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Can 35291



OCC 348/24

PC, LSO 20/4

Adv 3/5

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

5e

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.

East Lothian Council
Licensing

1. LICENCE DETAILS (see note 1)

9 APR 2024

Received

Premises licence number (if applicable) _____

Personal licence number (if applicable) _____

Name of voluntary organisation (if applicable) DIRLETON FETE & GAMES COMMITTEE

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname McCLINTOCK

Forenames ALFRED KINGSLEY

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

DRINKS TENT ON DIRLETON VILLAGE GREEN, SATURDAY
22ND JUNE 2024

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

ANNUAL VILLAGE FETE ON DIRLETON VILLAGE GREEN
FEATURING: DOG SHOW; BARBEQUE; SPORTS; VINTAGE CARS;
FUN FIRE ENGINE; ICE CREAM; VARIOUS STALLS & FUN EVENTS

Full postal address of premises which this application refers to DIRLETON VILLAGE GREEN,
DIRLETON, EAST LOTHIAN, EH39 5FB

4. DURATION OF LICENCE

Date: From 22ND JUNE 2024 To 22ND JUNE 2024

Time: From 12 NOON To 6PM

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

FROM 12 NOON TO 6PM ON SATURDAY 22ND JUNE 2024

Times for sale of alcohol for consumption off premises

NONE

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

12 NOON TO 6PM ON 22ND JUNE 2024

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 _____

Times at which children or young persons permitted entry _____

Parts of premises to which children or young persons permitted entry

CHILDREN WILL NOT BE PERMITTED ENTRY

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

[Redacted Signature]

Date

05/04/2024

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.)

ANNUAL VILLAGE FETE & GAMES (THE EVENT HAS BEE HELD
FOR OVER 100 YEARS, BARRING WARS AND PANDEMICS)

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

LIVE MUSIC BY YOUNG PERFORMERS

2. Attendance

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

UP TO 1,000 PERSONS OVER THE AFTERNOON

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

FROM PREVIOUS YEARS' EVENTS

(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)

THE EVENT IS OPEN

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.

APPROX 10 STEWARDS

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

WE ARE ALL VOLUNTEERS (COMMITTEE MEMBERS)

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

THE LAYOUT PLAN IS ATTACHED

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

THE DATE OF PREVIOUS LICENCE GRANTED WAS FOR 24TH JUNE
2023

6. Will alternatives to glass receptacles be provided?

YES (COMPOSTABLE CUPS)

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

Please provide details of any training certificate held.

ONLY PROFESSIONAL PERSONS (DIRETON RESIDENTS)
WILL BE SERVING

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?

WE WILL APPOINT A SAFETY OFFICER (COMMITTEE MEMBER) FOR THE EVENT, AS IN PREVIOUS YEARS. ALSO, THE LOCAL POLICE WILL BE NOTIFIED OF THE EVENT, AS IN PREVIOUS YEARS.

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

WE HAVE A SAFETY PLAN FOR THE EVENT. THE STEWARDS (SEE ITEM 3) ARE ALL FAMILIAR WITH THE CONTENTS OF THE SAFETY PLAN.

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

OUR APPOINTED SAFETY OFFICER WILL TOUR THE VILLAGE GREEN THROUGHOUT THE EVENT, TO ENSURE PUBLIC ORDER, AS IN PREVIOUS YEARS.

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

WE HAVE A WRITTEN SAFETY PLAN AND RISK ASSESSMENT FOR THE EVENT AND ITS CONTENTS ARE REVIEWED BY ALL OF OUR COMMITTEE MEMBERS.

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

THE REMIT OF OUR APPOINTED SAFETY OFFICER IS TO LOOK OUT FOR THE HEALTH AND SAFETY OF ALL PARTICIPANTS, INCLUDING CHILDREN. ALSO, WE WILL HAVE 2 PROFESSIONAL FIRST AIDERS AT THE EVENT. THE VILLAGE GREEN WILL BE CORDONED OFF BY SAFETY TAPE.

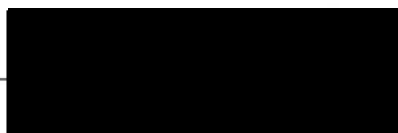
SIGNATURE AND DECLARATION BY APPLICANT

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))

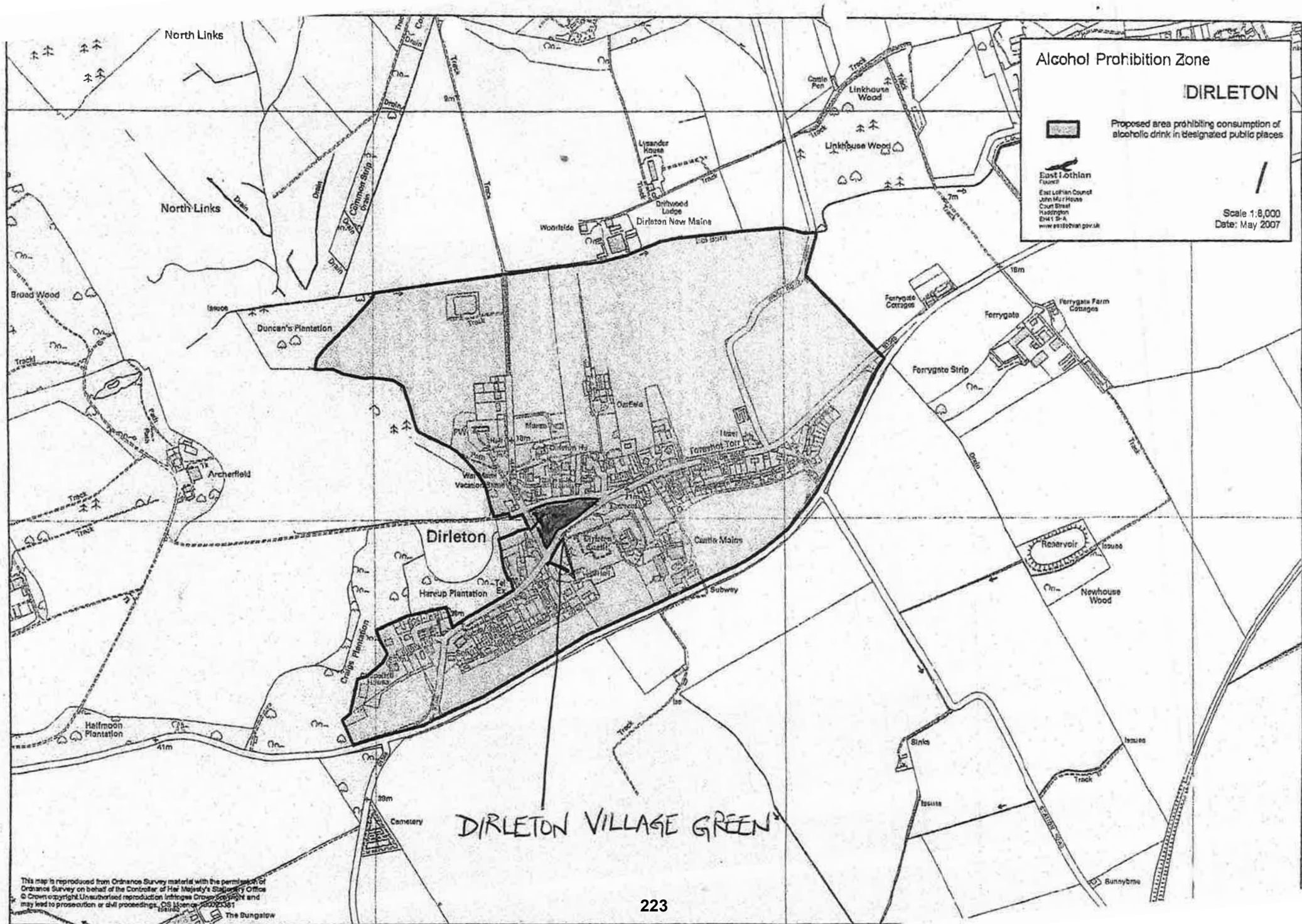
The contents of this application are true to the best of my knowledge and belief.

Signature



Date

05/04/2024



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1. Fire Engine
2. BARBEQUE
3. Marquee (TEAS & CAKES)
4. BBQ and Hamburgers
5. ~~Falcons~~
6. Dog Show bookings - 3pm
7. Bottle Stall
8. ~~Archery~~
9. Fun Run - 1.15pm
10. Beat the Goalie
11. ~~Erskine Hospital~~
12. ~~Gurkhas~~
13. Bric-a-Brac
14. Bookstall
15. Plant Stall
16. Dirleton Playgroup
17. Children's activities
 - bouncy castle
 - bouncy slide
 - ~~sumo wrestling~~
18. Classic Motorcycles
19. Classic Cars
20. AMBULANCE SCOTLAND
21. DRINKS TENT (LICENCED) X
 - bowling
 - raffle
 - dog show
22. Games Area
 - splat the rat
 - darts
 - find my friend
 - nail painting
 - wheel of fortune
23. Ice Cream

Dirleton Fete and Games

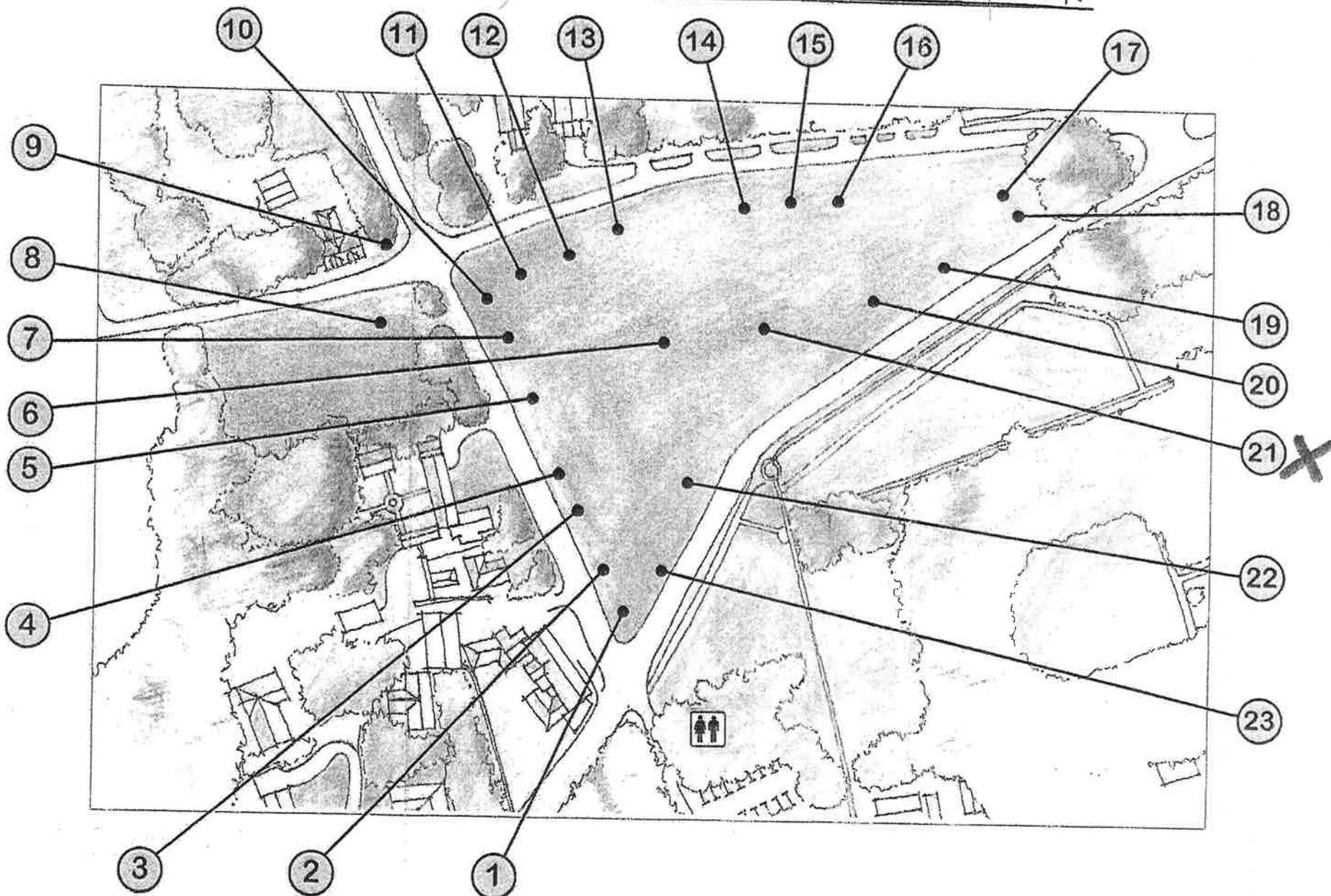
LAYOUT PLAN



22ND JUNE 2024

PAGE 1 OF 2

DIRLETON GREEN - LAYOUT PLAN



Dirleton Fete & Games Club

Office Bearers – 2023/2024

Chairperson	Miranda Mayes
Treasurer	Fred McClintock
Secretary	Fred McClintock

Ordinary Committee Members

Bob Waddell
Sonia Bruce
Penny Jackson
Margaret Chynoweth
Valerie Nimmo
Jim Oliver
Felicity Dingwall
Amy Kerr
Lucy Miller
David Cunningham

Ill health/persons with special needs	Older participants and those with special needs.	Two uniformed Ambulance Scotland persons will be present at all times.	Our Safety Officer will patrol the Green	The appointed Safety Officer	On the day of the event.	22/06/24
Food & drink safety	Teas, coffees and cakes will be served in the marquee and burgers will be cooked on the barbeque outside.	Use of clean boiled water, clean/covered surfaces, plates etc.	All sandwiches & cakes will be adequately covered until they are put on sale.	All helpers in the main marquee and operators of the barbeque.	On the day of the event	22/06/24
Manual handling	Helpers on the day to put up marquees/gazebos	Ensure an adequate number of helpers	No-one to lift heavy loads by themselves. Ensure safe vehicle access for uplift and unloading.	All members of the organizing committee and other helpers.	On the day of the event.	22/06/24
Communication	Participants not hearing or mishearing announcements/instructions.	Use of "tannoy" facilities on the Green.	The appointment of a "Green Marshall" to patrol the Green with the help of a hand held loud hailer.	The appointed "Green Marshall"	On the day of the event.	24/06/24
Stability of main marquee and smaller gazebos.	Collapse or blowing away due to windy conditions.	Adequately secure to the ground using guy ropes.	Our Safety Officer to carry out inspections.	Appointed Safety Officer	On the day of the event	22/06/24
Behavioural issues	Unruly behavior on the Green	The "Green Marshall" and all other members of the organising team will wear easily identifiable clothing and will act as stewards at all times.	Local police (North Berwick) will be contacted prior to the event and their presence requested at the event.	F. McClintock	One week before the event.	15/06/24
Drinks tent/Bar (Alcohol Management)	Alcoholic beverages must not be sold to children	Ensure that children are not permitted entry to the drinks tent. High visibility notices will be erected advising that children/minors are not allowed entry.	Our Appointed Safety Officer (David Cunningham) will keep close watch. Ensure that the official drinks license is on display.	Persons manning the Drinks tent (Sonia Bruce) and the appointed safety Officer (David Cunningham)	On the day of the event	22/06/24
Covid-19	All participants	No helpers to be "on duty" in the main marquee or the drinks tent if suffering from Covid-19. Hand sanitisers to be placed in the main marquee and all gazebos.	Our Safety Officer will exercise vigilance	The appointed Safety Officer	On the day of the event	22/06/24
Our insurance policy	1) Members of the public 2) Organisers/helpers	We have an insurance policy in place and it covers: 1) Public liability 2) Employers liability	Our Safety Officer and all other committee members will exercise vigilance throughout the day.	All members of the organizing committee.	On the day of the event.	22/06/24
Funfair Insurance Policy	Children	Make it clear to the funfair private operator that they must have their own Public Liability insurance in place and that our own Fete & Games insurance policy does not provide cover for the safety of the funfair.	Examine the safety policy and the Public Liability insurance of the Funfair operator.	Bob Waddell/F. McClintock	Well before the event takes place.	22/06/24

Medical emergencies	All participants and helpers at the event	Two members of Ambulance Scotland (wearing uniforms) will be present on the Green at all times.	Several members of the organizing committee are trained First Aiders. Also, a heart defibrillator is located outside the front door of the Castle Inn and another at the east end of the village.	All members of the organizing committee.	On the day of the event.	22/06/24
Inflatables	All participants, particularly children, in the event of high winds or gusts.	Inspection of all guy ropes and pegs.	On the morning just before the event commences our Safety Officer will decide if weather conditions are such as to permit the erection of any inflatables.	The appointed Safety Officer	On the day of the event	22/06/24

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/casestudies/>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies/>). Simply choose the example closest to your business.

Company name: Dirleton Fete & Games Club

Date of risk assessment: 12/04/2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	People may be injured if they trip over objects, such as guy ropes & pegs.	General good housekeeping is carried out. No trailing leads or cables.	Install red/white striped safety tape around the stakes of the main marquee. Install wooden safety box over the electrical supply point for the main marquee.	All members of the organizing committee.	On the day of the event	22/06/24
Access/egress from/to the Green	Young children running off the Green onto the road.	Installation of a cordon around the Green using striped safety tape.	Arrange Temporary Traffic Restriction Order (TTRO). Also, alert local police of the event.	F. McClintock	One week before the event.	15/06/24
Adverse weather	Elderly people need shelter.	The main marquee installed on the Green will provide shelter.	Make sure marquee is properly fixed to the ground.	All members of the organizing committee.	On the day of the event.	22/06/24
Contact with sharps	Young children coming into contact with broken glass or other sharp objects.	Install adequate number of refuse bins around the Green.	Our Safety Officer will look out for broken glass and remove/dispose of any offending items.	The appointed Safety Officer	On the day of the event.	22/06/24
Crowds/public	Young and elderly might become sick or distressed.	Two members of Ambulance Scotland (wearing uniforms) will be present on the Green at all times.	Our "Green Marshall" will re-unite lost children with their parents.	The appointed Green Marshall	On the day of the event	22/06/24
Electrical supply & equipment safety	Tea/coffee makers in the main marquee and performers in the Music Tent.	Electrical power supply installed by a qualified electrician (Ian Watson).	Our Treasurer is a Chartered Electrical Engineer and he will supervise and inspect the installation.	F. McClintock	On the day of the event.	22/06/24
Fire	All participants	Fire extinguishers will be sited in the main marquee and by the barbeque.	Our Safety Officer will carry out checks.	The appointed Safety Officer	On the day of the event	22/06/24

Health and safety policy

This is the statement of general policy and arrangements for:		Dirleton Fete & Games
Miranda Mayes (Event Co-ordinator)		Has overall and final responsibility for health and safety
Alfred McClintock (Treasurer)		Has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents (physical and mental) by managing the health and safety risks during the event.	All members of the organizing committee.	Take action on the results of the risk assessment (attached).
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Miranda Mayes	Discuss the results of the Risk Assessment (attached) with all members of the organizing committee.
Engage and consult with all members of the organizing committee on health and safety conditions	As above	As above
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	The appointed Safety Officer (David Cunningham)	Ensure ease of escape from the main marquee.
Maintain safe and healthy working conditions.	All members of the organizing committee	All members of the organizing committee to acquaint themselves with the contents of the Risk Assessment (attached).

Signed: 	Alfred McClintock	Date:	12/04/2024
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Within the main marquee
First-aid box is located:	Two uniformed Abulance Scotland personnel are located on the Green. They are in possession of first-aid facilities.
Accident book is located:	Within the main Marquee on the day of the event.

Dirleton Fete & Games Club

Constitution

- 1) **The Club.** The club is a non profit making organisation formed to promote social events in the village of Dirleton.
- 2) **Aims.** To ensure that the Fete & Games and other social traditions continue in Dirleton to the enjoyment and benefit of the village as a whole.
- 3) **Ordinary Members.** Membership is open to anyone willing to help with the Fete & Games and other social events.
- 4) **Honorary Members.** The Club may elect Honorary Members such persons having given exceptional support to the Club.
- 5) **Organisation.** The Club shall have a Chairman, Secretary and Treasurer elected annually.
These Office Bearers together with other Club Members shall form a working committee, meeting on a regular basis to carry out the detailed organisation of events.
- 6) **Annual General Meeting.** The Annual General Meeting will be held in February each year when the Treasurer will present the annual accounts for approval.
The format for the Summer Fete & Games will be discussed. Office Bearers for the following year will be elected at this meeting.
- 7) **Autumn Meeting.** An Autumn meeting open to all residents of Dirleton will be held in September each year when the Treasurer will report on the financial outcome of the Fete & Games.
If there are any surplus funds available for distribution those present will be invited to suggest how these might be used locally to the benefit of the village.
- 8) **Finance.** All proceeds from events and other income to be banked in a tax free interest bearing account.
Any cheque drawn on the account to be signed by two Office Bearers registered at the bank.
No Office Bearer may sign a cheque due to him/herself.
- 9) **Constitution.** Any amendments to this constitution, subject to prior notice, may be passed by a simple majority vote at an Annual General Meeting.
In the event of the Club winding up or becoming dormant any funds remaining shall, by agreement of the Members, be used to improve village amenities, to support other village activities with like aims, or be donated to charitable causes.

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 13th May 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S)

**ALFRED MCCLINTOK FOR DIRLETON FETE AND GAMES COMMITTEE, DRINKS TENT,
DIRLETON VILLAGE GREEN, EAST LoTHIAN**

The applicant is Alfred McClintock who is a representative of Dirleton Fete and Games Committee. Application has been made for an occasional licence for a drinks tent at the annual Dirleton Village Fete at Dirleton Green. The event is described as a fete featuring a dog show, BBQ, games such as splat the rat, darts, find my friend, nail painting, wheel of fortune and beat the goalie, a fun run, vintage cars/motorcycles, fun fire engine, various stalls such as plant, book and bric-a-brac stalls, Live music, a bouncy castle and inflatable slide. It is expected that there will be 1000 people attend throughout the day.

The duration of the application is:

OCC198/23 – Saturday 22nd June 2024, on sales only 1200-1800.

A drinks tent has been proposed at location 21 on the layout plan. The risk assessment indicates that children will not be permitted within the tent. The application is for on- sales only meaning alcohol cannot be consumed outside the tent or taken away.

As the event has a capacity of over 500 an Alcohol and Drug Management Plan has been requested from the applicant.

I direct the board to consider the Statement of Licensing Policy Section 22.14 in their determination:

It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.

Should the board wish to grant the application I recommend the following conditions are considered:

1. The marquee/outside area, must be clearly delineated with a barrier and stewarded by the organiser to ensure that there is no alcohol taken from this area.

2. No glass or cans permitted. All drinks should be served in alternative containers such as plastic or a reusable alternative.
3. Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and relevant conditions of the licence. Signage should clearly identify:
 - A sign prohibiting the entry of persons Under 18 to the licensed area.
 - A sign prohibiting sale or supply of alcohol to persons Under 18 to be clearly displayed at any bar servery.
 - Challenge 25 policy and signage must be used.
 - The specific opening and closing times of the bar.
 - Responsible drinking message.
4. The serving of alcohol by all staff must be undertaken in a responsible and safe manner.
5. 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 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 licence.

Licensing Standards Officer

Licensing

From: Craig Beveridge <Craig.Beveridge2@scotland.police.uk>
Sent: 29 April 2024 19:56
To: Licensing
Subject: OCC LIC APP 348/24 - DIRLETON VILLAGE GREEN
Attachments: OCC348.24 - APP.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.

NO POLICE OBJECTION