

Sun/Mon



11/2 Oct

0CC692/23  
AW 8/9

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

# 4B

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) EL413

Name of voluntary organisation (if applicable) \_\_\_\_\_

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Mitchell

Forenames Paul Anthony

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. [Redacted] Evening Tel. [Redacted]

Mobile No. [Redacted]

Fax No. [Redacted] Email [Redacted]

**3. THE PREMISES**

Description of premises

Broxmouth Courtyard - purpose built venue with dining room, bar facilities, additional reception rooms, toilet facilities and associated car parking within Broxmouth Park estate.

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

One private Wedding, to include family only, informal barbecue on the eve of the wedding (1st of October) followed by wedding breakfast and evening reception on the wedding day (2nd of October) with up to 50 attendees by invitation only.

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

Broxmouth Courtyard, Broxmouth Park, Dunbar, EH42 1QW



#### 4. DURATION OF LICENCE

From 01/10/2023 To 02/10/2023

**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

6pm until 11pm on the 1st October & 11am until midnight on the 2nd October.

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

The premises will have wedding related activity at the venue from 3pm on the eve of the wedding (1st October) until midnight on the wedding day itself (2nd October).

#### 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 0 -17

Times at which children or young persons permitted entry 11am until Midnight

Parts of premises to which children or young persons permitted entry

Children and young persons will be permitted and supervised access to all public areas of the venue. Children will not be permitted to areas adjacent to bar servery and kept at least 1.5m from service points

## 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 04/08/2023

### 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 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.)

A private Wedding

---

---

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

Live Music and DJ Music

---

---

**2. Attendance**

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

A maximum of 160 guests

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

The event is organised privately, therefore by invitation only and numbers, names and details provided to the venue and license holder by the wedding couple.

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(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)

Private invitation

---

**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.

Zero stewards

---

- (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

In reference to 4c, please see accompanying plans.

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## 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 -

24/02/23, 03/03/23, 10/03/23, 17/03/23, 24/03/23, 31/03/23, 04/04/23, 08/04/23, 14/04/23, 21/04/23, 26/04/23, 28/04/23, 03/05/23, 05/05/23, 10/05/23, 12/05/23, 17/05/23, 19/05/23, 25/05/23, 27/05/23, 29/05/23, 31/05/23, 02/06/23, 09/06/23, 15/06/23, 17/06/23, 21/06/23, 23/06/23, 28/06/23, 31/06/23, 05/07/23, 07/07/23, 10/07/23, 14/07/23, 16/07/23, 19/07/23, 21/07/23, 23/07/23, 26/07/23, 28/07/23, 31/07/23, 02/08/23, 06/08/23, 09/08/23, 11/08/23, 16/08/23, 18/08/23, 23/08/23, 25/08/23, 27/08/23, 01/09/23, 06/09/23, 08/09/23, 13/09/23, 16/09/23, 20/09/23, 22/09/23, 27/09/23, 29/09/23

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

YES, where applicable and appropriate.

---

---

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

Please provide details of any training certificate held.

All bar and waiting staff are trained to a minimum two hour requirement including completion of Responsible Alcohol Retailing workbook prior to serving alcohol additional PL Holders present.

---

## 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?

All guests will be privately invited, providing a register of attendees. The license holder, management and serving staff will ensure alcohol is responsibly served at all times.

---

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

Premises will be properly maintained. All areas will be properly illuminated including with emergency lighting in the event of fire or power failure. Fire suppressant systems will be on site and staff trained in their use. Trained first aiders will be present as will a technician for any unforeseen technical issues.

---

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

The events will be located within a permanent, purpose built building within a private estate, at least 500 metres from the closest neighbour. Equipment is utilised to ensure music volumes are controlled.

---

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

We will provide a broad range of soft and non-alcoholic drinks plus drinking water will be freely available at all times through the events.

---

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

Children will be closely supervised at all times and excluded from proximity to bar service points by at least 1.5 meters.

---

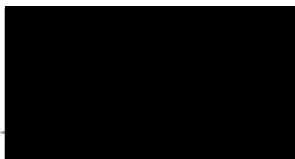
**SIGNATURE AND DECLARATION BY APPLICANT**

**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 04/08/2023

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## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 07 September 2023 10:39  
**To:** Licensing  
**Subject:** ref broxmouth courtyard 692-697  
**Attachments:** OCCASIONAL\_APPLICATION\_FORM\_OCTOBER\_01\_2023.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.

NPOs

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

**From:** Licensing Standards Officer

**To:** C. Grilli  
Clerk to the Licensing Board

**Date:** 15<sup>th</sup> August 2023

**Subject:** LICENSING SCOTLAND ACT 2005

**REPORT - OCCASIONAL LICENCE APPLICATION OCC692/23, OCC694/23 AND  
OCC711/23**

**Paul Mitchell, Broxmouth Courtyard, Broxmouth Park, Dunbar EH42 1QW**

The applicant is Paul Mitchell who is a personal licence holder. Application has been made for three occasional licences for weddings at Broxmouth Courtyard.

The duration of the applications are:

OCC692/23 – Sunday 1<sup>st</sup> Oct 1800 – 2300 and Monday 2<sup>nd</sup> Oct 1100 – 0000

OCC694/23 – Sunday 8<sup>th</sup> Oct 1800 – 2300 and Monday 9<sup>th</sup> Oct 1100 – 0000

OCC711/23 – Sunday 5<sup>th</sup> Nov 1800 – 2300 and Monday 6<sup>th</sup> Nov 1100 – 0000

I refer the board to section 17.1 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*

The venue is a busy wedding venue that hosts weddings on a weekly basis Over the summer period 8 previous applications have been received that have been in excess of the policy terminal hour. A provisional premises licence is held by Broxmouth Estates Ltd for Broxmouth Courtyard however it is not yet been confirmed. The on sales hours on the provisional premises licence are within board policy as per below with a terminal hour on Monday-Wednesday of 2300 hours:

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

An email was sent to Mr Mitchell, on 4<sup>th</sup> September 2023 highlighting that application are outwith the board policy hours when applying and that further applications for hours outside of policy would require to be heard by the Board.

In addition to this communication, guidance has been provided that should the licence holder wish to vary the on sales hours granted on the provisional licence a major variation should be submitted.

In line with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer

0CC694/23

Sun/Mon



8/19 Oct  
Adv 8/9

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

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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) EL413

Name of voluntary organisation (if applicable) \_\_\_\_\_

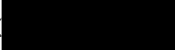
## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Mitchell

Forenames Paul Anthony

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. [REDACTED] Evening Tel. [REDACTED]

Mobile No. [REDACTED]

Fax No. [REDACTED] Email [REDACTED]

## 3. THE PREMISES

Description of premises

Broxmouth Courtyard - purpose built venue with dining room, bar facilities, additional reception rooms, toilet facilities and associated car parking within Broxmouth Park estate.

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

One private Wedding, to include family only, informal barbecue on the eve of the wedding (8th of October) followed by wedding breakfast and evening reception on the wedding day (9th of October) with up to 80 attendees by invitation only.

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

Broxmouth Courtyard, Broxmouth Park, Dunbar, EH42 1QW



#### 4. DURATION OF LICENCE

From 08/10/2023 To 09/10/2023

#### 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

6pm until 11pm on the 8th October & 11am until midnight on the 9th October.

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

The premises will have wedding related activity at the venue from 3pm on the eve of the wedding (8th October) until midnight on the wedding day itself (9th October).

#### 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 0 -17

Times at which children or young persons permitted entry 11am until Midnight

Parts of premises to which children or young persons permitted entry

Children and young persons will be permitted and supervised access to all public areas of the venue. Children will not be permitted to areas adjacent to bar servery and kept at least 1.5m from service points

## 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 04/08/2023

### 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

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**PLEASE SUBMIT THIS SHEET WITH YOUR  
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**SUPPLEMENTARY INFORMATION**

**1. Event**

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

A private Wedding

---

---

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

Live Music and DJ Music

---

---

**2. Attendance**

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

A maximum of 80 guests

---

---

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

The event is organised privately, therefore by invitation only and numbers, names and details provided to the venue and license holder by the wedding couple.

---

(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)

Private invitation

---

**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.

Zero stewards

---

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

N/A

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**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

In reference to 4c, please see accompanying plans.

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Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December -

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

YES, where applicable and appropriate.

---

---

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

Please provide details of any training certificate held.

All bar and waiting staff are trained to a minimum two hour requirement including completion of

Responsible Alcohol Retailing workbook prior to serving alcohol additional PL Holders present.

---

## 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?

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

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**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 04/08/2023

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## Licensing

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**Subject:** ref broxmouth courtyard 692-697  
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NPOs

# EAST LOTHIAN COUNCIL

## LICENSING STANDARDS

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Clerk to the Licensing Board

**Date:** 15<sup>th</sup> August 2023

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The venue is a busy wedding venue that hosts weddings on a weekly basis Over the summer period 8 previous applications have been received that have been in excess of the policy terminal hour. A provisional premises licence is held by Broxmouth Estates Ltd for Broxmouth Courtyard however it is not yet been confirmed. The on sales hours on the provisional premises licence are within board policy as per below with a terminal hour on Monday-Wednesday of 2300 hours:

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Licensing Standards Officer

Sun/Mon



0CC711/23

5/6 NOV

East Lothian Council  
Licensing

LICENSING (SCOTLAND) ACT 2005, SECTION 142

08 SEP 2023

Received

# OCCASIONAL LICENCE APPLICATION FORM

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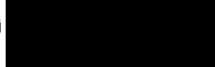
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Title (delete as appropriate):

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

Surname Mitchell

Forenames Paul Anthony

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.

[REDACTED]

Evening Tel.

[REDACTED]

Mobile No.

[REDACTED]

Fax No.

Email

[REDACTED]

## 3. THE PREMISES

Description of premises

Broxmouth Courtyard - purpose built venue with dining room, bar facilities, additional reception rooms, toilet facilities and associated car parking within Broxmouth Park estate.

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

One private Wedding, to include family only, informal barbecue on the eve of the wedding (5th of November) followed by wedding breakfast & evening reception on the wedding day (6th of November) with up to 140 attendees by invitation only.

Full postal address of premises which this application refers to

Broxmouth Courtyard, Broxmouth Park, Dunbar, EH42 1QW



#### 4. DURATION OF LICENCE

From 05/11/2023 To 06/11/2023

**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

6pm until 11pm on the 5th November & 11am until midnight on the 6th November.

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

The premises will have wedding related activity at the venue from 3pm on the eve of the wedding (5th November) until midnight on the wedding day itself (6th November).

#### 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

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Ages of children or young persons permitted entry All ages 0 -17

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Parts of premises to which children or young persons permitted entry

Children and young persons will be permitted and supervised access to all public areas of the venue. Children will not be permitted to areas adjacent to bar servery and kept at least 1.5m from service points

## 7. CHECKLIST

I have (please tick for yes) made or enclosed  
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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 04/08/2023

### NOTES

1. Section 56 of the Licensing (Scotland) Act provides that only: –

- The holder of a premises licence;
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- 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.)

A private Wedding

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

Live Music and DJ Music

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**2. Attendance**

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

A maximum of 140 guests

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

The event is organised privately, therefore by invitation only and numbers, names and details provided to the venue and license holder by the wedding couple.

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(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)

Private invitation

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**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.

Zero stewards

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

N/A

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**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

In reference to 4c, please see accompanying plans.

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**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 -

24/02/23, 03/03/23, 10/03/23, 17/03/23, 24/03/23, 31/03/23, 04/04/23, 08/04/23, 14/04/23, 21/04/23, 26/04/23, 28/04/23, 03/05/23, 05/05/23, 10/05/23, 12/05/23, 17/05/23, 19/05/23, 25/05/23, 27/05/23, 29/05/23, 31/05/23, 02/06/23, 09/06/23, 15/06/23, 17/06/23, 21/06/23, 23/06/23, 28/06/23, 31/06/23, 05/07/23, 07/07/23, 10/07/23, 14/07/23, 16/07/23, 19/07/23, 21/07/23, 23/07/23, 26/07/23, 28/07/23, 31/07/23, 02/08/23, 06/08/23, 09/08/23, 11/08/23, 16/08/23, 18/08/23, 23/08/23, 25/08/23, 27/08/23, 01/09/23, 06/09/23, 08/09/23, 13/09/23, 16/09/23, 20/09/23, 22/09/23, 27/09/23, 29/09/23

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

YES, where applicable and appropriate.

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

Please provide details of any training certificate held.

All bar and waiting staff are trained to a minimum two hour requirement including completion of Responsible Alcohol Retailing workbook prior to serving alcohol additional PL Holders present.

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**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?**

All guests will be privately invited, providing a register of attendees. The license holder, management and serving staff will ensure alcohol is responsibly served at all times.

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

Premises will be properly maintained. All areas will be properly illuminated including with emergency lighting in the event of fire or power failure. Fire suppressant systems will be on site and staff trained in their use. Trained first aiders will be present as will a technician for any unforeseen technical issues.

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

The events will be located within a permanent, purpose built building within a private estate, at least 500 metres from the closest neighbour. Equipment is utilised to ensure music volumes are controlled.

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

We will provide a broad range of soft and non-alcoholic drinks plus drinking water will be freely available at all times through the events.

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

Children will be closely supervised at all times and excluded from proximity to bar service points by at least 1.5 meters.

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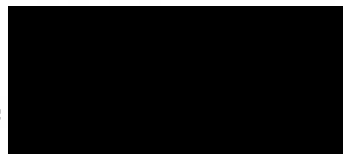
**SIGNATURE AND DECLARATION BY APPLICANT**

**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 04/08/2023

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## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 11 September 2023 09:40  
**To:** Licensing  
**Subject:** REF 710-713  
**Attachments:** HERKES\_GILLIAN\_XVF20528\_FIREBIRD\_2991\_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.

NPOs REFS 710-713

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

Date: 15<sup>th</sup> August 2023

**Subject: LICENSING SCOTLAND ACT 2005  
REPORT - OCCASIONAL LICENCE APPLICATION OCC692/23, OCC694/23 AND  
OCC711/23  
Paul Mitchell, Broxmouth Courtyard, Broxmouth Park, Dunbar EH42 1QW**

The applicant is Paul Mitchell who is a personal licence holder. Application has been made for three occasional licences for weddings at Broxmouth Courtyard.

The duration of the applications are:

OCC692/23 – Sunday 1<sup>st</sup> Oct 1800 – 2300 and Monday 2<sup>nd</sup> Oct 1100 – 0000  
OCC694/23 – Sunday 8<sup>th</sup> Oct 1800 – 2300 and Monday 9<sup>th</sup> Oct 1100 – 0000  
OCC711/23 – Sunday 5<sup>th</sup> Nov 1800 – 2300 and Monday 6<sup>th</sup> Nov 1100 – 0000

I refer the board to section 17.1 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*

The venue is a busy wedding venue that hosts weddings on a weekly basis Over the summer period 8 previous applications have been received that have been in excess of the policy terminal hour. A provisional premises licence is held by Broxmouth Estates Ltd for Broxmouth Courtyard however it is not yet been confirmed. The on sales hours on the provisional premises licence are within board policy as per below with a terminal hour on Monday-Wednesday of 2300 hours:

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



An email was sent to Mr Mitchell, on 4<sup>th</sup> September 2023 highlighting that application are outwith the board policy hours when applying and that further applications for hours outside of policy would require to be heard by the Board.

In addition to this communication, guidance has been provided that should the licence holder wish to vary the on sales hours granted on the provisional licence a major variation should be submitted.

In line with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer

