

Occasional Licence and Supplementary Information Form
EAST LoTHIAN LICENSING BOARD

3B

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) N/A	
Personal licence number (if applicable) EL1563	
Name of voluntary organisation (if applicable) N/A	

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Mr	
Surname	Dodds
Forenames	Scott
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post town:	[REDACTED]
Post code:	[REDACTED]
TELEPHONE NUMBERS	

Daytime	[REDACTED]
Evening	
Mobile	

FAX NUMBER N/A

E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)
 [REDACTED]

3. THE PREMISES

Description of premises

The Scottish Open 2023 is being hosted at the Renaissance golf course in East Lothian. The competition is being hosted by the European Tour. Hickory have been contracted to run the public bar requirements. There will be 6 public bars across the site.

1. Public Village Bar – a 20m wooden fronted bar contained within a marquee
2. Grandstand Bar – a 20m wooden fronted bar contained within a marquee
3. Grandstand Bar 2 – a 9x3m purpose build wooden bar with fold down service hatches
4. On Course Bar 1 – a 9x3m purpose build wooden bar with fold down service hatches
5. On Course Bar 2 – a 3x3m purpose build wooden cabin bar with fold down service hatches
6. On Course Bar 3 – a 3x3m purpose build wooden cabin bar with fold down service hatches

Buildings

Full Site Map Area except 26, 27 + 28

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

Scottish Open 2023 golf competition. Hickory are supplying the public bars for spectators.

The bars will offer a selection of alcoholic and non-alcoholic drinks.

Drinking water will be available at all times.

The bars will not offer any high energy drinks, shots or alcopops. Spirits will be served in 25ml measures, with the maximum measure being 50ml served in any one drink.

The European Tour is anticipating footfall of up to 60,000 people over the whole week. The busiest day is anticipated to be Saturday, with an estimated 15,000 spectators on this day.

The audience profile will be predominantly over the age of 40. Tickets can be purchased in advance or on the day at the gate.

The European Tour will have adequate SLA stewards across the course and public village area in line with the anticipated daily footfall.

No glass will be handed across the bar – all drinks will be emptied into a plastic receptacle.

Full postal address of premises which this application refers to

Renaissance Club Golf Course, Cowden Hill Dr, North Berwick EH39 5HS

4. DURATION OF LICENCE

From 12/07/2023 to 16/07/2023

5. Is alcohol to be sold on & off the premises 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: 1000-2100

Times for sale of alcohol for consumption off premises: N/A

<p>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</p> <p>Course will be open from 0700 to spectators.</p> <p>Hickory will accept deliveries on site from 0430</p>	

6. CHILDREN (see note 2)	
This section must be completed where alcohol is for sale for consumption on the premises	
<p>Are children or young persons permitted entry? YES (if answered yes the remainder of this section must be completed)</p>	
<p>Ages of children or young persons permitted entry</p> <p>0-18 year of age</p>	<p>Times at which children or young persons permitted entry</p> <p>Event Timings</p>
<p>Parts of premises to which children or young persons permitted entry</p> <p>Children and young persons will not be permitted within 3m of the bar area.</p> <ul style="list-style-type: none"> • Children will not be permitted in the bar areas unaccompanied by an appropriate adult • Children will not be permitted within 3m of the bar • A wide range of non-alcoholic drinks will be available • Challenge 25 will be operated at all times • Anyone who is underage found trying to purchase alcohol for themselves or others will be refused service and reported to the police on duty at the event • Anyone who found trying to purchase alcohol for anyone underage will be refused service and reported to the police on duty at the event 	

7. CHECKLIST	
I have - Please tick for yes	
<ul style="list-style-type: none"> • Made or enclosed payment of the fee for the application 	

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.	
<p>SIGNATURE: <i>SCOTT DODDS</i></p>	<p>DATE: 24/04/2023</p>

NOTES

PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

SUPPLEMENTARY INFORMATION

<p>1. Event</p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) The Scottish Open 2023 is being hosting at the Renaissance golf course in East Lothian. The competition is being hosted by the European Tour. Hickory have been contracted to run the public bar requirements. There will be 6 public bars across the site.</p> <p>(b) Within the spectator village there will be live TV coverage of the event</p>
<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>60,000 over the week. Busiest day will be Saturday – estimated 12,000-15,000 spectators attending</p> <p><input checked="" type="checkbox"/> Previous events – the Scottish Open is an annual event and was hosted in East Lothian in 2018 - 2022</p> <p><input type="checkbox"/></p> <p style="text-align: right;">Under 18</p> <p style="text-align: right;">18 - 30</p> <p style="text-align: right;">30 – 50</p> <p style="text-align: right;">over 50</p>

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

Tickets can be purchased in advance and on the day at the gate.

<p>3. <u>Stewarding</u></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <u>Security Industry Authority</u>.</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) European Tour will coordinate the SIA security providers – based on similar events there will be at least 60 SIA stewards and 100+ event volunteer marshals</p> <p>(b) 60 SIA</p>
<p>4. <u>Layout Plans</u></p> <p>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>(a)</p> <p>(b)</p> <p>(b) See attached event layout plan</p>
<p><u>5. Applications Lodged by Voluntary Organisations or Members Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>N/A</p>

6. Will alternatives to glass receptacles be provided?	Yes – no glass will be handed across the bars. All drinks will be served/decanted into plastic receptacles
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	All managers will have personal licences. All staff engaged in the serving/sale of alcohol will have undergone the 2 hour Scottish Licencing training. Hickory also train all staff to high standards, adding to the training from the 2 hours and covering in depth knowledge of the 5 licencing objectives

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.

8. How will you prevent Crime and Disorder at the event?	<ul style="list-style-type: none"> • Hickory will liaise with the SIA security provider in advance, along with Police Scotland. Hickory's event managers will make daily contact with the SIA site manager and the Police Scotland representative. • Any crime or disorder will immediately be communicated to the SIA and Police • Hickory will remain in communication with SIA/Event Management via vhf radio • Hickory teams will be trained on how to spot potential crime/disorder and the stages in how to react/report • Anyone who appears to be 'drunk' will be refused service and offered soft drinks instead • All incidents will be reported in the 'Incident Book' for the event • All incidents will be communicated to the other bars so they are aware • Our team are trained in accordance with the 2005 Act and trained to handle refusals of service when required • We will have free drinking water available at all times • Anyone found to be disorderly will be refused service and reported to the on-duty police • No glass receptacles will be handed out – all glass will be decanted into a plastic receptacle
9. How will you secure Public Safety at the event?	<ul style="list-style-type: none"> • Liaison with event appointed stewards • Liaison with police on duty at event • All staff engaged in the sale/service of alcohol will be appropriately trained in accordance with the 2005 Act • We will operate a challenge 25 policy at all times • Anyone who is aggressive will be refused service and reported to the on-duty police • A refusals book will be kept throughout the event

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

- Our drinks menu will not have any promotions, shots or alco-pops
- Our drinks menu will not be designed to be attractive to those who are under age
- We will not supply high energy drinks
- We will abide by all regulations placed on us by East Lothian council, the police and the European Tour
- We will have pre-event meetings with the European Tour committee to understand what (if any) previous issues there have been and develop a plan to combat these
- We will develop a site specific alcohol management plan and ensure this is briefed to our team

<p>11. How will you promote and protect Public Health at the Event?</p>	<ul style="list-style-type: none"> • Free drinking water will be available at all times • No energy drinks will be served • No 'shots' will be served • Spirits will be served in 25ml measures, with a maximum 50ml measure allowed per drink • Staff will be trained and briefed to be vigilant to the signs of alcohol related issues and will refuse service where appropriate • A wide range of quality soft drinks will be available
<p>12. How will you protect Children from Harm at the Event?</p>	<ul style="list-style-type: none"> • Children will not be permitted in the bars unaccompanied by an appropriate adult • Children will not be permitted within 3m of the bar counter • A wide range of non-alcoholic drinks will be available • Challenge 25 will be operated at all times • Anyone who is underage found trying to purchase alcohol for themselves or others will be refused service and reported to the police on duty at the event • Anyone who found trying to purchase alcohol for anyone underage will be refused service and reported to the police on duty at the event

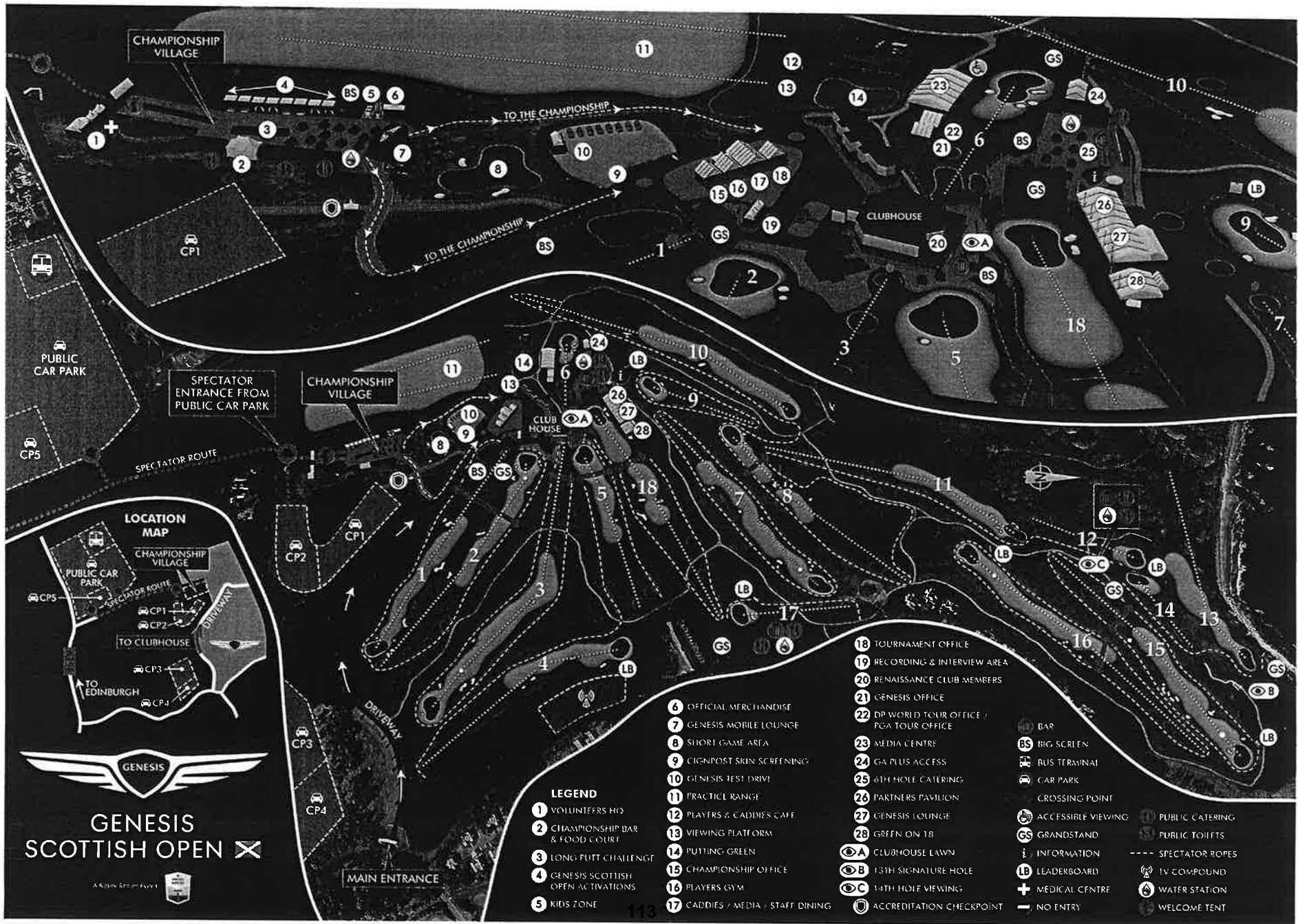
SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

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	<i>SCOTT DODDS</i>	Date	24/04/2023
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CHAMPIONSHIP VILLAGE

PUBLIC CAR PARK

SPECTATOR ENTRANCE FROM PUBLIC CAR PARK

LOCATION MAP



GENESIS
GENESIS SCOTTISH OPEN

A KIPPA STRATHFORTH

TO THE CHAMPIONSHIP

TO THE CHAMPIONSHIP

SPECTATOR ROUTE

DRIVEWAY

MAIN ENTRANCE

LEGEND

- 1 VOLUNTEERS HQ
- 2 CHAMPIONSHIP BAR & FOOD COURT
- 3 LONG PUTT CHALLENGE
- 4 GENESIS SCOTTISH OPEN ACTIVATIONS
- 5 KIDS ZONE
- 6 OFFICIAL MERCHANDISE
- 7 GENESIS MOBILE LOUNGE
- 8 SHORT GAME AREA
- 9 SIGNPOST SIGN SCREENING
- 10 GENESIS TEST DRIVE
- 11 PRACTICE RANGE
- 12 PLAYERS & CADDIES CAFE
- 13 VIEWING PLATFORM
- 14 PUTTING GREEN
- 15 CHAMPIONSHIP OFFICE
- 16 PLAYERS GYM
- 17 CADDIES / MEDIA / STAFF DINING
- 18 TOURNAMENT OFFICE
- 19 RECORDING & INTERVIEW AREA
- 20 RENAISSANCE CLUB MEMBERS
- 21 GENESIS OFFICE
- 22 DP WORLD TOUR OFFICE / PGA TOUR OFFICE
- 23 MEDIA CENTRE
- 24 GA PLUS ACCESS
- 25 6TH HOLE CATERING
- 26 PARTNERS PAVILION
- 27 GENESIS LOUNGE
- 28 GREEN ON 18
- A CLUBHOUSE LAWN
- B 13TH SIGNATURE HOLE
- C 14TH HOLE VIEWING
- ACCREDITATION CHECKPOINT
- BAR
- BS BIG SCREEN
- BUS TERMINAL
- CAR PARK
- CROSSING POINT
- ACCESSIBLE VIEWING
- GS GRANDSTAND
- INFORMATION
- LB LEADERBOARD
- MEDICAL CENTRE
- NO ENTRY
- PUBLIC CATERING
- PUBLIC TOILETS
- SPECTATOR BOPES
- TV COMPOUND
- WATER STATION
- WELCOME TENT

Licensing

From: Natasha Gregory <Natasha.Gregory@scotland.police.uk>
Sent: 25 April 2023 14:51
To: Licensing
Subject: ref 324/23
Attachments: HERKES_ GILLIAN_QXM04806_FIREBIRD_2821_001.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.

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EAST LOTHIAN COUNCIL

LICENSING STANDARDS

From: Karen Harling
Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 12th May 2023

Subject: LICENSING SCOTLAND ACT 2005
REPORT - OCCASIONAL LICENCE APPLICATION OCC323/23
Scott Dodds, The Scottish Open, On course public bars, Renaissance Golf Course,
Cowden Hill Drive, North Berwick, East Lothian, EH39 5HS.

I have not spoken with the applicant for this occasional licence. A phone call was made and answer machine message was left.

The applicant is Scott Dodds who is a personal licence holder. Application has been made for an occasional licence for the on course public bars at the Scottish Open, Renaissance Golf Course, East Lothian.

Six public bars are proposed to be situated in various locations around the course as detailed on the plan submitted. The applicant has proposed that the full area is to be licensed to allow consumption of alcohol throughout the course. It is anticipated by the applicant that 60,000 people will visit the event over the whole week with an estimated 15,000 spectators a day.

SIA stewards will be provided by the European Tour across the course and in the public village area. No glass will be used and all drinks will be decanted into plastic receptacles.

The duration of the licence requested is 12th July 2023 – 16th July 2023. The requested hours are 1000-2100 for on and off sales of alcohol. No off sales hours have been requested.

I refer the board to section 17.1 and 17.4 of the East Lothian Licensing Board's Statement of Licensing Policy:-

17.1 For applications relating to premises licences and occasional licences, the Board's general policy on the licensed hours for the sale of alcohol for consumption on the premises is: -

11.00 am to 11.00 pm Monday to Wednesday (inclusive)

11.00 am to 1.00 am Thursday to Saturday (inclusive)

11.00 am to 12.00 midnight on Sunday

17.4 Should an application be received in respect of opening earlier than 11am, the Board will expect the applicant to justify their request and demonstrate measures that promote the five licensing objectives.

Suitable measures have been provided by the applicant and event organisers in relation to the five licensing objectives which can be seen in the application submitted.

The application details that all managers will hold a personal licence. The Licensing Standards Officer Supports the measures to be implemented.

Following a visit to the event in 2022, by the LSO and police some issues were found in relation to lack of signage at all bars, poorly trained staff and members of the public stepping in to assist bar staff to change barrels at a bar. Signage was given to all bars when visited with a request to display it. It was a condition of the occasional licence for the event last year that the following signage was displayed:

Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and the relevant conditions of the licence. Signage should clearly identify

- a) No under 18's served alcohol
- b) Challenge 25 policy must be used.
- c) The specific opening and closing times of the bar
- d) Responsible drinking message
- e) No smoking signs

In light of this I would like the applicant to improve on these areas.

I would also like to recommend the following condition:

- There should be a personal licence holder allocated to each of the six bar areas 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.

In line with board policy above, I refer the application to the Licensing Board for determination if reasons detailed by the applicant are sufficient to justify their request for on sales before 11am (10am) and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licence.

K. Harling
Licensing Standards Officer

Licensing

From: Robertson, Scott
Sent: 02 May 2023 15:24
To: Herkes, Gillian
Cc: Licensing
Subject: RE: Attached Image OCC324/23

Hello,

Please note I have no comments or objections in relation to the occasional license for the Scottish Open.

Kind Regards
Scott

Scott Robertson | Assistant Planner – Development Control | East Lothian Council | John Muir House | Haddington
EH41 3HA
T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Herkes, Gillian <gherkes@eastlothian.gov.uk>
Sent: 25 April 2023 10:00
To: Lothian Scot Borders Licensing East Mid Lothian <LothianScotBordersLicensingEastMid@Scotland.police.uk>;
Harling, Karen (Licensing) <kharling1@eastlothian.gov.uk>; Events <events@eastlothian.gov.uk>; Environment
Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards
<ehts@eastlothian.gov.uk>
Subject: FW: Attached Image OCC324/23

Hi

Please find attached Occasional Licence application for On course bars at Scottish Open, Renaissance Golf Club,
Dirleton, North Berwick for report.

Gillian

Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council
01620 820114
gherkes@eastlothian.gov.uk



From: Jill Dunn <jill@macdonaldlicensing.com>
Sent: 09 June 2023 10:32
To: 'kharling1@eastlothian.gov.uk'
Subject: Occasional Licence for Scottish Open
Attachments: A2 Compliance Sign (2).pdf; Hickory RHS Signs - Section 110.pdf; Site plan Scottish Open - Hickory Bars.pdf

Morning Karen

I have been asked by Hickory Foods, who are operating the bars at this event, and the named Applicant, Scott Dodds, to provide you with a response to your representation regarding this Application, which is due to be considered by the Licensing Board at their Meeting on 22nd June.

Whilst accepting that precedent is not particularly relevant, our clients have operated the bars at this event in 2019, 2021 and 2022 without serious issues. They are experienced operators of events of this type, but I note that you have some concerns, and of course there is the matter of the hour of 10am to 11am being outwith policy.

If I could address the areas of concern that you have raised first:-

- **Signage** – Your comments on this are noted, and attached are the Notices that will be used, to cover the five requirements. I have utilised the Section 110 Notice which I assume satisfies the requirements under (a). These will be placed at each bar, where customers can see them, and at least one spare set will also be behind each bar, in case any should be damaged, removed, or fall down. Our clients apologise for any shortcomings in this respect last year.
- **Staff Training** – I note your concerns regarding Staff Training last year. There are some mitigating factors, if I can explain. Last year was very difficult for recruiting staff, and there was generally a lack of hospitality staff all over Scotland. Our clients therefore had to employ agency staff, which they prefer not to do normally. This year they are hopeful that it will be completely their own staff. The problem with using agency staff is that whilst they have received the mandatory training, it is generalised, as opposed to being specifically aimed at this type of event. Because of the nature of our client's business, their staff are trained in that way and, if by any chance, agency staff are required this year, which as I have said will hopefully not be necessary, then notwithstanding that they have received the two hours training, there will be specific training given by our clients prior to the event starting explaining the issues that may come up in an event of this type. The first training event that our clients are holding, for this event, is next week and therefore will have taken place prior to the Board Meeting.
- **Member of the public helping out** – Our clients were puzzled about this comment, but having racked their brains there may have been an incident where someone known to them, who is actually from a microbrewery voluntarily and with no request by our clients, have assisted at one of the bars, which they think would be the small bar at hole 17. All other seller units are fenced in/ secure areas. Our clients have indicated that they will liaise with European Tour to ensure the small back of house marquee at hole 17 is fenced/ secured in a more satisfactory fashion so that this cannot happen. They will also make sure that there is always someone at each bar that can change kegs!
- **Personal Licences** – Noting your comments regarding this. I have attached a plan showing the location of the bars. There are actually five rather than six this year as you will see. There were six in previous years. Two of them are close together and we had hoped that one Personal Licence Holder could cover that. They share a back of house area (being separated by a marquee and some toilets). For the bar at the fourteenth hole there would be a Personal Licence Holder. The bar at the seventeenth is a very small bar and we would request that it be covered by the Site Manager, who is a Personal Licence Holder, but will not be in the bar continuously due to its small size. All management and bar areas have radios for communication anyway.

The other issue of course is the early morning hour. I would suggest that this is a special case, as presumably was accepted in previous years. The event starts at 7am and what normally happens is that many of the spectators will have a drink and then find or follow their favourite players around the course. Obviously the better/ well known players tee off later and therefore it provides an opportunity to have a quick drink before setting off with them. Following them around the course there is not another bar until the fourteenth hole. It is not a case of people then remaining within the bar and having an extra hour drinking.

Courses like Muirfield have enjoyed these hours before and it does seem to be the traditional time for major golfing events to open their bars for the sale of alcohol. The operation of this without problems in previous years would indicate that none of the Licensing Objectives will be infringed. In their Application our clients submitted a Supporting Statement

covering the Licensing Objectives but if there are any particular issues under any of the Objectives that you have concerns about please let me know.

Kind regards

Yours sincerely

Alistair Macdonald
Macdonald Licensing

Macdonald Licensing (Scotland) Limited (SC388451)
21a Rutland Square
Edinburgh
EH1 2BB

Tel: 0131 229 6181
Fax: 0131 221 1282
www.macdonaldlicensing.com

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