at approximately 14:00.

The drinks being sold shall be done so in open plastic cups/vessels and we shall put signs at the dispense tent stating all purchased alcohol **MUST** be consumed or binned before leaving. We shall also have volunteers tidying and marshalling the event with instruction to stop anyone leaving with a cup. If you have any additional advise regarding this happy to take further actions if required?

Should you require any additional information please do not hesitate in getting in contact.

**MIKE SPINK**

PARTNER  
[REDACTED]

THE **COMPASS GROUP**



On 5 Apr 2023, at 15:42, Harling, Karen (Licensing) <[kharling1@eastlothian.gov.uk](mailto:kharling1@eastlothian.gov.uk)> wrote:

Good afternoon Mike,

I am the Licensing Standards Officer for East Lothian. I have been sent the attached occasional licence application to report on.

Please would you be able to provide further information as your entitlement to apply for the licence. It is not clear if you are applying under a premises licence, personal licence or voluntary organisation.

I see that you intimate that you hold a personal licence however, you have not added this to the application. If this is the case, please could you provide your personal licence number and a scanned copy of the licence. It would be preferable that the application comes from a personal licence holder.

If you are not a personal licence holder and wish to apply as a representative of a voluntary organisation, please could you detail the full name of the voluntary organisation rather than GAAFC, the office you hold and a copy of the constitution?

In relation to the activities during the day please could you detail the times when the children's football tournament will take place and when the adult football tournament will take place?

Could you also detail how you will monitor people leaving the site with any alcohol that would then be in breach of the local byelaw prohibiting the consumption of alcohol in a public place?

Kind regards,

Karen

Karen Harling  
Licensing Standards Officer  
East Lothian Council  
Licensing, Administration and Democratic Services  
John Muir House  
Haddington  
EH41 3HA

Tel: 01620 827478  
Mob: 07774 435158

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