

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

Date: 9<sup>th</sup> February 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC121/24

LOUISE PROCTOR FOR DUNGLASS ESTATE, DUNGLASS, COCKBURNSPATH, EAST LoTHIAN, TD13 5XF

The applicant is Louise Proctor who is a personal licence holder. The application is for an occasional licence for a wedding for 120 people on 16<sup>th</sup> March 2024. The duration requested is from 1pm – 12 midnight.

I would like to highlight that this application was received less than 42 days in advance as set out in the Statement of Licensing Policy Section 22.10. It has in this instance been prioritised and processed in a period of 24 hours in order to make the deadline for the application to be heard at a Licensing Board meeting before the event. I have a significant amount of occasional licence applications to review and this prioritisation will not be repeated. I guide the applicant to submit all occasional licence applications at least 42 days in advance of the event date, as failure to do so may result in the application not being processed or heard by the Licensing Board in time.

Dunglass Estate has a purpose-built wedding/event venue that has been operating on occasional licences submitted by outside caterers/personal licence holders. The venue appears to have been in operation since 2021. The following number of occasional licence applications have been submitted and granted:

2021 – 23

2022 – 26

2023 – 52

2024 – This application is the 10<sup>th</sup> to date

There has been a significant increase in the number of applications and the venue is now used on a weekly basis, hosting weddings at weekends and midweek.

I refer the Board to section 23.1 and 23.2 of the Statement of Licensing Policy:

*23.1 - Repeated applications for Occasional Licences for the same premises and which are: -*

- *not for specific events; and/or*

- *for activities that have been occurring (either in identical or largely similar terms) on the premises regularly over a period of at least 3 months will not generally be considered suitable for the grant of an Occasional Licence and will not be granted by the Board under delegated authority but will require a*

*hearing before the Board. This includes where there are different applicants for the same premises, but the activities are similar e.g. weddings, corporate events. It is largely expected that the premises in question should consider an application for a Premises Licence.*

*23.2 - Section 59(6) of the Act specifies the grounds for refusal of an application for an Occasional Licence. These grounds include "that the Licensing Board considers the granting of the application would be inconsistent with one or more of the licensing objectives". These licensing objectives include: -*

- Securing public safety.*
- Protecting and improving public health*
- Protecting Children and Young Persons from harm.*

*The scrutiny given to an application for a Premises Licence is not available where premises operate under a series of consecutive Occasional Licences. In the interests of securing public safety, and/or, for protecting and improving public health, the Board, considers that it is not appropriate for a premises to operate on a series of consecutive Occasional Licences, rather than apply for a Premises Licence. The Board will require an applicant to explain at a Hearing why an application for a Premises Licence is not being made unless the Clerk of the Board is satisfied that there are good reasons that prevent such an application, that are not within the control of the applicant.*

*Where an application is to allow premises to trade on a regular basis prior to a Premises Licence application having been determined, the application will be referred to the Board for consideration in the first instance.*

*I understand that the applicant is as a hired caterer however as the policy details - "This includes where there are different applicants for the same premises, but the activities are similar e.g. weddings, corporate events." I suggest that the applicant should liaise with the Estate Owner.*

*An approach was made to Dunglass Estate in February 2023 and detailed guidance was given on the process of applying for a premises licence. A large amount of correspondence was sent to Claire Weir, Events Manager at the Estate. In October 2023, I was contacted by Ms Weir and informed she was leaving her position however Simon Usher, owner of the Estate would be taking the premises licence application forward. I have had no further communication from Mr Usher and no update on any progress. Miss Weir detailed that there was an outstanding building warrant that needed to be granted.*

*In accordance with board policy above, I refer the application to the Licensing Board for determination.*

*Licensing Standards Officer*

## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 08 February 2024 14:58  
**To:** Licensing  
**Subject:** REF DUNGLASS  
**Attachments:** 16TH MARCH - DUNGLASS - OCCASIONAL LICENCE 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.

NPO

OCC121/24  
ADV 912



LICENSING (SCOTLAND) ACT 2005, SECTION 142

## 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) AN/1526

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

### 2. PERSONAL DETAILS

Title (delete as appropriate):

~~Mr~~ / ~~Ms~~ / Miss / ~~Mx~~ / ~~Other~~ (please state) \_\_\_\_\_

Surname Proctor

Forenames Louise

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

**2. PERSONAL DETAILS (cont)**

Address where ordinarily resident to be used for correspondence purposes

\_\_\_\_\_

\_\_\_\_\_

Post town \_\_\_\_\_ Post code \_\_\_\_\_

Telephone Numbers

Daytime Tel. \_\_\_\_\_ Evening Tel. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email louise@theedinburghcateringcompany.co.uk

**3. THE PREMISES**

Description of premises

**Wedding Venue**

\_\_\_\_\_

\_\_\_\_\_

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

**Wedding, max attendees 120pax**

\_\_\_\_\_

\_\_\_\_\_

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

**Dunglass Estate, Dunglass, Cockburnspath, TD13 5XF**

\_\_\_\_\_

\_\_\_\_\_

#### 4. DURATION OF LICENCE

Date: From Saturday 16th March 2024 To Saturday 16th March 2024

Time: From 1300hrs To 2400hrs

#### 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

1300hrs - 2400hrs

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

N/A

#### 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 0-17yrs

Times at which children or young persons permitted entry 1400hrs - 2400hrs

Parts of premises to which children or young persons permitted entry

The bar area is in the dining room which means children will be permitted into the bar area, they will require to be accompanied by an adult at all times.

## 7. CHECKLIST

I have (please tick for yes) made or enclosed payment of the fee for the application

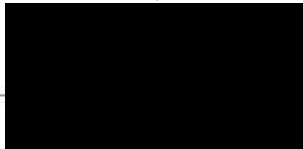
YES

## 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 08/02/2024

### 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.)

Wedding

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

N/A

**2. Attendance**

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

120pax

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

Provided by 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? (c.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.

N/A

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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

Layout of venue attached in email

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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

N/A

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

N/A

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

Please provide details of any training certificate held.

Bartenders have undergone the mandatory two hour training

**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?**

Crime and disorder will be prevented by a zero tolerance policy to anti-social behaviour, following all of the licence conditions. The appropriate authorities will be called if an incident arises that requires them.

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

Public safety will be secured by no overcrowding or queuing, the venue will carry out the appropriate fire safety checks and there will be a first aid trained member of staff onsite.

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

Public nuisance will be prevented by working with the venue to ensure guests remain inside the venue after the drinks reception until leaving the venue.

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

TECC commit to providing safe events and promote responsible drinking at all times - the bride & groom have been made aware of this and have been asked to make their guests aware of this also.

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

All children and young persons must be accompanied by an adult at all times.

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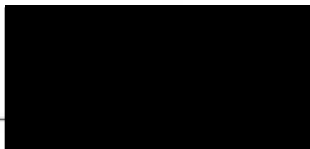
**SIGNATURE AND DECLARATION BY APPLICANT**

**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 08/02/2024

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