

OCC197/24

26thn may 2024 Police

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**Occasional Licence Application Form**  
**EAST LOTHIAN LICENSING BOARD**

**2a**

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)	498283
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Mr	
Surname	ZIELINSKI
Forenames	Gregor
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	[REDACTED]

Mobile	[REDACTED]
FAX NUMBER	[REDACTED]
E-MAIL ADDRESS	
gregor.zielinski@bellfieldbrewery.com	
<b>3. THE PREMISES</b>	
Edinburgh Marathon Festival (end point) - bars on Pinkie Playing Fields, Musselburgh	
<b>Description of activities to be carried on in the premises – (including number of persons expected to attend)</b>  Serving of beer (alcoholic and non alcoholic) from 2 draught bars and one can bar (non alcoholic beer and soft drinks only). Participants purchase their entries online in advance. Their spectators can gain free access to watch them either in the finish area, or elsewhere on the route.	
<b>Full postal address of premises which this application refers to</b>  Pinkie Playing Fields, Linkfield Road, Musselburgh, EH21 7LN	

<b>4. DURATION OF LICENCE</b>
From: Sunday 26 May 2024
To: Sunday 26 May 2024 (one day only)

5. Is alcohol to be sold on & off the premises NO* - Provide relevant details as to hours requested when alcohol will be sold on the premises-* delete as appropriate	
<b>Times for sale of alcohol for consumption on premises</b>  1000-1700hrs	<b>Times for sale of alcohol for consumption off premises</b>  n/a
<b>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</b>  Set up of the bars will take place the day before, on Saturday 25 May 2024 but there will be no alcohol on the premises until Sunday.	

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)	
<b>Ages of children or young persons permitted entry</b>  From babes in arms to 18 year olds	<b>Times at which children or young persons permitted entry</b>  1000-1700hrs - accompanied by a responsible adult at all times and not permitted to approach the bar
<b>Parts of premises to which children or young persons permitted entry</b>  The licensed area but only if accompanied by a responsible adult. Not permitted to approach the bar.	

7. CHECKLIST	
I have - Please tick for yes	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	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.	
<b>SIGNATURE</b>  Gregor Zielinski	<b>DATE</b>  12 March 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**

<p><b>1. Event</b></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) Edinburgh Marathon Festival</p> <p>(b) none within the licensed premises</p>
<p><b>2. Attendance</b></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 style="text-align: right;"> <input type="checkbox"/> Under 18  <input type="checkbox"/> 18 - 30 X  <input type="checkbox"/> 30 – 50  <input type="checkbox"/> over 50         </p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p> <p>Participants purchase their entries online in advance. Their spectators can gain free access to watch them either in the finish area, or elsewhere on the route.</p>	<p>100,000</p> <p>previous events - figure supplied by EMF organisers</p>
<p><b>3. Stewarding</b></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. More information can be found at <a href="#">Security Industry Authority</a>.</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) See separate Alcohol Management Plan</p> <p>(b) See separate Alcohol Management Plan</p>
<p><b>4. <u>Layout Plans</u></b></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>Plan attached, provided by organisers</p>
<p><b>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	
<p><b>6. Will alternatives to glass receptacles be provided?</b></p>	<p>Drinks will only be served in “plastic’ recyclable pint and half pint receptacles. Soft drinks and alcoholic and non alcoholic beer will be served in aluminium cans. No drink will be served in a glass.</p>
<p><b>7. To what standard those serving alcohol be trained?</b></p> <p>Please provide details of any training certificate held</p>	<p>See separate Alcohol Management Plan</p>

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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 objective.**

<b>8.</b> How will you prevent Crime and Disorder at the event?	See Alcohol Management Plan
<b>9.</b> How will you secure Public Safety at the event?	See Alcohol Management Plan
<b>10.</b> How will you prevent Public Nuisance at the event?	See Alcohol Management Plan

<b>11.</b> How will you promote and protect Public Health at the Event?	See Alcohol Management Plan
<b>12.</b> How will you protect Children from Harm at the Event?	See Alcohol Management Plan

**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.

<b>Signature</b>	<u>Gregor Zielinski</u>	<b>Date</b>	12 March 2024
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## **Edinburgh Marathon Festival**

### **Alcohol and Drug Management Plan**

#### **Occasional/Premises Licence –**

**Date** : **Sunday 26 May 2024**

**Time** : **1000-1700hrs**

**Location** : **Pinkie Playing Fields, Linkfield Road, Musselburgh, EH21 7LN**

1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.

**Licence Holder - Gregor Zielinski**

**Tel No.** [REDACTED]

3. In the event of some unforeseen circumstances that results in Gregor Zielinski not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from the licensed area.
5. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel (IF APPLICABLE).
6. The finish area has a full perimeter wall, and there are only 2 entrance/exit points which are manned at all times by SIA stewards.
7. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.
8. No alcohol shall be allowed to be removed from the licensed area.
9. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.
10. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
11. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event (detailed below).



12. All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event (see Staff training policy below).
13. The event area will be supervised by a suitable number of SIA Licensed Stewards/Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company if utilised (see SIA policy below).
14. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
15. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see drugs policy below).
16. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licenced area. Anyone ejected from the event will not be permitted re-entry.
17. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care must be provided through first aid services and/or emergency services.
18. Prior to the event all staff and volunteers will be briefed as to the contents of this Alcohol and Drugs Management Plan and a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.

**19. Overall control of the event will be in the hands of :**

Name of Organisers and Responsible Person	<b>Freya Ross</b>
Registered Address	<b>GSI Events Ltd Hillhouse Events, Hillhouse farm cottages, Main Street, Kirknewton, EH27 8DR</b>
Contact Numbers (including any mobile number)	██████████
Email Address (use block capitals)	<b>events@gsi-events.com</b>

**20. General Authorisation of Sale of Alcohol**

Provide details of the individual who will be authorising the sale of alcohol:

Name of Individual	Gregor Zielinski
Address	██ ████

Contact Numbers (including any mobile number)	██████████
Email Address (use block capitals)	gregor.zielinski@bellfieldbrewery.com

**Personal Licence Holder Details**

Name of Issuing Authority	City of Edinburgh Council
Personal Licence Number	498283
Date of Expiry of Licence	16/05/2033
Copy of Personal Licence attached	Yes

**Provide a brief description of how the bars will operate** i.e. will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

- Drinks will be sold from 2 large cargo bars with 12 draught lines and 1 gazebo can bar.
- Drinks sold will include alcoholic and non alcoholic beers and payment will be taken via card only (no cash).
- Measures sold (draught beer only) will be 1 pint and half pint measures in marked, recyclable, disposable (plastic) glasses.
- Non alcoholic beer will additionally be sold in 330ml cans from the can bar.
- There will be a queuing system in operation.
- Service will be provided by 12 members of staff, supervised by Bar Manager, Gregor Zielinski (personal license holder).
- We will display mandatory signage Section 110 Notice and Age Verification Policy.
- Alcohol sold will comply with minimum unit pricing legislation.
- Drinking water will be available free of charge from drinking water dispensers on every bar.

**21. Staff Training Details**

Provide details of training any staff and/or volunteers recruited for the event will receive either prior to the event or on the day itself:

All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol.

A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event.

## 22. Policies

### Age Verification Policy

Provide details on the age verification policy that is in place:

1. It is company policy for staff to establish the age of any person attempting to buy alcohol when that person appears to be under the age of 25 years.
2. Staff will require such persons, before being served alcohol, to produce, on request, identification bearing their photograph, date of birth and a holographic mark.
3. The only valid identification shall be:-
  - A UK or European Union photo-card driving licence
  - A passport
  - An approved proof of age card bearing a PASS hologram
  - A Defence Identity Card issued by the MoD
  - An EU national identity card
  - A Biometric Immigration Document
4. The premises manager and other staff on the premises shall be alert to the use of false or altered identification and retain the right to decline to serve any person whether or not in possession of valid identification.
5. The premises licence holder will ensure that all relevant staff are made aware of the existence and content of this policy.

### Refusal Policy

Provide details on the refusal policy that is in place:

- staff will decline to serve any person who appears to be under the age of 25, and not in possession of valid identification (as specified above)
- Staff will decline to serve anyone who is drunk or appears to be drunk
- staff will decline to serve anyone who appears to be purchasing alcohol on behalf of a drunk person
- Any drunk person or person exhibiting drunk and disorderly conduct who attempts to enter the licensed area or approach the bar, will be escorted from the premises by stewards
- Any refusal will be recorded in a refusal log: a refusal log will be kept on each of the two bars serving alcohol

### Drugs Policy

Provide details on the Drugs Policy that is in place:

Bellfield Brewery does not tolerate the use of drugs on its premises. We are committed to the safety, security and comfort of our customers, and as part of that we have a role to play in sustaining a safe and friendly venue which is drug free.

- If staff have cause to believe that a person or group of people are involved in drug taking or dealing on the premises they will keep a discreet watch on the proceedings and contact the police immediately, ensuring they give a description of those involved and their location within the premises.
- Staff may ask such people to leave the premises, and may call on the stewards to assist anyone who refuses to leave when asked

### Dispersal Policy

Provide details on the Dispersal Policy that is in place:

- Last orders will be called 30 minutes before the end of service, to allow staggered dispersal
- Gregor Zielinski, the Personal License Holder will supervise staff to ensure this happens
- Gregor or another senior member of the team will encourage dispersal out of the licensed area and ensure people are moving on

### 23. Alcohol Outlet(s)

State names of bars if names i.e. main bar, hospitality bar etc

**Bar – Main bars (2x serving alcoholic beverages) and can bar (serving only non alcoholic drinks)**

Name of Person Responsible on the day	Gregor Zielinski
Telephone/Mobile Number	██████████
Brief Description of Roles and Responsibilities	<p>Gregor is the Personal License Holder. He will be on site from 0800 on the day and is responsible for managing the bar staff team on all three bars.</p> <p>He will</p> <ul style="list-style-type: none"> <li>● supervise the sale of alcohol by staff</li> <li>● adjudicate in any disputes about age verification; suitable ID; service to anyone who appears to be drunk and disorderly</li> <li>● ensure compliance with the legislation at all times</li> <li>● liaise with the stewards who will control access and egress to the licensed area</li> </ul>

	<ul style="list-style-type: none"> <li>• supervise the set up and take down of the bars within the licensed area</li> <li>• ensure the area remains tidy and free of litter</li> </ul>
Does the individual hold a Personal Licence?	YES

If so, provide details of Personal Licence

Name of Issuing Authority	The City of Edinburgh Council
Personal Licence Number	498283
Expiry Date of Licence	16/05/2033
Copy of Personal Licence attached	YES

**Use Appendix 1 if more there are any more than one outlets.**

**24. SIA Security Details**

Provide Details of company who is providing security

Name of Company/Individual providing Security	Saltire Security limited
Registered address	28 Kingdale Gardens, Knoway, Leven, Fife, KY8
Contact telephone number	██████████
Brief Description of Roles and Responsibilities	<p>There will be Stewards at each access point to the site, around the Charity Village where Bellfield Brewing will be based, at crossing points over the emergency vehicle access lane, at the points where the participants exit the runner only area, and in general roaming roles.</p> <p>The Security Stewards will be making sure no one exits the site with an alcoholic beverage in a non-sealed container, assisting in keeping people safe and secure when emergency vehicles are entering/exiting from site, dispersing people from the busy exit points from the runner only area.</p>
How many Stewards will be provided for the event?	There will a Supervisor plus another 20 Security Stewards in the finish area at Pinkie Playing Fields

How many are SIA Registered	All the Security Stewards will be SIA registered. There will be additional Event Team Marshals on site who will not be SIA registered.
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Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

The Stewards will be briefed when they arrive on site by their Supervisor and the Event Finish Area Director. The Security Stewards will communicate with their Supervisor using radios, they will also have the mobile telephone number for Senior Event Organising Team on site, and the Event Control contact based in the MACC.

## Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<ul style="list-style-type: none"> <li>● Staff will decline to serve anyone who appears to be under 25 and who cannot provide suitable ID</li> <li>● Staff will refuse service to anyone who appears drunk and/or disorderly</li> <li>● Staff will refuse service to anyone who appears to be purchasing alcohol on behalf of a drunk person</li> <li>● Stewards may be called to help escort such persons off the premises</li> <li>● If staff have cause to believe that a person or group of people are involved in drug taking or dealing on the premises they will keep a discreet watch on the proceedings and contact the police immediately</li> </ul>
Secure public safety	As above and via stewards controlling access and egress to the licensed area
Prevent public nuisance	As above and by ensuring the licensed area remains free of litter
Protect public health	As above and adherence to minimum unit pricing (company policy already)
Protect children and young persons from harm	<p>Not allowing children and young people to approach the bar area (unless babes in arms being carried by an adult waiting to be served)</p> <p>Challenging anyone who appears to be allowing a child or young person under 25 to partake of an alcoholic drink and ensuring they are escorted off the premises</p>

## Appendix 1

State names of bars if names i.e. main bar, hospitality bar etc

### Bar – Main Bar 1

Name of Person Responsible on the day	Gregor Zielinski
Telephone/Mobile Number	██████████
Brief Description of Roles and Responsibilities	Gregor is the Bar Manager on the day and the Personal License holder. He will be responsible for supervising staff working across both bars. See Section 27 above for full list of responsibilities
Does the individual hold a Personal Licence?	Yes

If so, provide details of Personal Licence

Name of Issuing Authority	The City of Edinburgh Council
Personal Licence Number	498283
Expiry Date of Licence	16/05/2033
Copy of Personal Licence attached	Yes/No

### Bar – Main Bar 2

Name of Person Responsible on the day	as above
Telephone/Mobile Number	as above
Brief Description of Roles and Responsibilities	as above
Does the individual hold a Personal Licence?	Yes

If so, provide details of Personal Licence

Name of Issuing Authority	as above
Personal Licence Number	as above
Expiry Date of Licence	as above
Copy of Personal Licence attached	Yes

### Bar – Can bar (alcoholic and non alcoholic drinks)

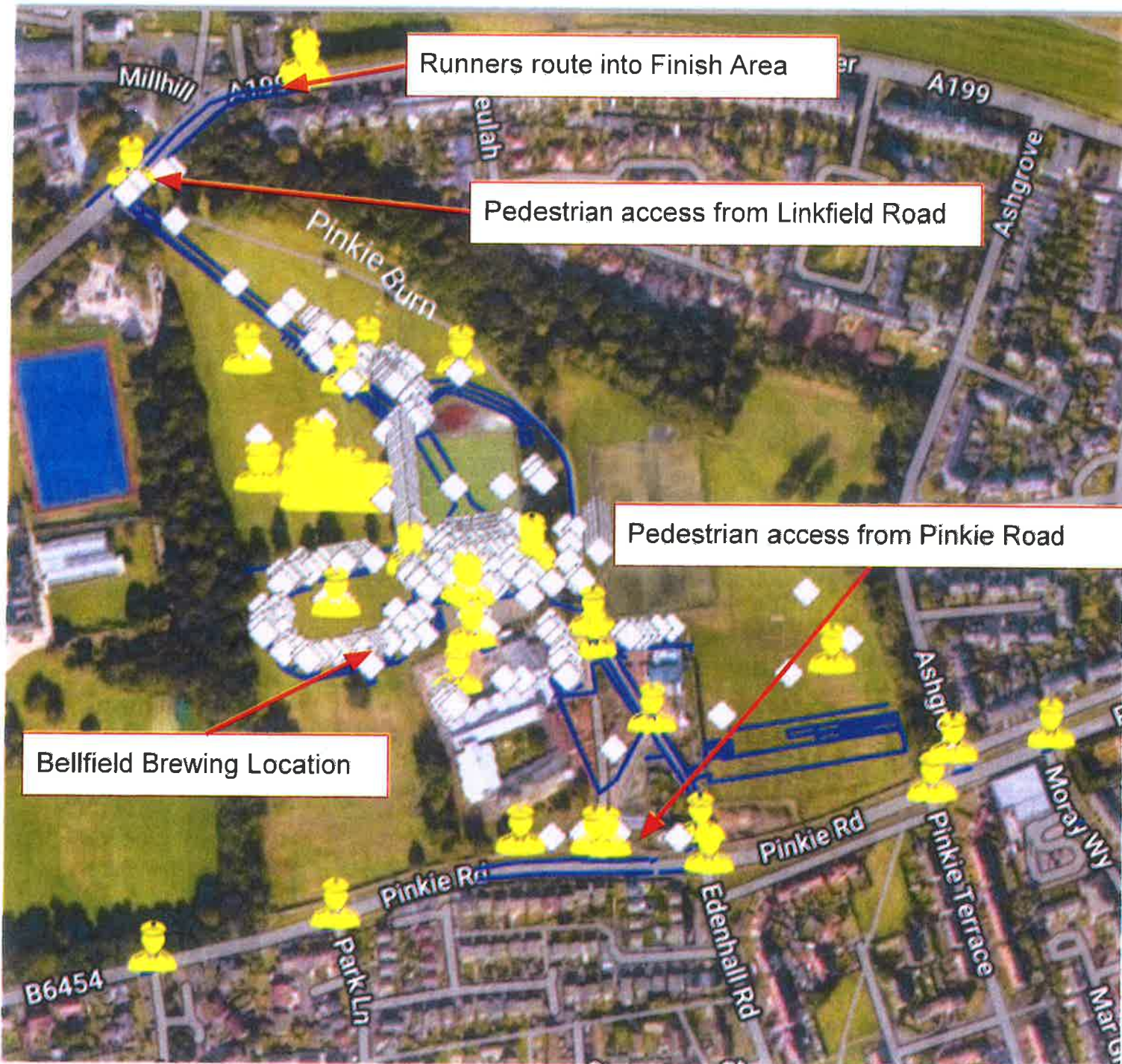
Name of Person Responsible on the day	as above
Telephone/Mobile Number	as above












Brief Description of Roles and Responsibilities	as above
Does the individual hold a Personal Licence?	yes as above

If so, provide details of Personal Licence
--

Name of Issuing Authority	as above
Personal Licence Number	as above
Expiry Date of Licence	as above
Copy of Personal Licence attached	yes



**Key**

-  Spectator Area
-  Reunion Area
-  Baggage Collection Point
-  Photo Backdrop
-  Event Buses
-  Beer Tent
-  First Aid
-  Catering
-  Toilets
-  Showers
-  Crossing Point
-  Finisher's Items Collection Point
-  Participant Exit





# • EDINBURGH •

LICENSING BOARD

## PERSONAL LICENCE

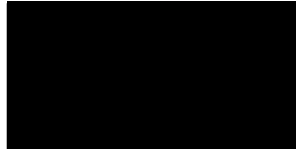
The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005.

*Licence Number*

498283

*Name and address of licence holder*

Mr Gregor Zielinski



*Name of issuing Licensing Board*

The City of Edinburgh Licensing Board  
City Chambers  
High Street  
Edinburgh, EH1 1YJ



W000H

*Licensing Board logo*



*Expiry date*

16 May 2033



# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 28<sup>th</sup> March 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC197/24

GREGOR ZIELINSKI, EDINBURGH MARATHON FESTIVAL, PINKIE PLAYING FIELDS,  
MUSSELBURGH, EAST LoTHIAN, EH42 1QW

The applicant is Gregor Zielinski who is a personal licence holder. Application has been made for an occasional licence for the Edinburgh Marathon Festival finish area at Pinkie Playing Fields, Musselburgh. The applicant proposes 2 draught bars and one can bar within the licensed area as shown on the site plan.

I refer the board to section 20.1 and 22.12 and of the Statement of Licensing Policy:

*20.1 - 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*

*Outside areas 11.00 am to 10.00 pm Monday to Sunday (inclusive)*

*22.12 - Applications for occasional licences should be within the on-sale hours stated in this policy or that of the associated premises. Any applications for times out with this will not be granted on delegated powers and will be required to be heard at a licensing board hearing for determination. Applicants will be required to provide a clear and detailed justification as to why hours out with policy have been requested. Applicants should be mindful of section 22.10 above as applications submitted no later than 42 day may not be processed in time for a Board hearing before the event.*

The application has a requested-on sales duration as follows starting before policy hours at 10am

OCC197/24 – Sunday 26<sup>th</sup> May 2024 1000-1700

As this is a large event with around 18,000 competitors the applicant has submitted an Alcohol and Drug Management Plan. I have suggested a few changes and am waiting on the applicant getting back to me.

I recommend the following condition be considered:

- 1) The Alcohol and Drug Management Plan and Event Plan submitted prior to the event will be adhered to for the duration of the event.

In accordance 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

## Licensing

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**From:** Lee Wilson <Lee.Wilson2@scotland.police.uk>  
**Sent:** 19 March 2024 12:54  
**To:** Licensing  
**Subject:** OCC LIC APP - EMF - GREGOR ZIELINSKI  
**Attachments:** OCCASIONAL LICENCE APPLICATION FORM EMF FINAL.DOCX

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.

Good Afternoon,

No police objections.  
Ref: 807301

Regards,  
Lee

