

EL403



APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

2a

Question 1 – Name, address and postcode of premises to be licensed

Tesco Express

Unit 1, Futures Way, Wallyford

EH21 8FF

Question 2 – Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

PTLL Limited

Tesco House, Shire Park, Kestrel Way, Welwyn Garden City

AL7 1GA

Company Reg. No. 08926930

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

See attached list

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details _____

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES
Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5 Description of premises

(where application is submitted by a members' club, please also complete question 6)

Convenience store located within new retail development in Wallyford.

Question 6 – To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature  * (see note below)
for PINSENT MASONS LLP

Date 14 March 2024

~~APPLICANT~~/ AGENT (delete as appropriate)

Telephone number and email address of signatory 0141 567 8636
audrey.ferrie@pinsentmasons.com

I have enclosed the relevant documents with this application – please tick the relevant boxes

- Operating plan
- Layout plan (highlighting the area where alcohol is sold/consumed)
- Planning certificate
- Building standards certificate
- Food hygiene certificate

*** Data Protection Act 2018**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

OPERATING PLAN

LICENSING (SCOTLAND) ACT 2005, SECTION 20(2)(B)(i)

**This application should only be completed by the Licence Holder
of the appropriate Premises Licence or their Agent.**

1. STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

Name and Address of Premises TESCO EXPRESS

UNIT 1, FUTURES WAY

WALLYFORD

Post Code EH21 8FF

- 1(a)** Will alcohol be sold for consumption solely ON the premises? YES NO
- 1(b)** Will alcohol be sold for consumption solely OFF the premises? YES NO
- 1(c)** Will alcohol be sold for consumption both ON and OFF the premises? YES NO

2. STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	N/A	N/A
Tuesday	N/A	N/A
Wednesday	N/A	N/A
Thursday	N/A	N/A
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

3. STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

DAY	OFF CONSUMPTION	
	Opening time	Terminal Hour
Monday	10.00	22.00
Tuesday	10.00	22.00
Wednesday	10.00	22.00
Thursday	10.00	22.00
Friday	10.00	22.00
Saturday	10.00	22.00
Sunday	10.00	22.00

4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES NO

*If YES – provide details

5. PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
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5a. Accommodation	NO	N/A	N/A
Conference facilities	NO	NO	NO
Restaurant facilities	NO	NO	NO
Bar meals	NO	NO	NO

Social functions including:

5b. Weddings, funerals, birthdays, retirements etc.	NO	NO	NO
Club or other group meetings etc.	NO	NO	NO

Entertainment, including:

5c. Recorded music – see 5(g)	YES	YES	YES
Live performances – see 5(g)	NO	NO	NO
Dance facilities	NO	NO	NO
Theatre	NO	NO	NO
Films	NO	NO	NO
Gaming	NO	NO	NO
Indoor/outdoor sports	NO	NO	NO
Televised sport	NO	NO	NO

5d. Outdoor drinking facilities	NO	NO	NO
--	----	----	----

5e. Adult Entertainment	NO	NO	NO
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Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Recorded background music may be provided both during and outwith core licensed hours.

5(f) If you propose to provide any activities other than those listed in 5(a) – (e), please provide details or further information below.

The sale of food, non-food items and other household goods; the provision of ancillary consumer services within and outwith licensed hours; home deliveries.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?

YES NO

When fully occupied, are there likely to be more customers standing than seated?

YES NO

6. ON-SALES ONLY - CHILDREN AND YOUNG PERSONS

6(a) When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? YES NO

6(b) Where the answer to **6(a)** is YES provide statement of the TERMS under which they will be allowed entry

N/A

6(c) Provide statement regarding the AGES of children or young persons to be allowed entry

N/A

6(d) Provide statement regarding the TIMES during which children and young persons will be allowed entry

N/A

6(e) Provide statement regarding the PARTS of the premises to which children and young persons will be allowed entry

N/A

7. CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

Off-Sales - 30.8sqm

8. PREMISES MANAGER

(NOTE: not required where application is for grant of provisional premises licence)

Full Name TBA AT CONFIRMATION

Date of birth _____

Contact address _____

Post Code _____

Tel. No. _____

Email address _____

Personal licence

Date of issue _____

Name of Licensing Board issuing _____

Reference no. of personal licence _____

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this operating plan are true to the best of my knowledge and belief

Signature  (* see note below)
for PINSENT MASONS LLP

Date 14 March 2024

Capacity ~~APPLICANT~~ / AGENT (delete as appropriate)

Tel. No. of signatory 0141 567 8636

Email address audrey.ferrie@pinsentmasons.com

*** Data Protection Act 2018**

The information on this form may be held on an electronic public register which may be available to members of the public on request.



SUPPLEMENTARY APPLICATION INFORMATION

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

BUSINESS PROFILE

Please describe your business offering

Tesco is a large, national operator with a range of head office and local support. The company has devised policies, procedures, systems and training to ensure that they can sell alcohol in a responsible manner. There is a detailed staff training programme which ensures comprehensive training is provided to employees having regard to their role and the responsibilities and such training is regularly refreshed, and appropriate records kept.

Tesco supports the five licensing objectives. The practices adopted at the premises are consistent with these and a non-exhaustive list of them are noted below. Some of these practices fall under two or more objectives. Where this is the case, for the sake of brevity, we have sought to include them only under one heading.

ON CONSUMPTION

(a) Please describe the type of business you intend to operate in respect of On consumption.

There is no intention to operate an On-Sales provision.

OFF CONSUMPTION

(b) Please describe the type of business you intend to operate in respect of Off consumption & deliveries

The sale of alcoholic beverages in store and by home delivery.

CLARIFICATION IS REQUIRED IN RELATION TO THE CONTENT OF YOUR PROPOSED OPERATING PLAN

To what extent do you intend to use any of the following:
Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

There is no intention to use any of the above facilities.

Social Functions – Weddings; Birthdays; Retirements ; Other:

If you intend to provide for any of these functions please describe the nature and extent and likely frequency of each:

There is no intention to use any of the above facilities.

Entertainment – Recorded Music; Live Performances; Dance Facilities; Theatre; Films; Gaming; Indoor/outdoor sports; Televised Sport – If you intend to provide for any of these facilities please describe the nature and extent and likely frequency of each:

There is no intention to use any of the above facilities with the exception of background recorded music which will be provided both within and without core licensing times.

Outdoor Drinking Facilities – If you intend to provide outdoor drinking facilities please describe where and what the facilities will be used for. You will also be required to provide a statement in the objectives section how you intend to prevent public nuisance from use of such facilities:

There will not be any outdoor drinking facilities.

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

There is no intention to provide any form of adult entertainment.

Activities Outwith Licensed Core Hours – In your Operating Plan, at 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

Background recorded music may be provided outwith core hours.

Any Other Activities – In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

Extent and frequency of other activities detailed at Q5(f) of the Operating Plan would be at all times during store opening hours. The sale of alcohol via home delivery would only occur between 10am and 10pm.

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

Not applicable as there is no intention to provide On-Sales.

LICENSING OBJECTIVES

Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at

https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023

Preventing Crime and Disorder

The premises will have a digital CCTV system that covers many areas of the shop floor including the main area which will be used for the display of alcohol, checkouts and entrance/exit. The CCTV system will be operated in accordance with East Lothian Council's licensing objectives. The CCTV images will be of evidential standard and retained for a minimum of 31 days. CCTV will be made available to a Licensing Standards Officer or Police Constable on request in a suitable format. Our staff are trained in the use of the CCTV system.

The tills on the premises will be used for all sales of alcohol and remain maintained in working order and operational at all times. The tills will accurately record the date, time, type, and amount of each alcoholic product sold.

A member of the management team will be on the premises all the time the store is open, unless there are exceptional circumstances. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.

We will take appropriate measures to prevent any crime and disorder that can impact a licensed premises.

Securing Public Safety:

The applicant is aware of its responsibilities under health and safety legislation, and will ensure the safety of any person visiting, or working in the licensed premises. The applicant will take into consideration all relevant appropriate control measures to ensure public safety is considered.

Preventing Public Nuisance:

The applicant is aware of the need to have regard to the surrounding area and needs of local residents and will take all the appropriate measures to ensure that employees are aware of this and in control of it too.

The applicant has a "good neighbour" ethos which seeks to ensure that the premises plays an active part in the local community.

Protecting and Improving Public Health:

The applicant recognises the importance of having regard to protecting and improving public health. The applicant has a clear understanding of the offences in connection with the sale of alcohol to a person who appears drunk, or who is known to have consumed large quantities of alcohol and allowing drunkenness on the premises. The employees of the premises are also trained in this.

As stated in Tesco's statement on responsible retailing of alcohol, tobacco and other age-restricted products, the applicant has committed to increasing the range of low and mid range beers, lower alcohol wines and reducing the alcohol by volume of beer and cider where possible. The range of non-alcoholic or lower alcoholic spirits available will also continue to increase.

The applicant works closely with local authorities and police forces to address the issues of alcohol-related anti-social behaviour in or around Tesco stores.

Protecting Children and Young Persons From Harm:

The premises will operate a Think 25 policy. As part of the underlying system, all checkouts will be programmed to prompt the staff member when an alcohol product is scanned to follow the policy. When any age restricted product is scanned, the checkout will freeze, preventing the transaction from proceeding, until the staff member makes a positive action on the checkout to clear the Think 25 prompt and proceed with the transaction.

The checkout prompt will also display the minimum date of birth a customer must have in order to be old enough to purchase the product. The staff member can reference this date therefore eliminating the need for any date of birth calculations when checking ID.

All colleagues will receive training in relation to the underlying law and Tesco policy, systems, and procedures. This training will be documented, and refresher training will be provided on a regular basis. The Think 25 policy is also applied to other restricted products as listed in the statement on responsible retailing of alcohol, tobacco and other age-restricted products such as tobacco, nicotine, butane, psychoactive substances, knives, scissors, lighters, lottery tickets and fireworks.

In the event that there are home deliveries, appropriately trained drivers will be used and the Think 25 policy will be applied.

APPLICATION SUPPORTING COMMENTS

Additional Information

Supporting Comments
i.e. reasons why the Board should support your application.

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 
for PINSENT MASONS LLP

Date 14 March 2024



Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	YES
1(b)	Do you have facilities for those with a disability	YES
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES

If you have answered Yes to any of the questions above, please complete, as appropriate, the following sections: -

Question 2

Disabled access to, from and within the premises

Please provide a clear and detailed description of how accessible the premises are for disabled people e.g., ramps, accessible floors, signage.

- **Tesco Detailed Access Guides:** We work with AccessAble to create full Access Guides for all UK stores, created by a trained surveyor according to ISO9001 standard. The Detailed Access Guide gives information specific to each store letting customers know what access will be like when they visit, with photos. It looks at the route customers will use getting in and what is available inside each store. We updated the guides all the time to make sure they are as accurate as possible.

More information can be found here: <https://www.accessable.co.uk/tesco>

- The entrance to the store is directly from Future Way and there is a ramp at the main doors to enable disabled access to the premises.
- The aisles are wide enough to allow disabled access around the store.
- Doors and emergency exits provide enough space for disabled people to enter and exit the premises.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people e.g., disabled toilets, lifts, accessible tables.

- There is a unisex disabled toilet which is mainly for colleague use but will be offered to customers in the event of an emergency.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people e.g., assistance dogs welcome, large print menus.

- **Facilities for the hard of hearing:** Customers can look for signs with the “hearing loop ear” symbol. This is where our checkouts are fitted with an induction loops system to support customers and colleagues who may have hearing difficulties.
- **Assistance dogs:** Tesco welcome assistance dogs in all our stores.
- **Booking help in advance:** Aided or accompanied shops can be offered to customers who may have difficulty getting around the store or need additional support with their shopping.
- **Sunflower lanyard:** If a customer is wearing a Sunflower lanyard, colleagues will understand that they have a hidden disability and that they may need a little extra help or time during their shopping trip. Free Sunflower lanyards are available to customers and colleagues.
- **Larger text on self-service checkouts:** Customers can enlarge the text at the self-service checkouts using a touch button on the bottom right of the screen.
- **Shopping aids for autistic people:** Tesco has an autism-friendly visual guide to shopping and a PECs shopping list (Picture Exchange Communication System).
- **In-store quiet hours:** From 9-10am every Wednesday and Saturday, we have a quiet hour in all our stores.

**LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997**

**SECTION 50
PLANNING CERTIFICATE**

APPLICANT:	PTLL Limited
NAME AND ADDRESS OF PREMISES:	Tesco Express, Unit 1, Futures Way, Wallyford, EH21 8EF

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref:.....) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.


I confirm that planning permission is not required.

SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref: 22/01374/AMC) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	21st February 2024
Keith Dingwall Service Manager, Planning			



FUTURE WAY

REV #	DATE	AMENDMENTS
1	18.01.2024	TOTAL LISTING FOOTPRINTAGE 30 8 10 M

ADDRESS: NEW NEIGHBOURHOOD CENTRE, FUTURES WAY, WALLYFORD, EH21 8FF

FIRE DETECTION LEGEND

- SOUNDER
- VISUAL INDICATOR (BEACON)
- 5KG 27A FOAM & 2KG CO2 EXTINGUISHERS
- AREA COVERED BY SMOKE DETECTION
- BREAK GLASS CALL POINT

Disclaimer: Any information contained in this drawing which is not required by regulation 5 of SSI 2007 (AS2) is included for illustrative purposes only and does not form part of the layout plan for the purposes of the said regulation or the Licensing (Scotland) Act 2005

This will prevent us requiring a new application when other areas of the store change

CHILDREN AND YOUNG PERSONS ARE ALLOWED ACCESS THROUGHOUT THE PREMISES

AREA TO BE USED FOR THE DISPLAY OF ALCOHOL PRODUCTS PACKED WITH ALCOHOL AND NON-ALCOHOL DRINKS

PROJECT: WALLYFORD FUTURES WAY

DESCRIPTION: PROPOSED SITE BWS LICENSE LAYOUT

DRAWING NO: WALLYFORDFeaspg# #BWSPLAN

Phase: 2 ISSUE: ##

SYSTEM ID no: WALLYFORDFeaspg # dwg

DATE: 18.01.2024

FEASIBILITY MANAGER: JON WOODCOCK

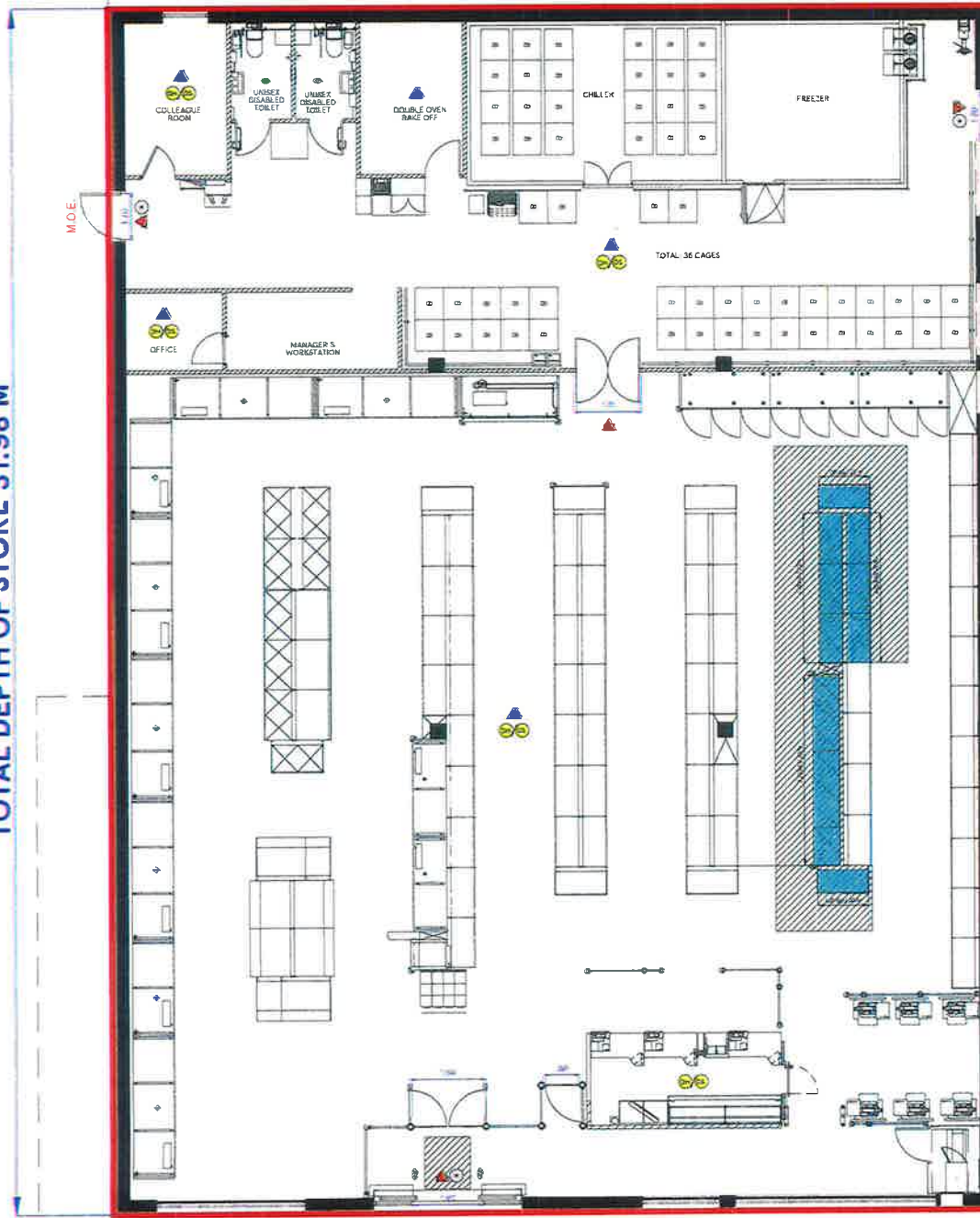
TBS PLANNER: PRIYANKA

TESCO
FEASIBILITY PLANNING
STORE PLANNING DEPARTMENT
PROPERTY SERVICES
HIGHWOODS BUILDING, WESTRAL WAY
WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1QB, UK
TELEPHONE: 01923 361500

Category	Product / Type	Legislation / Code
Non Legislation Used	N/A	Fire Scotland Act 1952 2006
Building Scotland Regulations	N/A	Building Scotland Regulations 2004 and Scottish Building Standards Technical handbook, Non Domestic
Fire Extinguishers	Installed	Extinguishers shall be provided in accordance with requirements of BS 5034:1991 1, 2, 3 & BS EN 3 parts 1
Fire Alarms	N/A	Extinguishers shall be provided in accordance with requirements of BS 5034:1991 1, 2, 3 & BS EN 3 parts 1
Fire Alarms	Installed	Extinguishers shall be provided in accordance with requirements of BS 5034:1991 1, 2, 3 & BS EN 3 parts 1
Smoke / Heat Extractors	Installed	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Drop Ceilings / Partitions	Fixed	Construction shall be in accordance with BS 5266:1999 and Scottish Building Standards Technical handbook, Non Domestic
Waterfall systems	Installed	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Partitions	N/A	Not legal in areas where mentioned in the building standards or as a means of escape in the event of fire
Shower doors	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Emergency lighting	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Countertop walls	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Exit doors	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Direction signage	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic
Break glass units	N/A	As per requirements of building Scotland regulations, 2004 and Scottish Building Standards Technical handbook, Non Domestic

TOTAL DEPTH OF STORE 31.98 M

TOTAL WIDTH OF STORE 23.20 M



Category	Installed / Type	Legislation / Code
Non-regulation Used	N/A	Fire Scotland Act 2018 2006
Fire extinguishers	Installed	Building Scotland Regulations 2018 and Scottish Building Standards Technical Handbook: Non-Domestic
Fire blankets	N/A	Least with stores as per Tesco design standard. To comply with requirements of BS 5306 Pt 1 & 2 & BS EN 1869-1
Smoke / heat detectors	Installed	Location as per requirements of Building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic. Fire alarm to be installed by / maintained by BAFE / tested approved competent person to BS 5832
Door / window curtains	Fixed	Requirements to building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic. Curtains to be made of fire retardant material. Fire curtains made up of fire retardant material to suit
Sprinkler systems	Installed	Installed under the requirements of Building Scotland Regulations and Scottish Building Standards: Technical Handbook: Non-Domestic. Installation also to comply with BS 5732 Pt 2 and Fire Code standards
Highways	N/A	Not required as there are no members of the public on site as a result of closure in the event of fire
Emergency lighting	N/A	If doors on a means of escape route are of a side to open nature then they have to comply with BS 5266: 1999
Emergency lighting	N/A	As per Tesco design standards and to comply with requirements of building Scotland Regulations 2018 and Scottish Building Standards
Concourse walk	N/A	Constructed to meet with the requirements of building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic. Construction dependent on the age of store (BS 110 and BS 201)
Exit signs	N/A	Requirements of building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic: store with 1st member sign located in each exit and exit door must have a glow in the dark sign BS 5446 Pt 2
Direction signage	N/A	Installed under the requirements of building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic. Fire Scotland Act Pt 2 2006
Door glass units	N/A	Locations at every door that can be used to enter the building. Requirements of building Scotland Regulations 2018 and Scottish Building Standards: Technical Handbook: Non-Domestic: Fire Scotland Act Pt 2 2006

REV #	DATE	AMENDMENTS
1	18.01.2024	TOTAL LICENSED FLOORAGE 20.8 SQM

ADDRESS: NEW NEIGHBOURHOOD CENTRE, FUTURES WAY, WALLYFORD, EH21 8FF

FIRE DETECTION LEGEND

- ▲ SOUNDER
- VISUAL INDICATOR (BEACON)
- BKG 27A FOAM & 2KG CO2 EXTINGUISHERS
- AREA COVERED BY SMOKE DETECTION
- BREAK GLASS CALL POINT

Disclaimer: Any information contained in this drawing which is not required by regulation 5 of SSI 2007 / AS2 is included for illustrative purposes only and does not form part of the layout plan for the purposes of the same regulation or the licensing (Scotland) Act 2005. This will prevent us reusing a new application when other areas of the store change.

CHILDREN AND YOUNG PERSONS ARE ALLOWED ACCESS THROUGHOUT THE PREMISES

AREA TO BE USED FOR THE DISPLAY OF ALCOHOL; PRODUCTS PACKED WITH ALCOHOL AND NON-ALCOHOL DRINKS

PROJECT: WALLYFORD FUTURES WAY

DESCRIPTION: PROPOSED RETAIL BWS LICENSE LAYOUT

DRAWING NO: WALLYFORD/Flooring # BWSPLAN

PHASE	ISSUE	# #
1	1	1

SCALE: 1:125@A3 DATE: 18.01.2024

FEASIBILITY: JON MANAGER: WOODCOCK

TBS PLANNER: PRIYANKA

TESCO
FEASIBILITY PLANNING
STORE PLANNING DEPARTMENT
PROPERTY SERVICES
HIGHWOODS BUILDING, KESTRAL WAY
WELYN GARDEN CITY, HERTFORDSHIRE, AL7 1GR UK
TELEPHONE: 01767 891510
E-MAIL: tesco.storeplanning@tesco.com
© 2024 TESCO STORE PLANNING DEPARTMENT

List of Directors – PTL Limited (08926930) as at 21 February 2024

Name	Address	Date/Place of Birth	Position
MAJID, Kay Elizabeth	[REDACTED]		Director
WELCH, Robert John			Director
Tesco Services Limited			Director

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 16th April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

TESCO EXPRESS, UNIT 1, FUTURES WAY, WALLYFORD, EAST LoTHIAN EH21 8FF

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

This type of licence is considered for premises that are yet to be, or in the course of being, constructed or converted for use as a licensed premises. The premises is not yet constructed.

I can confirm that the application is compliant with the Act.

The off sales capacity applied for is 30.8 m². Within an approx. 800m radius there are 3 other premises as follows:

- Wallyford Day to Day Supermarket, Salters Road – Off sale
- Wallyford Grocers, Salters Road – Off sales
- Wallyford Miners Welfare and Social Club, Salters Road – On and off sales

I recommend the following condition be considered in relation to deliveries of alcohol:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

16/04/2024

Your Ref: EL403
Our Ref: 809249

The Clerk of the Licensing
Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

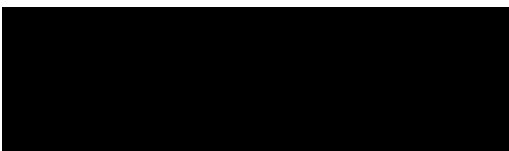
Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
TESCO EXPRESS
UNIT 1, FUTURES WAY, WALLYFORD, EH21 8FF.**

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.

Licensing

From: Robertson, Scott
Sent: 04 April 2024 14:37
To: Licensing
Subject: RE: Attached Image - Provisional Premises Licence for Tesco Express, Unit 1 Futures Way, Wallyford, EH21 8FF

Hello,

I have no comments or objections to this licence.

Regards
Scott

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 11:07 AM
To: 'LothianScotBordersLicensingEastMid@Scotland.police.uk'; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; torquil.cramer@firescotland.gov.uk; licensing@nhslothian.scot.nhs.uk; info@wallyfordcommunitycouncil.com
Subject: FW: Attached Image - Provisional Premises Licence for Tesco Express, Unit 1 Futures Way, Wallyford, EH21 8FF

Hi

Please find attached Provisional application for Tesco Express, Wallyford for report/representation by 18th April, 2024.

Kind regards

Gillian

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

-----Original Message-----

From: "Herkes, Gillian" <gherkes@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 10:31 AM
To: Herkes, Gillian <gherkes@eastlothian.gov.uk>
Subject: Attached Image

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.

Licensing

From: Muir, Marion
Sent: 26 March 2024 16:08
To: Licensing
Cc: Douglas, Andrew; Wemyss, Laura
Subject: FW: Attached Image - Provisional Premises Licence for Tesco Express, Unit 1 Futures Way, Wallyford, EH21 8FF
Attachments: Herkes_ Gillian_XVF20528_FIREBIRD_3010_001.pdf; FW: Attached Image - Provisional Premises Licence for Tesco Express, Unit 1 Futures Way, Wallyford, EH21 8FF
Follow Up Flag: Follow up
Flag Status: Flagged

Gillian/Licensing

I note that the premises has yet to be built and would advise that the applicant has not yet registered as a Food Business with this department (this should be submitted at least 28 days prior to the business starting). I would ask for the contact details in order that I can contact the Agent/Applicant re registration.

On the basis that the business register as required, I would advise that this office has no objections to the application in principle, but will require more information going forward in relation to the internal layout-sins/wash hand basins/finishes etc.

I have also attached herewith an email which includes an email from The Corporate Address Gazetteer (CAG) which includes " I would suggest that Tesco's are contacted stating that they need to apply for an address for the new store to be added to the Address Gazetteer etc, before they can apply for provisional licenses etc as Unit 1 Futures Way does not exist. It is likely that this address may change depending on where the main access to the store is (which street) and a new street may also be required."

Best regards

Marion

Marion Muir, Business Compliance- Environmental Health, East Lothian Council
01620 827234/07990 540729

-----Original Message-----

From: Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024, 1:49 PM
To: Douglas, Andrew <adouglas@eastlothian.gov.uk>
Subject: FW: Attached Image - Provisional Premises Licence for Tesco Express, Unit 1 Futures Way, Wallyford, EH21 8FF

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 11:07 AM
To: 'LothianScotBordersLicensingEastMid@Scotland.police.uk'; Licensing Standards Officer <Iso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; torquil.cramer@firescotland.gov.uk; licensing@nhslothian.scot.nhs.uk; info@wallyfordcommunitycouncil.com

Can. 20798. 214

FL404

East Lothian Council
Licensing

5 APR 2024

Received



APPLICATION FOR ~~PREMISES LICENCE~~ / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

2b

Question 1 - Name, address and postcode of premises to be licensed

Lido Musselburgh

168 - 170 High Street, Musselburgh, East Lothian, EH21 7DZ

Question 2 - Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

Buzzworks Hospitality Limited

Grange House

34 Grange Street, Kilmarnock, KA1 2DD

Company Registration Number: SC123503

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

Colin Elliot Blair, [REDACTED]

Kenneth John Blair, [REDACTED]

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details

✓

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES

Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5 - Description of premises

(where application is submitted by a members' club, please also complete question 6)

Lido is a cafe/bar/restaurant situated in the town centre of Musselburgh
and will provide all day service of breakfast, lunch and evening meals
together with coffees, cocktails and other refreshments in a safe
comfortable and stylish environment

Question 6 - To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO



DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature _____ * (see note below)

Date 26 March 2024

~~XXXXXXXXXX~~ AGENT (delete as appropriate)

Telephone number and email address of signatory 01292 477235

brian.dunlop@blackhay.co.uk

I have enclosed the relevant documents with this application – please tick the relevant boxes

- Operating plan
- Layout plan (highlighting the area where alcohol is sold/consumed)
- Planning certificate
- Building standards certificate
- Food hygiene certificate

* Data Protection Act 2018

The information on this form may be held on an electronic public register which may be available to members of the public on request.

For use by the Licensing Board only Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

For use by the Licensing Board only If application is for a Premises Licence – Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

For use by the Licensing Board only If application is for a Provisional Premises Licence Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	





OPERATING PLAN

LICENSING (SCOTLAND) ACT 2005, SECTION 20(2)(B)(i)

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

1. STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

Name and Address of Premises Lido, Musselburgh

168 - 170 High Street, Musselburgh, East Lothian

Post Code EH21 7DZ

- 1(a)** Will alcohol be sold for consumption solely ON the premises? YES NO
- 1(b)** Will alcohol be sold for consumption solely OFF the premises? YES NO
- 1(c)** Will alcohol be sold for consumption both ON and OFF the premises? YES NO

2. STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	11.00	23.00
Tuesday	11.00	23.00
Wednesday	11.00	23.00
Thursday	11.00	01.00
Friday	11.00	01.00
Saturday	11.00	01.00
Sunday	11.00	24.00

3. STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

DAY	OFF CONSUMPTION	
	Opening time	Terminal Hour
Monday	11.00	22.00
Tuesday	11.00	22.00
Wednesday	11.00	22.00
Thursday	11.00	22.00
Friday	11.00	22.00
Saturday	11.00	22.00
Sunday	11.00	22.00



5. PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
----------	--------------------------------	---	--

5a.	Accommodation	N/A	N/A	N/A
	Conference facilities	NO	N/A	N/A
	Restaurant facilities	YES	YES	YES
	Bar meals	YES	YES	YES

Social functions including:

5b.	Weddings, funerals, birthdays, retirements etc.	YES	YES	NO
	Club or other group meetings etc.	YES	YES	NO

Entertainment, including:

5c.	Recorded music – see 5(g)	YES	YES	NO
	Live performances – see 5(g)	YES	YES	NO
	Dance facilities	YES	YES	NO
	Theatre	NO	NO	NO
	Films	YES	YES	YES
	Gaming	YES	YES	NO
	Indoor/outdoor sports	NO	NO	NO
	Televised sport	YES	YES	YES

5d.	Outdoor drinking facilities	YES	YES	NO
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5e.	Adult Entertainment	NO	NO	NO
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4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES NO

*If YES – provide details

It is anticipated that the application will be made for extended hours covering the festive season in each year and also for such other events of local or national significance as the Board may identify in terms of its Policy.

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Restaurant facilities and Bar meals - the premises will be open for purchase of food incorporating breakfast, lunch, dinner and snacks however no alcohol will be served outwith core licenced hours.

Televised sport may be shown but no alcohol will be served outwith core licensed hours.

Films may be shown principally as a form of visual background but no alcohol will be served outwith core licenced hours.

5(f) If you propose to provide any activities other than those listed in 5(a) – (e), please provide details or further information below.

Karaoke, and quiz nights, theme nights

Each of these may be operated from time to time but no alcohol will be served outwith core licenced hours.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?

YES NO

When fully occupied, are there likely to be more customers standing than seated?

YES NO

6. ON-SALES ONLY – CHILDREN AND YOUNG PERSONS

6(a) When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? YES NO

6(b) Where the answer to **6(a)** is YES provide statement of the TERMS under which they will be allowed entry

Children will be permitted access provided that they are under the supervision of an adult.
Young Persons will be permitted access.

6(c) Provide statement regarding the AGES of children or young persons to be allowed entry

Children 0 to 15 years
Young Person 16 to 17 years

6(d) Provide statement regarding the TIMES during which children and young persons will be allowed entry

9.00 am to 10.00 pm or to such later time as may be the terminal time for a function.

6(e) Provide statement regarding the PARTS of the premises to which children and young persons will be allowed entry

Children and young persons will permitted access to all public areas as indicated on the Layout Plan

7. CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

On-sales - 200

8. PREMISES MANAGER

(NOTE: not required where application is for grant of provisional premises licence)

Full Name _____

Date of birth _____

Contact address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Personal licence

Date of issue _____

Name of Licensing Board issuing _____

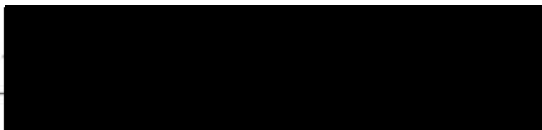
Reference no. of personal licence _____



DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this operating plan are true to the best of my knowledge and belief

Signature  (* see note below)

Date 29/02/24

Capacity ~~APPLICANT~~ AGENT (delete as appropriate)

Tel. No. of signatory 01292 477235

Email address brian.dunlop@blackhay.co.uk

*** Data Protection Act 2018**

The information on this form may be held on an electronic public register which may be available to members of the public on request.



LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

**SECTION 50
PLANNING CERTIFICATE**

APPLICANT:	Buzzworks Hospitality Limited
NAME AND ADDRESS OF PREMISES:	Lido, 168-170 High Street, Musselburgh, EH21 7DZ

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref.) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

I confirm that planning permission is not required.

SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref.) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	6th March 2024
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Keith Dingwall
Service Manager, Planning

Buzzworks

**Lido Musselburgh
Restaurant + Bar**

**Disabled Access and
Facilities Statement**

March 2024

Prepared by Sophie Hanlon

Introduction

Based in the popular market town of Musselburgh, Lido Musselburgh is a ground floor restaurant and bar on the High Street of 'The Honest Town.' The restaurant itself is largely open plan at ground floor level with a goods lift to the rear, with substantial storage and staff room on the first floor level.

Site Details - (Disable Access to and from the premises)

Frequent bus services link the town to the surrounding areas throughout Edinburgh and the Lothians. Musselburgh Railway Station is located on the southern side of the town, approximately 1 kilometre (0.6 miles) from the town centre.

There is on-street parking available along High Street and various off-street parking within the surrounding area.

Building Details - (Disable Access into and within the premises)

There is level access from the street to the building's ground floor access points. The site around the building has no significant level changes.

Access into the first floor premises (office and for staff) is via access stair to the rear of the building.

The Access stair to the side of the lift has been designed in accordance with the Scottish Building Regulations with maximum riser dimension not exceeding 170mm.

The entrance door allows a clear opening width of 1200mm and can be used for prams as well as wheelchairs and walking frames.

There is a level threshold at all access doors into the premises.

Access within the premises is largely open plan with corridors being a minimum of 1200mm wide.

The 2 escape routes situated at each end of the restaurant provide access to a protected zone and refuge areas for wheelchair users.

The whole of the ground floor is on one level with 'threshold' level changes between differing floor finishes. These are provided with low profile, shallow threshold plates compliant with the DDA regulations.

Building Details - (Facilities)

The premise have an Accessible WC for Wheelchair users fully compliant with the Scottish Building Regulations with a Doc M pack including all necessary grab rails etc. The WC has an alarm and sliding door for emergency access by a staff member.

The restaurant and bar areas are designed for good circulation between areas and tables. Booth seats are provided in certain areas though have options to use a wheelchair to part of

the table in a booth situation.

Doors and facings/ wall contrast in colour with WC facilities (basins and urinals) and there are contrasting nosings to the access and escape stair treads.

Operational facilities

99% of Buzzworks service to all tables is serviced by the waiting staff.

A policy of 'meet and greet' the customer at the main entrance is adopted, allowing waiting staff to assess any specific needs of the customer.

Training to all staff is the cornerstone of the Buzzworks philosophy of customer service.



SUPPLEMENTARY APPLICATION INFORMATION

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

BUSINESS PROFILE

Please describe your business offering

Lido is a relaxed cafe/ bar/ brasserie situated in the town of Musselburgh, on Scotland's east coast. It operates all day serving breakfast, lunch and evening meals. as well as coffees, cocktails, smoothies and refreshments.

Lido has a clientele that encompasses the locals and visitors, from our country and abroad, for a relaxed dining experience within a safe, comfortable and stylish environment.

ON CONSUMPTION

(a) Please describe the type of business you intend to operate in respect of On consumption.

Cafe Bar environment which encompasses a relaxed atmosphere whereby customers can have drinks with their meal or can come in for drinks only.

OFF CONSUMPTION

(b) Please describe the type of business you intend to operate in respect of Off consumption & deliveries

No deliveries applicable.
Service provided but limited use.



**CLARIFICATION IS REQUIRED IN RELATION TO THE
CONTENT OF YOUR PROPOSED OPERATING PLAN**

To what extent do you intend to use any of the following:
Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

We intend to use:
Conference Facilities (If someone was to hire the venue)
Restaurant Facilities
Bar Meals

Social Functions – Weddings; Birthdays; Retirements ; Other:
If you intend to provide for any of these functions please describe the
nature and extent and likely frequency of each:

We frequently will have customers who wish to visit to celebrate an occasion. Our
venues are popular, particularly for occasions such as birthdays.

Entertainment – Recorded Music; Live Performances; Dance Facilities;
Theatre; Films; Gaming; Indoor/outdoor sports; Televised Sport – If you
intend to provide for any of these facilities please describe the nature and
extent and likely frequency of each:

Recorded Music - background music - frequent
Live Performance - organised events - rare
Films - shown in background, muted - frequent
Televised Sport - big sporting events such as Wimbledon - rare but would always be
muted

Outdoor Drinking Facilities – If you intend to provide outdoor drinking facilities please describe where and what the facilities will be used for. You will also be required to provide a statement in the objectives section how you intend to prevent public nuisance from use of such facilities:

Some outdoor seating demonstrated in layout plans. This area will follow the licensing objectives similarly to the internal layout.

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

N/A

Activities Outwith Licensed Core Hours – In your Operating Plan, at 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

Breakfast, tea and coffee prior to licensing hours kicking in.



Any Other Activities – In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

N/A

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

- Children's Films shown
- High Chairs provided
- Baby Changing Facilities provided within Disabled Toilet
- Children's Menu



LICENSING OBJECTIVES

Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at

https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023

Preventing Crime and Disorder

1. Proof of Age Scheme (Challenge 25) whereby anyone appearing to be under the age of 25 will be required to produce identification (passport, photo card driving license or Young Scot Pass approved ID card).
2. An extensive CCTV system will be installed and operated internally and externally.
3. It is intended to employ mainly locally resident staff who will be fully trained and uniformed.
4. All staff contracts will include requirement that staff will participate fully in the training and refresher courses which will be made available to them.

Securing Public Safety:

1. An extensive CCTV system will be installed and operated internally and externally.
2. There will be appropriate fire extinguishers and signage.
3. Appropriate Health & Safety signs will also be on display.
4. The premises will operate an alarm system.
5. There will be disabled access to the premises and sufficient space for wheelchair use.
6. An incident book will be in operation.



Preventing Public Nuisance:

1. External areas adjacent to the premises will be inspected and swept on a regular basis each day.
2. No gathering of young persons will be allowed in the vicinity of the premises and any such potential gatherings will be actively discourage by staff.
3. All staff will be provided with appropriate training including standards of behaviour both within and outwith the premises.

Protecting and Improving Public Health:

1. Staff members will be trained regarding the risks of excessive alcohol consumption and to identify circumstances when service should be refused.
2. A wide variety of non-alcoholic drinks will be available.
3. All menus will include healthy options.

Protecting Children and Young Persons From Harm:

1. Any children or young persons entering the premises will be closely monitored if not accompanied by an adult.
2. An extensive CCTV system will be installed and operated internally and externally.

APPLICATION SUPPORTING COMMENTS

Additional Information

N/A

Supporting Comments
i.e. reasons why the Board should support your application.

We strongly feel the Board should support Buzzwork's' application as we are providing a safe, warm environment, open to all, to the community of Musselburgh.

SIGNATURE AND DECLARATION BY APPLICANT

IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

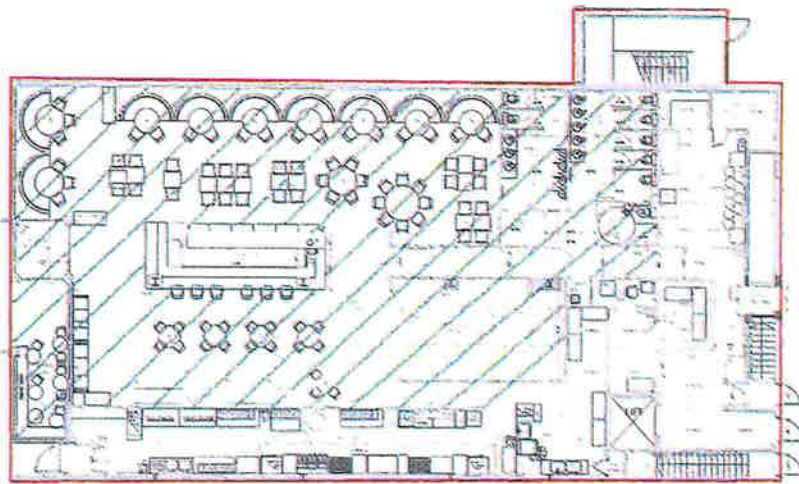
(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature 

Date 18/03/24





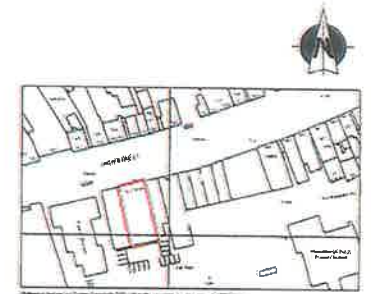
PROPOSED GROUND FLOOR PLAN
1:100

OFFICE
(vacant)

STOREROOM



PROPOSED FIRST FLOOR PLAN
1:100



LOCATION PLAN
1:1250

RESTAURANT FLOOR AREA = 3155SQM

RESTAURANT AREA =
@ 1 PERSON PER SQM = 315 PERSONS

 LICENSED AREA
OUTLINED IN RED
 CHILDREN ACCESS
HATCHED GREEN

TITLE LICENSING PLAN

JOB LIDO MUSSELBURGH

CLIENT BUZZWORKS HOLDINGS

SCALE 1:100 @ A1

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 1st May 2024

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

LIDO MUSSELBURGH, 168-170 HIGH STREET, MUSSELBURGH, EAST LoTHIAN EH21 7DZ

I refer to the above subject and can confirm that the applicant has liaised with the LSO. I visited the premises, and the site notice was correctly displayed.

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

This type of licence is considered for premises that are yet to be, or in the course of being, constructed or converted for use as a licensed premises. On my visit the premises was constructed however, should the applicant be successful in obtaining a provisional licence, the premises will be converted from a retail premises into a restaurant.

I can confirm that the application is compliant with the Act.

The premises included an outside area to the front. This area will require structural modifications to move the current front of the premises. The outside area will sit off the pavement within the existing footprint of the building.

Within an 800m radius there are 31 other premises as follows:

Brunton Theatre, Ladywell – On sales (currently closed)
The Stand, 72-74 High Street – On sales (currently closed)
Dragon Way, 81 High Street – On sales
Lanna Thai, 32 Bridge Street – On sales
Shish Mahal Tandoori, 63A High Street – On sales
Wiremill Social Club, 4 Balcarres Road – On sales
Eskmills Bowling Club, 4 Station Road – On sales
Event Space (Eskmills Venue), Eskmills Park – On sales
Musselburgh Race Course, Millhill – On sales
Dal Patiino, 49A High Street – On sales

Caprice Restaurant, 198 High Street – On and off sales
Gurkha Bar and Restaurant, 96 North High Street – On and off sales
Riverside Bar, 1 Mall Avenue – On and off sales
Fisherrow Tap, 170 New Street – On and off sales
Coach and Horses, 110 High Street – On and off sales
Auld Brig Tavern, 45 Eskside West – On and off sales
The Willow, 83 High Street – On and off sales
Horseshoe Tavern, 54 Newbigging – On and off sales
The Auld Hoose, 102 New Street – On and off sales
Sportsman's Bar, 58 High Street – On and off sales
Anchor Bar, 159 North High Street – On and off sales
The Volunteer Arms, 79-81 High Street – On and off sales
David Macbeth Moir, 30-34 Bridge Street – On and off sales
Crolla's Italian, Station Road – On and off sales
Miros Village, 127 High Street – On and off sales

Low Cost Supermarket (Day today), 119-121 North High Street – Off sales
Flowers by arrangement, 138 North Street – off sales
Morrisons Daily, 160 High Street – Off sales
Tesco Extra, Olive Bank Road – Off sales
Best One, 121 High Street – Off sales
Musselburgh News, 53 High Street – Off sales

From the list above I would say there are 8 premises of a similar type, offering food in a restaurant/café setting.

I recommend the following conditions be considered:

- 1) The outside area must be clearly delineated by means of barriers.
- 2) The outside area must only be used by persons occupying the seats provided by the premises.
- 3) The outside area must be capable of being monitored by staff either physically or via an efficient and functioning CCTV system.
- 4) Alcohol supplied to the outside area should be by table service only by a trained staff member.
- 5) No public entertainment, amplified music, amplified vocals or live music played in the outdoor area to ensure the use does not cause nuisance neighbouring residential properties.
- 6) The use of the outdoor area will cease by 8.00pm.

In relation to the above, a terminal hour of the outside area of 8pm has been suggested due to the residential nature of the location. The Board may wish to consider extending this to 10pm, which is the latest terminal hour for outside drinking areas in the Statement of Licensing Policy.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

23/04/2024

Your Ref: LIDO
Our Ref: 813192

The Clerk of the Licensing
Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

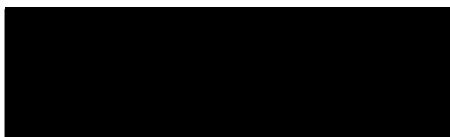
Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
LIDO, 168-170 HIGH STREET, MUSSELBURGH, EAST LOTHIAN, EH21 7DZ**

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.

Licensing

From: Muir, Marion
Sent: 26 April 2024 13:10
To: Licensing
Subject: Provisional Licence for Lido Musselburgh, 168 170 High Street, Musselburgh, EI12 7DZ
Attachments: Herkes_Gillian_QXM04806_FIREBIRD_1940_001.pdf; Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ- Requirement To Register As A Food Business Establishment.

Gillian/Licensing

I would advise that there are no objections in principle to the attached application for Provisional Licence subject to any appropriate conditions and subject to the Food Business Operators registering with this authority as required (I have sent an email to their agent re this requirement which is attached herewith).

Best regards

Marion

-----Original Message-----

From: Anshus, Oyunn <oanshus@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 4:49 PM
To: Muir, Marion <mmuir@eastlothian.gov.uk>
Subject: FW: Attached Image - Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ

Thank you 😊

-----Original Message-----

From: Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 1:20 PM
To: Anshus, Oyunn <oanshus@eastlothian.gov.uk>
Subject: FW: Attached Image - Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 1:19 PM
To: 'Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)' <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; [REDACTED] <[REDACTED]@nhslothian.scot.nhs.uk>
Subject: FW: Attached Image - Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ

Hi

Please find attached application form and all the relevant documentation for report/representation by 8th May, 2024

Licensing

From: Robertson, Scott
Sent: 16 April 2024 09:13
To: Licensing
Subject: RE: Attached Image - Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ

Hello,

Please note I have no comments or objections to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Development Control | East Lothian Council | John Muir House | Haddington EH41 3HA

T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at <https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eastlothian.gov.uk%2F&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7C54cdef2990464243e02a08dc5ded1176%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C638488519967930165%7CUnknown%7CTWFpbGZsb3d8eyJWl%2FjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLClJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=5d8mtKa%2BZAxDcZ5p7syz%2FGovP2w2DgjFjcYYi%2Fp%2Bq7g%3D&reserved=0>

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 1:19 PM
To: 'Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)' <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; [REDACTED] <[REDACTED]@nhslothian.scot.nhs.uk>
Subject: FW: Attached Image - Provisional Licence for Lido Musselburgh, 168-170 High Street, Musselburgh, EH21 7DZ

Hi

Please find attached application form and all the relevant documentation for report/representation by 8th May, 2024

Kind regards

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



East Lothian Council
Licensing

13 MAR 2024

APPLICATION FOR VARIATION Received OTHER THAN MINOR VARIATION

LICENSING (SCOTLAND) ACT 2005, SECTION 29

**This application should only be completed by the Licence Holder
of the appropriate Premises Licence or their Agent.**

3a

1. TYPE OF VARIATION

This application for Variation other than a Minor Variation of Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary – (Tick all relevant boxes)

- Any of the Conditions to which the Premises Licence is subject
- Any of the information contained within the Operating Plan
- The Layout Plan
- Any other information contained or referred to in the licence (including any addition, deletion or other modification).

(Provide Details)

2. PREMISES LICENCE DETAILS

2(a) Licence Number of Premises FI 0295

2(b) Name and Address of Premises Morrisons Daily

160 High Street, Musselburgh, Lothian

Post Code EH21 7DZ Tel. No. _____

Email _____

2(c) Full Name and Address of Current Licence Holder

ALLIANCE PROPERTY HOLDINGS LIMITED

HILMORE HOUSE, GAIN LANE, BRADFORD

_____ Post Code BD3 7DL

Tel. No. _____ Email address LBK@GOSSCHALKS.CO.UK

3. NATURE OF VARIATION

Complete the relevant section(s) regarding the variations sought -

3(a) Variation to the Conditions to which the Premises Licence is subject

Provide details of the Condition(s) to be varied and the variation being sought

3(b) Variation to the information contained within the Operating Plan of the Premises Licence

Provide a copy of the proposed operating plan and detail below the proposed changes. **(See Note 1)**

THE APPLICANT SEEKS A VARIATION OF THE INFORMATION CONTAINED WITHIN 5(f) OF THE OPERATING PLAN. THIS IS TO BE AMENDED TO ADD THE FOLLOWING:
'A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol'.

3(c) Variation to the Layout Plan of the Premises Licence

A copy of the proposed Layout Plan must accompany this application. **(See Note 2)**
In addition please provide details below of the proposed change to the layout of the Premises.

3(d) Variation to any other information contained or referred to in the licence

Provide details below of any other variation sought to the Premises Licence (e.g. Alteration to the description of the premises contained within the Premises Licence)

4. LICENCE TO BE AMENDED (See note 3 below)

Does the appropriate Premises Licence accompany this application?

YES NO

If the answer is NO, please provide an explanation.

I am unable to produce the Premises Licence because –

- The licence has not yet been issued by the Board
- The licence has already been returned to the Board in respect of an earlier application for variation or transfer
- Other (provide details)

5. FEE PAYABLE

Information on fees can be found at

https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2

If submitted with an application for transfer, please specify the order in which the applications are to be considered–

- Application for Transfer of Premises Licence followed by Application for Variation
- Application for Variation followed by Application for Transfer of Premises Licence

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that

- (a) the contents of this Application are true to the best of my knowledge and belief; and
- (b) (i) the appropriate fee of £ 200 is enclosed
- (ii) the proposed Operating Plan is enclosed
- (iii) the proposed Layout Plan is enclosed
- (iv) the Premises Licence is enclosed

Signature  (See note 5 overleaf)

Date 27/02/2024

Capacity ~~APPLICANT~~ / AGENT (delete as appropriate)

If agent, please provide details

Full name GOSSCHALKS LLP

Address 61 QUEENS GARDENS, HULL

Post Code HU1 3DZ

Tel. No. 01482 324252 Email address LBK@GOSSCHALKS.CO.UK

Note 1

Please note that the proposed Operating Plan must contain any aspects of the current Operating Plan that are to be preserved should the variation be granted. (e.g. If the current Operating Plan allows a premises to have 'live performances' but this is not requested on the proposed Operating Plan then the Licensing Board would view such an omission as a request to have 'live performances' deleted from the Operating Plan of the Premises.)

Note 2

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 regarding the format of Layout Plans.

Note 3

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the variation. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forward to the Licensing Authority within 14 days in order to complete the process of variation.

Please note also that once the variation is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the variation.

Note 4

This refers to an application to Transfer the Premises Licence made under either Section 33(1) or Section 34(1) of the Licensing (Scotland) Act 2005 .

Note 5: Data Protection Act 2018

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

CONTACT US

East Lothian Licensing Board
Licensing Office, John Muir House
Haddington, East Lothian
EH41 3HA

Phone: 01620 827217 / 827867 / 820114

Email: licensing@eastlothian.gov.uk

FOR OFFICE USE ONLY		
Received & Receipt No.	System Updated	Licence Issued

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli

Clerk to the Licensing Board

Date: 10th April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

PREMISES LICENCE MAJOR VARIATION

EL0295 MORRISONS DAILY, 160 HIGH STREET, MUSSELBURGH EAST LoTHIAN EH21 7DZ

I can confirm that the applicant and premises have been visited in relation to this variation application and the site notice was displayed.

On my visit I spoke with the premises manager Patrycja Swindurska who was very helpful and knowledgeable. Signage was correct and training records were available to view, CCTV was in working order and all staff were able to access it. There was a good awareness of the challenge 25 age verification policy, and she was able to show me the refusals on the till system. The premises licence and summary of premises licence at the premises appeared to be old ones that have the old premises name McColls. Once the major variation has been heard by the board and if granted the premises licence or a certified copy or the premises licence should be on the premises.

The changes applied for are:

- To add deliveries as follows to the operating plan – “A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol.”

On speaking with the premises manager, I was informed that deliveries had been and were taking place. Deliveries of food and alcohol are made up in store and then given to the third party company Just Eat for delivery to addresses. Staff members did make mention to me that they felt drivers sometimes didn't pay attention to the bags that they had marked up as “C25” (challenge 25) that require ID checks. Comments such as the drivers can't speak English were also made.

I have asked for a copy of the delivery policy for Morrisons however it has not yet been provided.

I recommend the Board considers the following condition:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

Licensing Standards Officer

Licensing

From: Lee Wilson <Lee.Wilson2@scotland.police.uk>
Sent: 19 March 2024 15:29
To: Licensing
Subject: MAJOR VARIATION - MORRISONS DAILY
Attachments: LIC38 PREMISES VARIATION - NO ADVERSE COMMENT - MORRISONS DAILY.RTF

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: 806065

Regards,
Lee

Licensing

From: Robertson, Scott
Sent: 20 March 2024 12:55
To: Licensing
Subject: RE: EL0295 - Major Variation - Morrisons Daily - 160 High Street, Musselburgh

Hello,

Please note I have no comments or objection in relation to this application.

Regards
Scott

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

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 14, 2024 9:18 AM
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; [REDACTED] Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; licensing@nhslothian.scot.nhs.uk
Subject: FW: EL0295 - Major Variation - Morrisons Daily - 160 High Street, Musselburgh

Hi

Please find attached Major Variation for the above premises to add Home Deliveries with alcohol for report/representation by 11th April, 2024.

Kind regards

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



Licensing

From: Douglas, Andrew
Sent: 14 March 2024 11:35
To: Licensing
Subject: FW: EL0295 - Major Variation - Morrisons Daily - 160 High Street, Musselburgh
Attachments: 2199 - PL.pdf; 2199 Musselburgh High St - Proposed OP.pdf; 2199 - Musselburgh High St - Major.pdf; Payment Authentication Receipt - DO NOT REPLY TO THIS E-MAIL

No objections, standard conditions

Andrew

From: Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Sent: Thursday, March 14, 2024 10:07 AM
To: Douglas, Andrew <adouglas@eastlothian.gov.uk>
Subject: FW: EL0295 - Major Variation - Morrisons Daily - 160 High Street, Musselburgh

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 14, 2024 9:18 AM
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <iso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; [REDACTED] Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; licensing@nhslothian.scot.nhs.uk
Subject: FW: EL0295 - Major Variation - Morrisons Daily - 160 High Street, Musselburgh

Hi

Please find attached Major Variation for the above premises to add Home Deliveries with alcohol for report/representation by 11th April, 2024.

Kind regards

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

From: [Licensing Standards Officer](#)
To: [Crichton, Rebecca](#)
Subject: FW: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh GTE:00272000002674
Date: 18 April 2024 09:42:21
Attachments: [image001.png](#)
[image002.jpg](#)

Hi Becky,

Could the below email be circulated to the Board members in relation to the two applications for major variations to add deliveries for the Morrisons Daily stores.

Thanks,

Karen

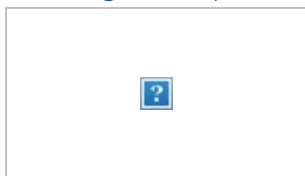
[Karen Harling](#)
Licensing Standards Officer
East Lothian Council
Licensing, Administration and Democratic Services
John Muir House
Haddington
EH41 3HA

Tel: 01620 827478

Mob: 07774 435158

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)



From: Alex Green <arg@gosschalks.co.uk>
Sent: Tuesday, April 16, 2024 3:34 PM
To: Licensing Standards Officer <lso@eastlothian.gov.uk>
Cc: Lily Kerman <lbk@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh GTE:00272000002674

You don't often get email from arg@gosschalks.co.uk. [Learn why this is important](#)

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.

Afternoon Karen.

Hope you are well.

Your e-mail was forwarded on to the right people and hopefully virtually everything you flagged will have been dealt with by now. (you should have been contacted and sent items such as training records directly)

The alcohol section in store was incorrect with additional bulk stacks placed out with the area in the operating plan, at the counter area. This was rectified on the day of the visit reducing the number of stacks from 17 to the allowed 12 and all products correctly located.

CCTV is accessible to all colleagues through the back office PC.

As far as the deliveries are concerned, we are blanketing the whole of Scotland to add deliveries to Operating Plans and I am busy appearing at Boards across the country as we speak.

My client complies fully with the law (S119 and 120 of the Licensing Scotland Act) and we are happy for local conditions to be added if required also. (this has been the case in quite a few Boards recently).

My client's delivery policy via it's third party delivery providers is:

1. When the order is placed on the online platform the customer has to input their age and the form of acceptable ID
2. Store colleagues place all age-related products in a separate bag clearly identifying as Challenge 25
3. The driver should ask for the same ID that was used at the point of ordering and verify the age, if the customer can't provide the ID the driver should retain the bag and return it to the store.

I hope the above assists. If you need anything else, please do contact me and I will endeavour to assist further.

Regards

Alex

Alex Green | Partner | Licensing

for and on behalf of Gosschalks LLP

Queens Gardens, Kingston Upon Hull, HU1 3DZ

DD: 01482 590284 | F: 0870 600 5984 | M: 07710 097532 | www.gosschalks.co.uk

Anti-fraud notice – please read carefully: We will not change our bank details during the course of this matter.

If, during the course of this matter, you receive an email or phone call purporting to be from Gosschalks informing you that our bank details have changed, it is likely to be an attempted fraud. If this happens, please report it immediately to our Cashiers Department on 01482 590203 who will verify our bank details and, if necessary, report the matter to the

police.
police.

From: Licensing Standards Officer <lso@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 12:21 PM
To: Lily Kerman <lbk@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh
GTE:00272000002674

You don't often get email from lso@eastlothian.gov.uk. [Learn why this is important](#)

CAUTION: This email originated from outside the firm. Think before opening attachments and following links.

Hi Lily,

I hope you are well and had a good Easter.

Did you manage to get the delivery policy from your client?

Thanks,

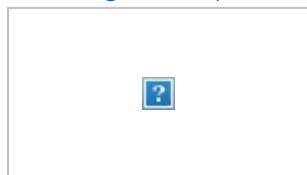
Karen

[Karen Harling](#)
Licensing Standards Officer
East Lothian Council
Licensing, Administration and Democratic Services
John Muir House
Haddington
EH41 3HA

Tel: 01620 827478
Mob: 07774 435158

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)



From: Lily Kerman <lbk@gosschalks.co.uk>
Sent: Tuesday, March 26, 2024 2:37 PM

To: Licensing Standards Officer <lso@eastlothian.gov.uk>
Cc: Alex Green <arg@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh
GTE:0027200002674

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Hi Karen,

Thank you for your email, hope you are well.

It is indeed myself and Solicitor Alex Green (cc'd here) who are handling these applications.

Vary bizarre that you have just emailed as I had just that moment emailed regarding the Morrisons Daily, 55 Delta Drive premises licence.

It seems following a DPM variation in November, the licence was returned to us as McColls and this unfortunately has not been picked up by our admin team, I note the licence we have on file which was issued before that (minor variation in May 2023) the name was Morrisons Daily. (please see attached email in reference to this).

I will ensure Morrisons Daily, 160 High Street has the most up to date premises licence in the interim.

Regarding the delivery policy, I will acquire this from our client and revert back to you asap.

Kindest regards,

Lily Kerman | Administrator | Licensing

for and on behalf of Gosschalks LLP

Queens Gardens, Kingston Upon Hull, HU1 3DZ

Reception: 01482 324252 | **F:** 0870 600 5984 | www.gosschalks.co.uk

Anti-fraud notice – please read carefully: We will not change our bank details during the course of this matter.

If, during the course of this matter, you receive an email or phone call purporting to be from Gosschalks informing you that our bank details have changed, it is likely to be an attempted fraud. If this happens, please report it immediately to our Cashiers Department on 01482 590203 who will verify our bank details and, if necessary, report the matter to the police.

From: Licensing Standards Officer <lso@eastlothian.gov.uk>

Sent: Tuesday, March 26, 2024 2:07 PM

To: Lily Kerman <lbk@gosschalks.co.uk>

Subject: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh

You don't often get email from lso@eastlothian.gov.uk. [Learn why this is important](#)

CAUTION: This email originated from outside the firm. Think before opening attachments and following links.

Hi Lily,

I am the Licensing Standards Officer for East Lothian. I am reviewing the two major variations that were sent for the Morrisons Daily stores at 55 Delta Drive and 160 High street Musselburgh.

The premises licence attached to the application for Delta Drive is incorrect and belongs to a premises in Dunbar. Please could the one for Delta Drive be sent?

I visited both premises today and found a few issues. Would you be able to pass this on to the person dealing with the applications if it is not yourself?

Morrisons Daily – 160 High Street, Musselburgh.

I spoke with the premises manager Patrycja Swindurska who was very helpful and knowledgeable. Signage was correct and training records were available to view, CCTV was in working order and all staff are able to access it. There was a good awareness of the challenge 25 age verification policy and she was able to show me the refusals on the till system. My only comment is that the premises licence and summary of premises licence at the premises appear to be old ones that have the old premises name McColls. Once the major variation has been heard by the board and if granted please can a certified copy or the premises licence be sent to the shop.

Morrisons Daily – 55 Delta Drive, Musselburgh.

I spoke with a member of staff as the premises manager was to be on the afternoon shift. Signage was correct, however staff training records could not be provided and the staff were not sure whether they had been trained or not. They seemed to think that it was optional. CCTV was in the shop however staff were unable to access it, there was however good knowledge of the challenge 25 age verification policy. The alcohol display was not quite as it should be on the layout plan with alcohol outwith the display area stacked by the till, and it looks as though the displays on the stands on the floor are over capacity. Again, the summary the premises licence and summary of premises licence at the premises appear to be old one that have the old premises name McColls. Once the major variation has been heard by the board and if granted please can a certified copy or the premises licence be sent to the shop. I spoke with the premises manager David Wielachchowski on the phone following my visit and detailed the issues above. He said that staff had been trained and that he would send copies of their training records to me. I asked him to review the layout plan and make sure the display was compliant.

In relation to the deliveries that are to be added, are you able to send me a delivery policy for the premises? I gather from speaking with staff that deliveries are made up in store and then given to just eat for delivery to addresses. Several staff members did make mention to me that they felt drivers sometimes didn't pay attention to the bags that they had marked up as "C25" that require ID checks. Comments such as the drivers can't speak English were also made.

There is a section in the East Lothian Licensing Board's policy about deliveries for your information. The policy can be downloaded here - [East Lothian Licencing Board | Licensing | East Lothian Council](#)

Looking forward to hearing from you.

Kind regards,



APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION **3b**

LICENSING (SCOTLAND) ACT 2005, SECTION 29

This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.

1. TYPE OF VARIATION

This application for Variation other than a Minor Variation of Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary – (Tick all relevant boxes)

- Any of the Conditions to which the Premises Licence is subject
- Any of the information contained within the Operating Plan
- The Layout Plan
- Any other information contained or referred to in the licence (including any addition, deletion or other modification).

(Provide Details)

2. PREMISES LICENCE DETAILS

2(a) Licence Number of Premises FI 0197

2(b) Name and Address of Premises Morrisons Daily

55 Delta Drive, Musselburgh, Lothian

Post Code EH21 8HL Tel. No. _____

Email _____

2(c) Full Name and Address of Current Licence Holder

ALLIANCE PROPERTY HOLDINGS LIMITED

HILMORE HOUSE, GAIN LANE, BRADFORD

_____ Post Code BD3 7DL

Tel. No. _____ Email address LBK@GOSSCHALKS.CO.UK

3. NATURE OF VARIATION

Complete the relevant section(s) regarding the variations sought -

3(a) Variation to the Conditions to which the Premises Licence is subject

Provide details of the Condition(s) to be varied and the variation being sought

3(b) Variation to the information contained within the Operating Plan of the Premises Licence

Provide a copy of the proposed operating plan and detail below the proposed changes. **(See Note 1)**

THE APPLICANT SEEKS A VARIATION OF THE INFORMATION CONTAINED WITHIN 5(f) OF THE OPERATING PLAN. THIS IS TO BE AMENDED TO NOW READ:
'The sale of fresh and frozen food, drinks and confectionary and ancillary items normally sold in a convenience store. A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol.'

3(c) Variation to the Layout Plan of the Premises Licence

A copy of the proposed Layout Plan must accompany this application. **(See Note 2)**
In addition please provide details below of the proposed change to the layout of the Premises.

3(d) Variation to any other information contained or referred to in the licence

Provide details below of any other variation sought to the Premises Licence (e.g. Alteration to the description of the premises contained within the Premises Licence)

4. LICENCE TO BE AMENDED (See note 3 below)

Does the appropriate Premises Licence accompany this application?

YES NO

If the answer is NO, please provide an explanation.

I am unable to produce the Premises Licence because –

- The licence has not yet been issued by the Board
- The licence has already been returned to the Board in respect of an earlier application for variation or transfer
- Other (provide details)

5. FEE PAYABLE

Information on fees can be found at https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2

If submitted with an application for transfer, please specify the order in which the applications are to be considered–

- Application for Transfer of Premises Licence followed by Application for Variation
- Application for Variation followed by Application for Transfer of Premises Licence

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that

(a) the contents of this Application are true to the best of my knowledge and belief; and

(b) (i) the appropriate fee of £ 200 is enclosed

(ii) the proposed Operating Plan is enclosed

(iii) the proposed Layout Plan is enclosed

(iv) the Premises Licence is enclosed

Signature  (See note 5 overleaf)

Date 27/02/2024

Capacity ~~APPLICANT~~ / AGENT (delete as appropriate)

If agent, please provide details

Full name GOSSCHALKS LLP

Address 61 QUEENS GARDENS, HULL

Post Code HU1 3DZ

Tel. No. 01482 324252 Email address LBK@GOSSCHALKS.CO.UK

Note 1

Please note that the proposed Operating Plan must contain any aspects of the current Operating Plan that are to be preserved should the variation be granted. (e.g. If the current Operating Plan allows a premises to have 'live performances' but this is not requested on the proposed Operating Plan then the Licensing Board would view such an omission as a request to have 'live performances' deleted from the Operating Plan of the Premises.)

Note 2

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 regarding the format of Layout Plans.

Note 3

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the variation. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forward to the Licensing Authority within 14 days in order to complete the process of variation.

Please note also that once the variation is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the variation.

Note 4

This refers to an application to Transfer the Premises Licence made under either Section 33(1) or Section 34(1) of the Licensing (Scotland) Act 2005 .

Note 5: Data Protection Act 2018

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

CONTACT US

East Lothian Licensing Board
Licensing Office, John Muir House
Haddington, East Lothian
EH41 3HA

Phone: 01620 827217 / 827867 / 820114

Email: licensing@eastlothian.gov.uk

FOR OFFICE USE ONLY		
Received & Receipt No.	System Updated	Licence Issued

OPERATING PLAN Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises	NO
1(b) Will alcohol be sold for consumption solely OFF the premises	YES
1(c) Will alcohol be sold for consumption both ON and OFF the premises	NO
*Delete as appropriate	

Question 2

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday	N/A	N/A
Tuesday	N/A	N/A
Wednesday	N/A	N/A
Thursday	N/A	N/A
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

Question 3

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	10:00	22:00
Tuesday	10:00	22:00
Wednesday	10:00	22:00
Thursday	10:00	22:00
Friday	10:00	22:00
Saturday	10:00	22:00
Sunday	10:00	22:00

NOTES:

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	
--	--

**If YES – provide details*

NO

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

5(a) Activity	<i>Please confirm YES/NO</i>	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided <u>outwith</u> core licensed hours please confirm YES/NO
<i>Accommodation</i>	NO	N/A	N/A
<i>Conference facilities</i>	NO	NO	NO
<i>Restaurant facilities</i>	NO	NO	NO
<i>Bar meals</i>	NO	NO	NO
5(b) Activity Social functions including:	<i>Please confirm YES/NO</i>	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided <u>outwith</u> core licensed hours please confirm YES/NO
<i>Receptions including (Weddings, funerals,, birthdays, retirements etc)</i>	NO	NO	NO
<i>Club or other group meetings etc</i>	NO	NO	NO
5(c) Activity Entertainment including:	<i>Please confirm YES/NO</i>	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided <u>outwith</u> core licensed hours please confirm YES/NO
<i>Music – see 5(g)</i>	NO	NO	NO
<i>Live performances – see 5(g)</i>	NO	NO	NO

Dance facilities – see 5(g)	NO	NO	NO
Theatre	NO	NO	NO
Films	NO	NO	NO
Gaming	NO	NO	NO
Indoor/outdoor sports	NO	NO	NO
Televised sport	NO	NO	NO
5(d) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Outdoor drinking facilities	NO	NO	NO
5(e) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Adult entertainment – see 5(g)	NO	NO	NO

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

The sale of fresh and frozen food, drinks and confectionary and ancillary items normally sold in a convenience store.

A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing either live or recorded music, dancing or adult entertainment, any combination of these or all please provide the following details

Will the music level exceed 85dB?	N/A
When fully occupied, are there likely to be more customers standing than seated?	N/A
*Delete as appropriate	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	N/A
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

N/A

6(c) Provide statement regarding the **AGES** of children or young persons to be allowed entry

N/A

6(d) Provide statement regarding the **TIMES** during which children and young persons will be allowed entry

N/A

6(e) Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry

N/A

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

OFFSALES – 30.34M2

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) Name

David Wielachowski

8(b) Date of birth

[Redacted]

8(c) Contact address

[Redacted]

8(d) *Email address*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
	MIDLOTHAIN COUNCIL	MID 1614

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli

Clerk to the Licensing Board

Date: 10th April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

PREMISES LICENCE MAJOR VARIATION

EL0197 MORRISONS DAILY, 55 DELTA DRIVE, MUSSELBURGH EAST LoTHIAN EH21 8HL

I can confirm that the applicant and premises have been visited in relation to this variation application and the site notice was displayed.

On my visit I spoke with a member of staff as the premises manager was to be on the afternoon shift. Signage was correct, however staff training records could not be provided and the staff were unsure what I was asking for. CCTV was in the shop however staff were unable to access it, there was however good knowledge of the challenge 25 age verification policy. The alcohol display was not consistent with the layout plan with alcohol outwith the display area stacked by the till, displays on the stands on the floor appeared over capacity. The summary the premises licence and summary of premises licence at the premises were old ones that had the old premises name McColls. Once the major variation has been heard by the board and if granted the premises licence or a certified copy should be sent to the shop.

Following my visit, I spoke with the premises manager David Wielachchowski on the phone and detailed the issues above. He said that staff had been trained and sent their training records to me. I asked him to review the layout plan and make sure the display was compliant.

The changes applied for are:

- To add deliveries as follows to the operating plan – “The sale of fresh and frozen food, drinks and confectionary and ancillary items normally sold in a convenience store. A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol.”

On speaking with staff, I was informed that deliveries had been and were taking place. Deliveries of food and alcohol are made up in store and then given to the third party company Just Eat for delivery to addresses. Staff members commented that they felt drivers sometimes didn't pay attention to the bags that they had marked up as “C25” (challenge 25) that require ID checks and that they had started writing additional messages to check ID on the bags. Comments was also made that it was hard to communicate with the drivers due to language barriers.

I have asked for a copy of the delivery policy for Morrisons however it has not yet been provided.

I recommend the Board in consider the following condition:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

Licensing Standards Officer

22/03/2024

Your Ref: MORRISONS DAILY

Our Ref: 808464

The Clerk of the Licensing
Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE
MORRISONS DAILY, DELTA DRIVE, PINKIE BRAES, MUSSELBURGH, EAST
LOTHIAN, EH21 8HL.**

I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of adding the following to the operating plan:

5(f) – ‘The sale of fresh and frozen food, drinks and confectionary and ancillary items normally sold in a convenience store. A home delivery shopping service may be operated from the store. This will be via third party delivery companies and may contain alcohol.’

In terms of Section 29(5) this request can be considered a variation.

I have no adverse comment to make regarding the variation proposed.

Yours faithfully



Catriona Paton
Chief Superintendent
For enquiries please contact the Licensing Department on 0131 561 6136.

Licensing

From: Allan, James
Sent: 10 April 2024 10:36
To: Licensing
Subject: RE: ELO197 - Morrisons Daily, 55 Delta Drive, Musselburgh, Lothian, EH21 8HL - Major Variation

Good morning

No comments from planning on this enquiry.

Kind regards

James Allan

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 8:05 AM
To: Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; licensing@nhslothian.scot.nhs.uk; [REDACTED]
Subject: FW: ELO197 - Morrisons Daily, 55 Delta Drive, Musselburgh, Lothian, EH21 8HL - Major Variation

Good Morning

Please find attached Major Variation for Morrisons Daily, 55 Delta Drive, Musselburgh to add home deliveries to their operating plan. Can I please have your reports/representations by 18th April, 2024.

Kind regards

Gillian

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



Licensing

From: Douglas, Andrew
Sent: 21 March 2024 09:22
To: Licensing
Subject: FW: ELO197 - Morrisons Daily, 55 Delta Drive, Musselburgh, Lothian, EH21 8HL - Major Variation
Attachments: 1199 Musselburgh - Major.pdf; 1199 Musselburgh - Proposed OP.pdf; 1199 PL.pdf; Payment Authentication Receipt - DO NOT REPLY TO THIS E-MAIL

No objections, standard conditions

Andrew

From: Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 9:11 AM
To: Douglas, Andrew <adouglas@eastlothian.gov.uk>
Subject: FW: ELO197 - Morrisons Daily, 55 Delta Drive, Musselburgh, Lothian, EH21 8HL - Major Variation

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, March 21, 2024 8:05 AM
To: Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; licensing@nhslothian.scot.nhs.uk;
[REDACTED]
Subject: FW: ELO197 - Morrisons Daily, 55 Delta Drive, Musselburgh, Lothian, EH21 8HL - Major Variation

Good Morning

Please find attached Major Variation for Morrisons Daily, 55 Delta Drive, Musselburgh to add home deliveries to their operating plan. Can I please have your reports/representations by 18th April, 2024.

Kind regards

Gillian

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

From: [Licensing Standards Officer](#)
To: [Crichton, Rebecca](#)
Subject: FW: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh GTE:00272000002674
Date: 18 April 2024 09:42:21
Attachments: [image001.png](#)
[image002.jpg](#)

Hi Becky,

Could the below email be circulated to the Board members in relation to the two applications for major variations to add deliveries for the Morrisons Daily stores.

Thanks,

Karen

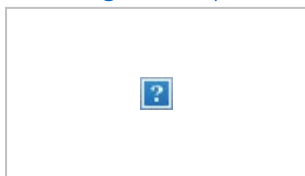
[Karen Harling](#)
Licensing Standards Officer
East Lothian Council
Licensing, Administration and Democratic Services
John Muir House
Haddington
EH41 3HA

Tel: 01620 827478

Mob: 07774 435158

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)



From: Alex Green <arg@gosschalks.co.uk>
Sent: Tuesday, April 16, 2024 3:34 PM
To: Licensing Standards Officer <lso@eastlothian.gov.uk>
Cc: Lily Kerman <lbk@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh GTE:00272000002674

You don't often get email from arg@gosschalks.co.uk. [Learn why this is important](#)

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unless you recognise the sender and know the content is safe.

Afternoon Karen.

Hope you are well.

Your e-mail was forwarded on to the right people and hopefully virtually everything you flagged will have been dealt with by now. (you should have been contacted and sent items such as training records directly)

The alcohol section in store was incorrect with additional bulk stacks placed out with the area in the operating plan, at the counter area. This was rectified on the day of the visit reducing the number of stacks from 17 to the allowed 12 and all products correctly located.

CCTV is accessible to all colleagues through the back office PC.

As far as the deliveries are concerned, we are blanketing the whole of Scotland to add deliveries to Operating Plans and I am busy appearing at Boards across the country as we speak.

My client complies fully with the law (S119 and 120 of the Licensing Scotland Act) and we are happy for local conditions to be added if required also. (this has been the case in quite a few Boards recently).

My client's delivery policy via it's third party delivery providers is:

1. When the order is placed on the online platform the customer has to input their age and the form of acceptable ID
2. Store colleagues place all age-related products in a separate bag clearly identifying as Challenge 25
3. The driver should ask for the same ID that was used at the point of ordering and verify the age, if the customer can't provide the ID the driver should retain the bag and return it to the store.

I hope the above assists. If you need anything else, please do contact me and I will endeavour to assist further.

Regards

Alex

Alex Green | Partner | Licensing

for and on behalf of Gosschalks LLP

Queens Gardens, Kingston Upon Hull, HU1 3DZ

DD: 01482 590284 | F: 0870 600 5984 | M: 07710 097532 | www.gosschalks.co.uk

Anti-fraud notice – please read carefully: We will not change our bank details during the course of this matter.

If, during the course of this matter, you receive an email or phone call purporting to be from Gosschalks informing you that our bank details have changed, it is likely to be an attempted fraud. If this happens, please report it immediately to our Cashiers Department on 01482 590203 who will verify our bank details and, if necessary, report the matter to the

police.
police.

From: Licensing Standards Officer <lso@eastlothian.gov.uk>
Sent: Tuesday, April 9, 2024 12:21 PM
To: Lily Kerman <lbk@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh
GTE:00272000002674

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CAUTION: This email originated from outside the firm. Think before opening attachments and following links.

Hi Lily,

I hope you are well and had a good Easter.

Did you manage to get the delivery policy from your client?

Thanks,

Karen

[Karen Harling](#)
Licensing Standards Officer
East Lothian Council
Licensing, Administration and Democratic Services
John Muir House
Haddington
EH41 3HA

Tel: 01620 827478
Mob: 07774 435158

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

For additional guidance please see the East Lothian Licensing and Forum Website - [East Lothian Licensing Forum | East Lothian Council](#)



From: Lily Kerman <lbk@gosschalks.co.uk>
Sent: Tuesday, March 26, 2024 2:37 PM

To: Licensing Standards Officer <lso@eastlothian.gov.uk>
Cc: Alex Green <arg@gosschalks.co.uk>
Subject: RE: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh
GTE:0027200002674

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.

Hi Karen,

Thank you for your email, hope you are well.

It is indeed myself and Solicitor Alex Green (cc'd here) who are handling these applications.

Vary bizarre that you have just emailed as I had just that moment emailed regarding the Morrisons Daily, 55 Delta Drive premises licence.

It seems following a DPM variation in November, the licence was returned to us as McColls and this unfortunately has not been picked up by our admin team, I note the licence we have on file which was issued before that (minor variation in May 2023) the name was Morrisons Daily. (please see attached email in reference to this).

I will ensure Morrisons Daily, 160 High Street has the most up to date premises licence in the interim.

Regarding the delivery policy, I will acquire this from our client and revert back to you asap.

Kindest regards,

Lily Kerman | Administrator | Licensing

for and on behalf of Gosschalks LLP

Queens Gardens, Kingston Upon Hull, HU1 3DZ

Reception: 01482 324252 | **F:** 0870 600 5984 | www.gosschalks.co.uk

Anti-fraud notice – please read carefully: We will not change our bank details during the course of this matter.

If, during the course of this matter, you receive an email or phone call purporting to be from Gosschalks informing you that our bank details have changed, it is likely to be an attempted fraud. If this happens, please report it immediately to our Cashiers Department on 01482 590203 who will verify our bank details and, if necessary, report the matter to the police.

From: Licensing Standards Officer <lso@eastlothian.gov.uk>

Sent: Tuesday, March 26, 2024 2:07 PM

To: Lily Kerman <lbk@gosschalks.co.uk>

Subject: Morrisons Daily, Major Variations - Delta Drive and High Street Musselburgh

You don't often get email from lso@eastlothian.gov.uk. [Learn why this is important](#)

CAUTION: This email originated from outside the firm. Think before opening attachments and following links.

Hi Lily,

I am the Licensing Standards Officer for East Lothian. I am reviewing the two major variations that were sent for the Morrisons Daily stores at 55 Delta Drive and 160 High street Musselburgh.

The premises licence attached to the application for Delta Drive is incorrect and belongs to a premises in Dunbar. Please could the one for Delta Drive be sent?

I visited both premises today and found a few issues. Would you be able to pass this on to the person dealing with the applications if it is not yourself?

Morrisons Daily – 160 High Street, Musselburgh.

I spoke with the premises manager Patrycja Swindurska who was very helpful and knowledgeable. Signage was correct and training records were available to view, CCTV was in working order and all staff are able to access it. There was a good awareness of the challenge 25 age verification policy and she was able to show me the refusals on the till system. My only comment is that the premises licence and summary of premises licence at the premises appear to be old ones that have the old premises name McColls. Once the major variation has been heard by the board and if granted please can a certified copy or the premises licence be sent to the shop.

Morrisons Daily – 55 Delta Drive, Musselburgh.

I spoke with a member of staff as the premises manager was to be on the afternoon shift. Signage was correct, however staff training records could not be provided and the staff were not sure whether they had been trained or not. They seemed to think that it was optional. CCTV was in the shop however staff were unable to access it, there was however good knowledge of the challenge 25 age verification policy. The alcohol display was not quite as it should be on the layout plan with alcohol outwith the display area stacked by the till, and it looks as though the displays on the stands on the floor are over capacity. Again, the summary the premises licence and summary of premises licence at the premises appear to be old one that have the old premises name McColls. Once the major variation has been heard by the board and if granted please can a certified copy or the premises licence be sent to the shop. I spoke with the premises manager David Wielachchowski on the phone following my visit and detailed the issues above. He said that staff had been trained and that he would send copies of their training records to me. I asked him to review the layout plan and make sure the display was compliant.

In relation to the deliveries that are to be added, are you able to send me a delivery policy for the premises? I gather from speaking with staff that deliveries are made up in store and then given to just eat for delivery to addresses. Several staff members did make mention to me that they felt drivers sometimes didn't pay attention to the bags that they had marked up as "C25" that require ID checks. Comments such as the drivers can't speak English were also made.

There is a section in the East Lothian Licensing Board's policy about deliveries for your information. The policy can be downloaded here - [East Lothian Licencing Board | Licensing | East Lothian Council](#)

Looking forward to hearing from you.

Kind regards,

4

Licensing

From: Grilli, Carlo
Sent: 21 February 2024 15:18
To: Licensing
Subject: FW: 57 Eskview Terrace, Musselburgh

For info

From: Grilli, Carlo
Sent: Wednesday, February 21, 2024 3:18 PM
To: alistair@macdonaldlicensing.com
Subject: RE: 57 Eskview Terrace, Musselburgh

Hi Alistair

I hope you are around for a while still!

I am hoping we will be back in person again soon and at present would be hopeful of April and May Boards being in person. I would like March's board to be in person/hybrid as well but we may not have resolved all of the bugs in the system in time for that one.

Happy for this to be May if that suits you better, especially as there is time. It will also give your client more opportunity to progress matters as the Board may not be too favourable given the lack of engagement from your client to date.

Kind Regards

Carlo

From: Alistair Macdonald <alistair@macdonaldlicensing.com>

Can 40097
OCC 343/24
Ad 26/9



LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

5a

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) EL1407

Name of voluntary organisation (if applicable) _____

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname MURPHY

Forenames NIAL

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

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

[REDACTED]

Post town _____

Post code _____

[REDACTED]

Telephone Numbers

Daytime Tel. _____

Evening Tel. _____

Mobile No. _____

[REDACTED]

Fax No. _____

Email _____

[REDACTED]

3. THE PREMISES

Description of premises

THE RENAISSANCE GOLF CLUB,

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

SCOTTISH GOLF OPEN - UP TO SEVENTY THOUSAND
ATTENDEE'S. (70,000.00) PLS PAID TICKETS,

Full postal address of premises which this application refers to _____

THE RENAISSANCE GOLF CLUB, NORTH BORDWICK

EAST LOTHIAN. EH39-5HS

4. DURATION OF LICENCE

Date: From TUESDAY 9TH JULY To MONDAY 15TH JULY

Time: From 10 AM To 10 PM

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

10AM - 10PM

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

OPEN GOLF COMPETITIONS.

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

Times at which children or young persons permitted entry ALL TIMES.

Parts of premises to which children or young persons permitted entry

THE WHOLE EVENT. - ALL CHILDREN UNDER AGE OF ⁽¹⁵⁾ MUST BE
(ALSO IT'S VERY MUCH AN 'ADULT' EVENT) ACCOMPANIED BY
AN ADULT.

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 content of this declaration is true to the best of my knowledge and belief,

Signature _____

Date

23rd April 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.)

SCOTTISH GOLF OPEN

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

LIVE INTERNATIONAL GOLF

2. Attendance

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

70,000.00 (SEVENTY THOUSAND)

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

PREVIOUS EVENTS / TICKET SALES.

(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)

TICKET PURCHASED IN ADVANCE

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.

THE EUROPEAN TOUR GROUP PROVIDES ALL STEWARDING.

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

ALL WILL BE SIA REGISTERED.

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

PLAN 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

N/A

6. Will alternatives to glass receptacles be provided?

YES. RE-USABLE

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

Please provide details of any training certificate held.

PLH HOURS ON ALL BARS AT ALL OF THE TIME.

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?

~~AT~~ EXTREMELY ROBUST SECURITY CHECKS WILL BE IN PLACE. OPERATED BY "SECURITY SCOTLAND"

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

PREVENTION, PROTECTION AND SAFETY PROVIDED BY WWW.SECURITYSCOTLAND.COM

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

AGAIN. 24/7 SECURITY

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

NON ALCOHOLIC ALTERNATIVES ON ALL BARS. FREE WATER 'STATIONS' THROUGHOUT THE COURSE

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

ALL CHILDREN 17 OR UNDER HAVE TO BE ACCOMPANIED BY AN ADULT.

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

23 APRIL 2024.

Scottish Open Golf

Tuesday 9th of July – Monday 15th of July

Renaissance Golf Club

North Berwick

Cargo Bars will shall be operating Bars at 4 areas within the Golf Course. The bars will be operated as separate entities, with each area/bar having a designated Manger, assistant manager and bar supervisors. There will be PLH holders on all the bars, at all of the times.

1. The Village Bar will be the biggest, and is located within the “village” area, as outlined on the Map.
This Bar will be around 30 metres in length, and covered under a large tent, this can be considered as the “main bar”.
2. Hole 6 Bar, will be the second biggest bar, around 20 metres in length, and again under the cover of a Marquee/Stretch tent.
Hole 6 Bar, will also service the ticket plus holders, separate from general public Hole Bar 6, by way of a ticketed entrance. This will be a 10 metre bar, for patrons who have paid extra money in order to have access to VIP areas, again, under the cover of a Marquee/stretch tent.
3. Hole 13 & 14, Bar’s, will be Container Bars (www.Cargobars.co.uk) These will be 30 foot & 20 foot in length, adjacent to each other, with stretch tent cover.
4. Hole 17, this is the smallest of all the Bars, in a 10 foot Container Bar, housed behind the grandstand on hole 17.
5. In addition to the above, we have x 2 beer dispense trailers (5 meters in length), these will be positioned within the Village compound, to take pressure off the Main Bar.

The bars on the golf course will close as the last player passes, in the order from hole 6 through to hole 13 & 14 and finally hole 17. Once the play has passed, we will then re-stock the bars ready for play the next day. We anticipate all the bars on the golf course to be closed by 7pm, leaving the remaining spectators in the “village area”. We anticipate that the village area will be cleared by 9pm.

The bars will promote the “challenge 25” policy, and only accept photographic driving license and passports as proof of age. Furthermore, a “refusal book” will be in place for anyone who the bar staff have deemed to be drunk, or under the influence of drugs. All bars will display the “license summary” and all other mandatory signage.

SCOTTISH GOLF OPEN

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date : 9TH JULY – 15TH JULY 2024

Time : 10AM – 10PM

Location : RENAISSANCE GOLF COURSE.

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 – NIALL MIDDLETON

Tel No. [REDACTED]

3. In the event of some unforeseen circumstances that results in [INSERT LICENCE HOLDER NAME] 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 (YES).
6. The extent of the outdoor licensed area will be clearly delineated by a secure fixed barrier of at least 2m in height. This barrier should be screened and all emergency exits points must be permeant manned at all times by and SIA steward or suitably trained person.
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. Wrist band conditions – [YES]
13. 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).
14. 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).
15. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
16. 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).
17. 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.
18. 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.

19. 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.

20. Overall control of the event will be in the hands of

Name of Organisers and Responsible Person	NIALL MIDDLETON
Registered Address	UNIT 1 PARK FARM LINLITHGOW EH49 6QY
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	NIALL@CARGOBARS.CO.UK

21. General Authorisation of Sale of Alcohol

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

Name of Individual	NIALL MIDDLETON
Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	[REDACTED]

Personal Licence Holder Details

Name of Issuing Authority	EAST LoTHIAN
Personal Licence Number	PLH 3843977
Date of Expiry of Licence	16TH OCTOBER 2027
Copy of Personal Licence attached	Yes/No

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.

The Bar operation will be spread out over 4 distinct areas of the Renaissance Golf Course.

The Main bar will be located in the "village area'. This bar will be 30 metres in length, and covered by a marquee. In addition to this, x 2 beer dispense trailer bars will be within the village area, essentially to take the pressure of the main Bar.

The second biggest bar will be on hole 6, again 30metres in length, and under the cover of a marquee, 10 metres of this will be for VIP (ticket plus holders). Fenced off from the general public.

On hole 13-14 there will be 2 container bars (30 foot & 20 foot) adjacent to each other, and under the cover of stretch tents.

Hole 17 is the smallest operation, with a single 10 foot container bar situated behind the grandstand.

Based on previous volumes, around 75% of all sales are draught beer/cider.

All spirits will be sold in 25mls.

Wine will be sold in cans.

Soft drinks and carbonated water will be available on all bars.

Free drinking water is available throughout the course, and next to all the bars.

All drinks will be dispensed into biodegradable containers, or re-usable plastic.

Section 110 notices and all mandatory signage will be visible in all the bars.

The bars will operate a challenge 25 policy.

Refusal books will be at all bars.

And a PLH holder will be in all areas at all times.

22. 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:

There will be mandatory training for all NON PLH bar employees. This training will take the form of individual training records covering all aspects, required by law. records will be available for LSO to view at any time. Furthermore, daily morning and evening briefings will be held.

23. Policies

Age Verification Policy

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

Cargo Bars will operate a Challenge 25 policy.

Refusal Policy

Provide details on the refusal policy that is in place:

In line with mandatory training, the policy will be to refuse to serve individuals who are drunk or under the influence of drugs, or acting in a violent manner. A refusal book will be in place at all bars.

--

Drugs Policy

Provide details on the Drugs Policy that is in place:

People who are deemed to be drunk, or under the influence of drugs will be refused service. Experienced management will then determine the next appropriate action. Safeguarding considerations will be made, and security will be notified.
--

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

As play passes at the end of the day, each bar will close, ready to be stocked for next days play. This will start with the bar on hole 6, then the bars on hole 13-14, and finally the bar at hole 17. All spectators will then filter through to the village area and exit the event. Experienced stewards will oversee this process.
--

24. Alcohol Outlet(s)

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

Bar – Village Bar Area _____

Name of Person Responsible on the day	Mark Thompson
---------------------------------------	---------------

Telephone/Mobile Number	██████████
Brief Description of Roles and Responsibilities	Duty Manager
Does the individual hold a Personal Licence?	Yes/

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Use Appendix 1 if more there are any more than one outlet.

25. SIA Security Details

Provide Details of company who is providing security

Name of Company/Individual providing Security	Security Scotland
Registered address	
Contact telephone number	0141 433 8040
Brief Description of Roles and Responsibilities	Event Security for the Scottish open
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

The European Tour organise the Event Security for this event.

Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	This is an international sporting event. Security is a priority, and taken care of by Security Scotland.
Secure public safety	Event Security Scotland is a distinguished SIA approved contractor.
Prevent public nuisance	There will be a highly experienced Bar operations team, coupled with the experience of Security Scotland.
Protect public health	Being mindful of our operations, and offerings, whilst complying with all conditions of the occasional licence.
Protect children and young persons from harm	Children aged 17 and under have to be accompanied with an adult.

NOTE:

Our planning is well under way, and our recruitment process is ongoing, and whilst I am not in a position to allocate names and contact details of our management and assistant managers at this precise moment, I will happily do so once contracts have been signed.

Appendix 1

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

Bar – _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Bar – _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Bar – _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

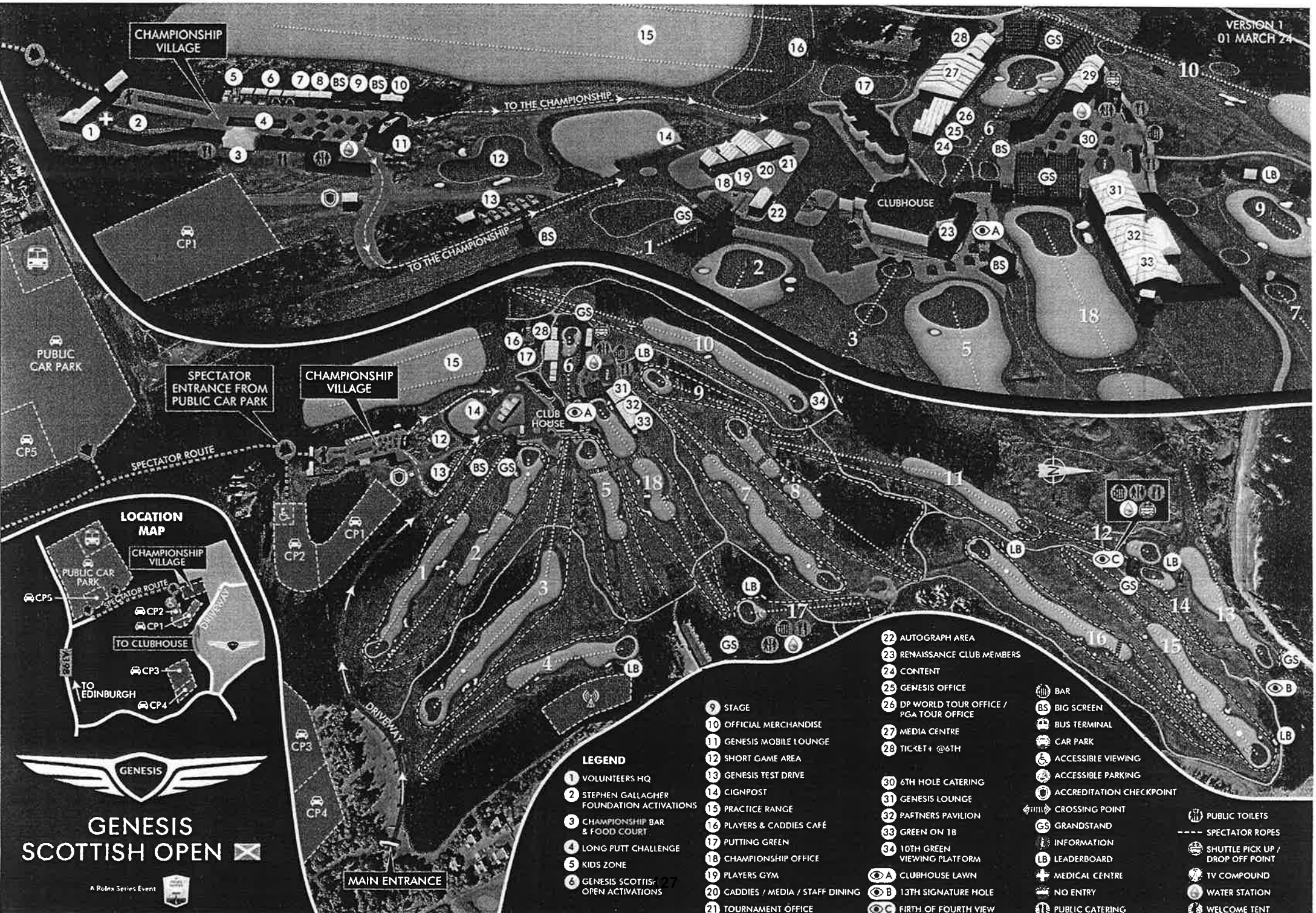
State names of bars if names i.e. main bar, hospitality bar etc

Bar – _____

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No



CHAMPIONSHIP VILLAGE

SPECTATOR ENTRANCE FROM PUBLIC CAR PARK

CHAMPIONSHIP VILLAGE

CLUBHOUSE

CLUB HOUSE

MAIN ENTRANCE



GENESIS SCOTTISH OPEN

A Rolex Series Event



LEGEND

- | | | | |
|--|-----------------------------------|---|-------------------------------------|
| 1 VOLUNTEERS HQ | 9 STAGE | 22 AUTOGRAPH AREA | BAR |
| 2 STEPHEN GALLAGHER FOUNDATION ACTIVATIONS | 10 OFFICIAL MERCHANDISE | 23 REMAISSANCE CLUB MEMBERS | BS BIG SCREEN |
| 3 CHAMPIONSHIP BAR & FOOD COURT | 11 GENESIS MOBILE LOUNGE | 24 CONTENT | BT BUS TERMINAL |
| 4 LONG PUTT CHALLENGE | 12 SHORT GAME AREA | 25 GENESIS OFFICE | CP CAR PARK |
| 5 KIDS ZONE | 13 GENESIS TEST DRIVE | 26 DP WORLD TOUR OFFICE / PGA TOUR OFFICE | CA ACCESSIBLE VIEWING |
| 6 GENESIS SCOTTISH OPEN ACTIVATIONS | 14 CIGNPOST | 27 MEDIA CENTRE | CP ACCESSIBLE PARKING |
| 7 PLAYERS & CADDIES CAFÉ | 15 PRACTICE RANGE | 28 TICKET+ @6TH | CC ACCREDITATION CHECKPOINT |
| 8 CHAMPIONSHIP OFFICE | 16 PLAYERS & CADDIES CAFÉ | 29 | CC CROSSING POINT |
| 9 PUTTING GREEN | 17 PUTTING GREEN | 30 6TH HOLE CATERING | GS PUBLIC TOILETS |
| 10 PLAYERS GYM | 18 CHAMPIONSHIP OFFICE | 31 GENESIS LOUNGE | --- SPECTATOR ROPES |
| 11 CADDIES / MEDIA / STAFF DINING | 19 PLAYERS GYM | 32 PARTNERS PAVILION | ST SHUTTLE PICK UP / DROP OFF POINT |
| 12 TOURNAMENT OFFICE | 20 CADDIES / MEDIA / STAFF DINING | 33 GREEN ON 18 | TV TV COMPOUND |
| | 21 TOURNAMENT OFFICE | 34 10TH GREEN VIEWING PLATFORM | WC WATER STATION |
| | | CA CLUBHOUSE LAWN | WT WELCOME TENT |
| | | CB 13TH SIGNATURE HOLE | |
| | | CC FIRTH OF FOURTH VIEW | |

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 3rd May 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC343/24

**NIALL MIDDLETON, GENESIS SCOTTISH OPEN, RENAISSANCE GOLF CLUB, EAST LoTHIAN,
EH39 5HS**

The applicant is Niall Middleton who is a personal licence holder. Application has been made for an occasional licence for the Genesis Scottish Open at Renaissance Golf Club. The applicant proposes bars in 4 area of the course along with 2 beer dispense trailers within the village compound. The applicant has confirmed that the whole of the course will form the licensed area with the exception of the hospitality tents that will be licensed separately.

The application is for the following on sales hours:

Tuesday 9th July – Monday 15th July 2024, 10am – 10pm daily.

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 before policy hours (11am) at 10am.

As this is a large event with around 70,000 spectators the applicant has submitted an Alcohol and Drug Management Plan.

I recommend the following conditions 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.
- 2) Individual personal licence holders are allocated to manage to each of the 4 bar areas at all times and all staff involved in the sale and/or supply of alcohol should have received the two hours mandatory training, as required under the legislation.

In 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

From: Wilson, Lee-2 <Lee.Wilson2@scotland.police.uk>
Sent: 14 May 2024 12:48
To: Licensing
Subject: RE: Attached Image - The Scottish Open, Renaissance Golf Club, Dirlcton, North Berwick [OFFICIAL]

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.

OFFICIAL

Hi Gillian,

I found the original email and its sitting with Natasha marked 'awaiting reply' as it appears Natasha replied to the original the day after we got it, presumably with a question, but I can't get hold of her to confirm what it was relating to.

In any case, the application appears in order and all within board policy. It has run very successfully in the past so there are no police objections.

Regards,

Lee Wilson
PC 12294 / J973
East Lothian Liquor & Civic Licensing Officer
Police Scotland | Dalkeith Police Station
0131 654 5583 // 07866219088

Email : lee.wilson2@scotland.police.uk
Website / Làrach-lìn: www.scotland.police.uk
Twitter: @policescotland
Facebook: www.facebook.com/policescotland

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Tuesday, May 14, 2024 12:24 PM
To: Wilson, Lee-2 <Lee.Wilson2@scotland.police.uk>
Subject: FW: Attached Image - The Scottish Open, Renaissance Golf Club, Dirleton, North Berwick

This is the one I need asap. As you can see it was sent on 25th April, 2024

Gillian

-----Original Message-----

From: Licensing
Sent: Thursday, April 25, 2024 4:20 PM
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer

Licensing

From: Robertson, Scott
Sent: 26 April 2024 11:02
To: Licensing
Subject: RE: Attached Image - The Scottish Open, Renaissance Golf Club, Dirleton, North Berwick

Hello,

Please note I have no objection to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Development Control | East Lothian Council | John Muir House | Haddington EH41 3HA T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at <https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eastlothian.gov.uk%2F&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7C980bed975f6b49ab556908dc65d7ef5e%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C638497225303244148%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=3k3ZNnymUvPqNI9wSVu6Oj%2BUDBdkjc7v5Md2%2FOXcrDw%3D&reserved=0>

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>
Sent: Thursday, April 25, 2024 4:20 PM
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <Iso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Cc: Events <events@eastlothian.gov.uk>
Subject: FW: Attached Image - The Scottish Open, Renaissance Golf Club, Dirleton, North Berwick

Hi

Please find attached occasional licence application from Niall Middleton - Cargo Bars for the above event from 9th July to 15th July 2024.

Kind regards

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

-----Original Message-----

OCC 375/24

POLICE
LSD

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

8th - 15th July 2024 CAN 77563

Before completing this form, please read the guidance notes.

Adria 10/5

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.

5b

1. LICENCE DETAILS (see note 1)

Premises licence number (if applicable) N/A

Personal licence number (if applicable) EL 1852

Name of voluntary organisation (if applicable) _____

2. PERSONAL DETAILS

Title: Miss

Surname: Smith

Forenames: Claire

Date of birth



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. N/A

Mobile No.

N/A

Fax No. N/A

Email

[REDACTED]

3. THE PREMISES Description of premises

The premises are hard walled marquee structures located on the 18th Green at The Renaissance Golf Club. They are marked 31/32/33 on the attached plan.

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

Service of food and beverage to assorted hospitality guests at Genesis Scottish Open Golf Tournament. Up to 2300 guests across the duration of the tournament and pro-am events. Guests are there to experience world class golf alongside their hospitality.

Full postal address of premises which this application refers to

Marquees 31/32/33 – Green on 18/Patrons Pavilion/Genesis Lounge
18th Green,
The Renaissance Club,
Cowdenhill Drive,
North Berwick,
EH39 5HS.

4. DURATION OF LICENCE

From Monday 8th July 2024 To Monday 15th July 2024

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 the premises.

Times for sale of alcohol for consumption on premises

11:00AM – 24:00PM

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.

07:00-19:00PM

This is the times for the golf tournament.

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?
(If answered yes the remainder of this section must be completed)

YES NO

Ages of children or young persons permitted entry.

All ages are allowed entry to the golf course to watch the competition

Times at which children or young persons permitted entry Full opening hours

Parts of premises to which children or young persons permitted entry

Children and young people have access to the full site to watch the competition. Any child within the hospitality pavilion will have been invited or be a paid ticket. Number of children expected to be within hospitality is minimal if any.

7. CHECKLIST

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

YES

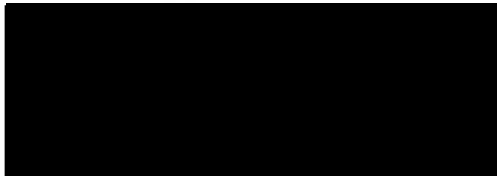
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8. Signature and declaration by applicant (see note 3)

DECLARATION

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

Signature



Date

7/5/24

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>)

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?

Yes, alcohol will be served in plastic vessels for those drinking externally.

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

Please provide details of any training certificate held.

All staff will have received the mandatory training session in accordance with The Licensing (Training of Staff) (Scotland) regulations 2007 prior to the commencement of the event

LICENSING OBJECTIVES

All holders of occasional licenses must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.

8. How will you prevent Crime and Disorder at the event?

East Lothian police are on site throughout the event, it is a low-risk event. The guests are there to see world class golf and the demographic is older and more mature. There are also several SIA security staff across the event.

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

The event has full security and volunteer stewards. Security are SIA trained and will be managing guest access to the facility.

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

The demographic of the event is older and mature. They are there to watch world class golf and it's a low-risk event. The course is away from residential areas.

The facility is in the middle of the golf course away from residential areas. There are no close neighbours and is only operational for 6 days.

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

Guests are encouraged to be responsible with the levels of alcohol they consume. Soft drinks are freely available at all times and water will be available. We do not serve double measures of spirits and guests are actively discouraged from excessive consumption.

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

Children are only allowed access to the marquee structures, with a valid hospitality ticket, and the 1m distance ban is strictly enforced. It is not an event where the attendance of children is likely, those that are will be in the hands of their parents and responsible adults.

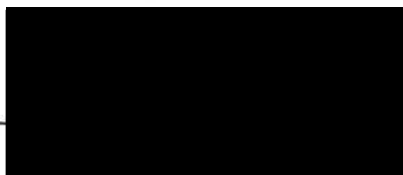
SIGNATURE AND DECLARATION BY APPLICANT

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 _____

7/5/24



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 APPLICATIONS – OCC375/24

CLAIRE SMITH, HOSPITALITY MARQUEES, GENESIS SCOTTISH OPEN, RENAISSANCE GOLF CLUB, EAST LoTHIAN, EH39 5HS

The applicant is Claire Smith who is a personal licence holder. Application has been made for an occasional licence for the hospitality marquees at the Genesis Scottish Open at Renaissance Golf Club. The applicant proposes bars in tents 31,32 and 33 on the layout plan. Approximately 2500 hospitality guests are expected each day.

The application is for the following on sales hours:

Monday 8th July – Monday 15th July 2024, 11am – 12 Midnight daily.

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 days may not be processed in time for a Board hearing before the event.

The application has a requested-on sales after the terminal policy hour of 2300 on a 2 Mondays, 1 Tuesday and 1 Wednesday, with a terminal hour of midnight on these days.

As this is a large event with around 70,000 spectators the applicant has been asked to submit an Alcohol and Drug Management Plan.

I recommend the following conditions 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.
- 2) Individual personal licence holders are allocated to manage to each of the bar areas at all times and all staff involved in the sale and/or supply of alcohol should have received the two hours mandatory training, as required under the legislation.

In 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

14/05/2024

Your Ref: OCC375/24

Our Ref: 823138

The Clerk of the Licensing Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: THE RENAISSANCE GOLF CLUB, COWDENHILL DRIVE, EAST
LOTHIAN, EH39 5HS.
APPLICANT: CLAIRE SMITH**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application:

The applicant has requested a licence from Monday 8th July 2024 to Monday 15th July 2024 between the hours of 11:00 – 00:00 each day. This request falls out with board policy on Monday, Tuesday and Wednesday where the policy hour is 23:00.

Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing Board, not with the Police. When the Police receive such applications we will assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

This representation is submitted for your attention in consideration of this application.

OFFICIAL

Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.



OCC 229/24
Ad 514

1 June

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

5c

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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) _____

Name of voluntary organisation (if applicable) Aberlady Gala Committee

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Begbie

Forenames Fraser James

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 _____

3. THE PREMISES

Description of premises

the event takes place on the Aberlady Playing Field. We will have two large marquees, one of which

We are proposing will have a licenced bar.

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

Aberlady Gala Day has a number events and activities, please refer to the covering letter for more details.

We expect up to 700 people to attend Gala day.

Full postal address of premises which this application refers to _____

Aberlady Playing Field, School Road, Aberlady, EH32 0RL

4. DURATION OF LICENCE

Date: From Sat 1st June 2024 To Sat 1st June 2024

Time: From 14:00 To 19:00

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

14:00 - 19:00

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

12:00 - 19:00

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

Times at which children or young persons permitted entry 12:30 - 19:00

Parts of premises to which children or young persons permitted entry

All areas except the immediate bar sales area

7. CHECKLIST

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

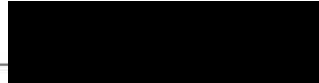
YES

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 _____

25/03/2024

NOTES

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

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- The holder of a personal licence; or
- A representative of any voluntary organisation

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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

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**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.)

Aberlady Gala Day 2024

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

Live Music, Games, Races, Tug-O-War, Bubble Artist, Face Painting, Story Telling, Bouncy Castle(s)

Magician

2. Attendance

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

c700

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

Based on village population and previous years attendance

(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)

Aberlady Gala Day is an un-ticketed event open to all

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.

In addition to events leads there will be a minimum of 5 stewards on duty at all times

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

All stewards are volunteers, none are SIA registered

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

Please see 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

An occasional licence was granted for the 2023 Aberlady Gala held on Saturday 4th June 2023

6. Will alternatives to glass receptacles be provided?

Plastic, Paper or Polycarbonate glassware will be used

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

Please provide details of any training certificate held.

Our bar lead is a Scottish Personal Licence Holder and will be responsible for briefing all bar staff.

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?

Please see attached.

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

Please see attached.

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

Please see attached

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

Please see attached

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

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.

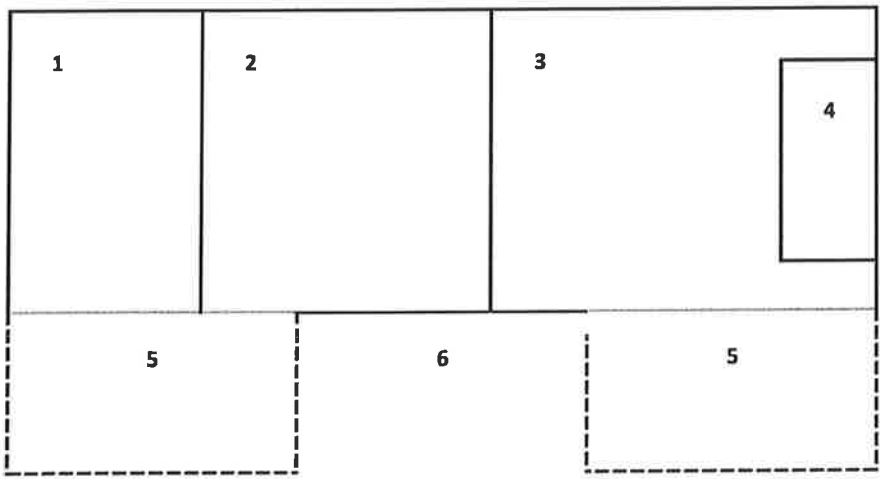
Signature



Date 25/03/2024

DETAILED LAYOUT OF PROPOSED LICENSED AREA

Marquee Dimensions: 30 x 90 feet



- 1 Wooden floored bar service and sales area
- 2 Open service and standing area
- 3 Tables & chairs
- 4 Stage
- 5 Outdoor, roped off seated areas
- 6 Clear entry/exit points

— Closed marquee walls

— Open marquee walls

Aberlady Gala Day 2024

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date **01/06/2024**

Time **14:00 – 17:00**

Location Aberlady Playing Field. We will have two large marquees, one of which We are proposing will have a licenced bar.

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 -
Tel No.**

3. In the event of some unforeseen circumstances that results in [INSERT LICENCE HOLDER NAME] 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 extent of the outdoor licensed area will be clearly delineated by a secure fixed barrier of at least 2m in height. This barrier should be screened and all emergency exits points must be permeant manned at all times by and SIA steward or suitably trained person.
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. Wrist band conditions – [INSERT IF APPLICABLE]
13. 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).
14. 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).
15. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
16. 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).
17. 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. Anyone ejected from the event will not be permitted re-entry.
18. 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.

19. 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.

20. Overall control of the event will be in the hands of

Name of Organisers and Responsible Person	Aberlady Gala Committee – Chair: Nikki Black
Registered Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	info@aberladygala.org.uk.

21. General Authorisation of Sale of Alcohol

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

Name of Individual	Fraser Begbie
Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	[REDACTED]

Personal Licence Holder Details

Name of Issuing Authority	n/a
Personal Licence Number	
Date of Expiry of Licence	

Copy of Personal Licence attached	Yes/No
-----------------------------------	--------

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.

- A cash bar selling cans of beer or wine will be available and soft drinks. Wine will be offered in standard 125ml and 175ml measures and will be decanted into plastic glassware
- Strict adherence to minimum pricing, no drinks promotions or time limited promotions will be offered
- Drinking water will be readily accessible on the bar area
- Operate a strict 'No ID – No Sale' policy. 'Challenge 21' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.

22. 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:

The Bar will be staffed by experience volunteers briefed by a re the safe selling of alcohol. Proof of age will be required. Challenge 21 ID in place.

A full briefing for all volunteer staff will be completed by a member of the Gala committee who is a Scottish Personal Licence holder. This includes the ability to competently check customers' identification where necessary.

23. Policies

Age Verfication Policy

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

- Operate a strict 'No ID – No Sale' policy. 'Challenge 21' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.
- Briefing on the age-related sections of the Licensing Act 2003 will be carried out to all volunteer staff. This includes the ability to competently check customers' identification where necessary.

Refusal Policy

Provide details on the refusal policy that is in place:

Refusing entry or continued attendance to anyone who appears to be showing signs of drunkenness or drug use and contacting the emergency services in appropriate circumstances.

Drugs Policy

Provide details on the Drugs Policy that is in place:

Volunteer staff briefing on the effects of alcohol and drugs how to spot early signs of intoxication will be carried out to give them the knowledge and

confidence to deal with intoxicated patrons. Any level of intoxication will be deemed inappropriate at this event.

Dispersal Policy


Provide details on the Dispersal Policy that is in place:

Last orders will be called at 18:30 at which point a volunteer will visit each group or individual in the premises advising them in a friendly manner that the bar is closing soon. At 18:45 the bar will close and the live music will stop. Bar volunteers will collect empty glassware will be collected from each table and announcements may be used to both encourage a gradual dispersal and to remind customers to be considerate to our neighbours.

24. Alcohol Outlet(s)

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

Bar – Marquee Bar

Name of Person Responsible on the day	Fraser Begbie
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	Ensuring the Bar operates in line with the Licence granted. Maintaining adherence to the 5 Licencing Objectives

Does the individual hold a Personal Licence?	No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

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

25. SIA Security Details

Provide Details of company who is providing security

Name of Company/Individual providing Security	N/A
Registered address	
Contact telephone number	
Brief Description of Roles and Responsibilities	
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

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"> • Ensure that all bar staff and stewards are briefed on the event risk assessment • Selected personnel given the duty to be vigilant for anything untoward happening in the vicinity of the licensed area • Any concerns about excessive drinking or drunken behaviour should be reported to the main event steward • Ensure that event stewards are easily identifiable by a printed high-viz vest • Attendees reminded to be careful with valuables and belongings • If necessary, police shall be notified
Secure public safety	<ul style="list-style-type: none"> • Comprehensive risk assessment carried out by gala committee • Ensure that all bar staff and stewards are briefed on the event risk assessment, fire safety and evacuation procedures • A first aid station will be manned for the duration of the event • Where possible we will try to avoid selling glass bottles opting instead for cans, plastic or • No glass drinking vessels will be used

	<ul style="list-style-type: none"> • Ensure that there are regular collections of empties and appropriate recycling
Prevent public nuisance	<ul style="list-style-type: none"> • Continual visual awareness of the licensed area and any potential flash points dealt with at an early stage. If necessary, Police shall be notified • Ensure that noise levels from the live music are within the appropriate guidelines • Ensure that there are sufficient litter bins available across the site • Ensure that all households bordering the playing fields are given the contact details of the main event steward so that they know who to contact on the day, should there be any issues with public nuisance • Ensure there is the appropriate access to public toilets
Protect public health	<ul style="list-style-type: none"> • No drinks promotions available at the event • Ensure compliance with minimum pricing guidelines • Avoid the sale of strong beers or ciders above 5.5% ABV • Ensure there is access to free drinking water at the bar • No spirits will be on sale at the event

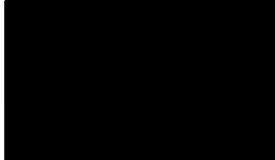
	<ul style="list-style-type: none"> • Visual awareness to those who may be verging on excessive alcohol
<p>Protect children and young persons from harm</p>	<ul style="list-style-type: none"> • Children will not be allowed within 1.5m of the bar area • Prominent display of a strict 'No-ID no-sale' policy • Make sure all bar staff are aware of the extra support the Challenge 25 scheme offers • Only accept photographic driving license, passport or PASS card • Display posters stating it is an offence to purchase alcohol on behalf of an underaged person

Certificate of Insurance



Policy No.: AN00306853
Issue Date: 13/03/2024 14:18:38

FAO: Samantha Robertson
Aberlady Gala Committee



Name of Insured: Aberlady Gala Committee
Legal Title: Committee
Contact Name: Samantha Robertson
Insurance Date: 14/03/2024 to 13/03/2025
Type of policy: Multi Event Insurance
Maximum attendance per event: Up to 500 attendance per event
Maximum number of events : 15 Events
Types of Events : in the run up to gala, a series of fundraising events including (but not limited to) Craft activities, discos, raffle, cinema nights, fun run, curry night, etc Gala events during the gala week comprise of (but are not limited to) outdoor family events including live music, BBQ, kids shows, inflatables and mechanical rides, tractor trailer tour of village

SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	£0	£2,000,000	£250	£482.79
2	Employers Liability	£0	£5,000,000	£0	£225.72
3	Equipment Cover	£0	£0	£250	£0.00
4	Cancellation, Abandonment, Postponement excluding Adverse Weather	£0	£0	£0	£0.00
5	Cancellation, Abandonment, Postponement including Adverse Weather	£0	£0	£0	£0.00
Net Premium					£632.60
I.P.T. @12%					£75.91
Total Premium					£708.51

Endorsements and special conditions

Section 1 has been extended to cover one event on the 01/06/2024 with up to 700 people attending. ;

Section 2 (Employers Liability) is extended to cover 20 volunteers/helpers/employees ;

Event Insurance Services Ltd
 20a Headlands Business Park
 Ringwood
 Hampshire
 BH24 3PB

Tel: 01425 470 360
Fax: 01425 474 905

info@events-insurance.co.uk
 www.events-insurance.co.uk

To Whom It May Concern:

This is a letter in support of the application for an Occasional Licence for the Aberlady Gala Day on Saturday 1 June 2024

ABERLADY GALA

Creating fun, inclusive, and sustainable events for the whole community

The purpose of Aberlady Gala Day is to celebrate village life, to gather the community together to enjoy a day of entertainment and fun.

Our mission statement: *Creating fun, inclusive, and sustainable events for the whole community* is in place to ensure Aberlady Gala day is an event for the whole community and not just a day for families with school aged children.

The committee was delighted that Gala Day 2023 was a huge success, with many village residents attending and embracing 'Gala'. The 2024 Gala committee are committed to building on this success.

The focus of the early part of the day is a ceremony and parade around the village, welcoming Primary 1 into the life of the village school and celebrating Primary 7, as they prepare to continue their journey to high school. As a committee, we do not believe it is appropriate for the Bar to be open during these events. As a result, we have amended our application from previous years for the Licenced Bar to operate from 14:00 to 19:00, following the conclusion of these events.

As the day unfolds there are many events and activities for all ages. These will include traditional games and challenges, tug-o-war, entertainers and live music. Food and drink will be available from our own barbeque, tea-tent and a separate bar situated within the live music tent.

With reference to ELC Licensing policy:

- 19.6 *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 license 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 license is required and may be required to attend a Licensing Board hearing for a determination.*

We are committed to ensuring that there is something in place during Gala day to attract all members of the community, and do not approach Gala day as being "predominantly

organised for children". During the year the Aberlady Gala Committee organises several events, some aimed solely for children or at primary school age children and their families (where a licensed bar would not be appropriate), and some for over 18s only. However, we believe that Gala day is a highlight of the village calendar where the whole community can gather in this way.

Supported by our conversations with village residents, as a committee we are of the view that without a licensed bar, it may be impossible to overcome the perception of gala day as an event for primary school families only, which would be a huge loss for our whole community. We have given this matter considerable thought, and do not consider a licensed bar would be inappropriate at this event, but rather would be in line with the inclusive social day for the entire village community which we seek to run.

We fully agree that it is vital to make sure that only safe and sensible alcohol consumption takes place, whilst ensuring the safety of our children and young people. We are confident (supported by our experience on previous Gala days) that with the appropriate planning and staffing, it will be entirely possible to host an event at which you can buy a burger, a beer and enjoy meeting and chatting with friends, neighbours, and relatives.

We have completed a thorough Event Plan and full Risk Assessment, in accordance with the guidance to Licensing Boards in respect of the Five Licensing Objectives. The Gala Committee are fully aware of the responsibilities of the License Holder at our event. The Aberlady Gala day has always been granted an occasional license and to date we are not aware of any incidents that have occurred that have required the presence of the police.

From the ELC bylaws prohibiting consumption of alcohol on designated places (Aberlady) 2008. These Bylaws shall not apply –

In respect of the Playing Fields, Aberlady, bounded on the south by School Road, on the west by Aberlady Primary School, on the north by Back Lane, and on the east by the gardens or Rig Street, during the Aberlady Gala period, which usually extends for a period of eight days beginning on the final Saturday in June, each day between 1pm and 7pm

If we are not able to offer a licensed bar, it is entirely possible that people would bring their own alcohol to the playing fields, and we would then be faced with the issue of having to manage that situation. This is something which we would strongly discourage (with or without a licensed bar), but if we are unable to offer alcohol for sale, it will inevitably be more difficult to dissuade people from bringing their own. We believe that a more appropriate outcome is if we can manage this issue by doing the following:

- Restricting the area where alcohol purchased on site can be consumed
- Promoting sensible drinking by ensuring minimum pricing and limiting what alcohol is available
- Have control of what receptacles are used to hold alcohol with the appropriate recycling
- Having full control over who can purchase and consume alcohol on site by adhering to strict age restrictions including the Challenge 25 scheme

In addition to the items above we have taken into consideration the observations shared by the Licencing Standard Officer following a site visit during Aberlady Gala day 2023 and commit to the following changes this year.

1, Improved signage at the Entrance/Exit to the designated bar area and at the serving area that drinks purchased at the licenced bar must not be taken out of the licensed area.

2, Appointing an event steward to monitor entrance/exit to the licenced area to ensure drinks purchased at the bar are not taken out of the licenced area.

By making these changes we will ensure strict adherence to the terms of our licence and local bylaws.

We thank you for your consideration in this matter and would welcome the opportunity to discuss our event further, should it be necessary.

Fraser Begbie
2024 Aberlady Gala Committee



Aberlady Gala

Creating fun, inclusive and sustainable events for the whole community

ABERLADY GALA DAY
Saturday 1st June 2024

KIRKIN SUNDAY
Sunday 9th June 2024

EVENT PLAN

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INFORMATION

Introduction

Creating fun, inclusive and sustainable events for the whole community.

The Aberlady Gala Day is an annual event. It is an un-ticketed village celebration including a children’s ceremony and float parade, inflatables, family games and activities, BBQ, tea-tent, bar, face-painting, magician, live music, dancing etc. It is open to anyone in the village to attend.

Kirkin Sunday is a traditional part of Gala week activities; it involves a procession of the primary school children, especially those in the Gala Court in P1/7, from the Aberlady Village Hall, along the Main Street to attend a special service at Aberlady Church. The event will disperse from the church grounds after the service.

Timeline

All equipment to be delivered/erected on Friday 31st May by Myreton Marquees and removed on Sunday 2nd June 2024.

Saturday 1st June 2024	
Time	Activity
08:30	Set up of stalls, bar etc
12:30	Open to the public: Gala Ceremony
13:00 – 13:30	Float Parade
13:30 – 15:30	Games & Activities, magician, storytelling etc
14:00	Bar Opens
14:30 – 15:30	Tug-o-war & races
14:30 – 19:00	Live Music
16:30	Raffle & Prize Giving
18:45	Last orders at the bar
19:00	Event end and clean up begins

INTENTION

Strategy

The overall strategy for this event is to deliver a gala day in keeping with our mission statement – *“Creating fun, inclusive and sustainable events for the whole community.”*

Aberlady Gala 2024 will be delivered to ensure:

- A wide variety of activities, events, and stalls, including those to provide refreshments, catering for as many as possible.
- Health and safety of those in attendance is maximised and any risks minimised.

- Minimise the disruption to the people and traffic in the relevant event areas, enabling day to day movements to continue as freely as possible, with a return to normality as soon as possible.

Event Style

- All volunteers involved in Aberlady Gala 2024 should be aware that their interactions with members of the public can have a significant impact upon their perception of the event overall. Any engagement with the public should be positive and helpful. As such, all volunteers should be approachable, accessible and fair.

METHOD

Event Organisers – Aberlady Gala Committee

Overall Event Lead – Nikki Black

Event day co-ordinator – Sam Robertson

Float Parade – Holly Clark

Barbeque – Mark Jandell

Tuck Shop – Karen Fraser and Kirsty Odds

First Aid Lead – Sam Robertson

Tea Tent – Karen Polwart and Angela Latto

Bar – Alison Walker and Jenny Collins

Raffle – Lucy Muir

Games & Activities – Gordon Allan

Live Music – Stephen Polwart

Kirkin Sunday – Caroline Humphreys and Claire Black

Float Parade:

- There will be two tractors with trailers, headed by North Berwick Pipe Band.
- The sides of the trailers will be lined with haybales.
- Children will be seated on benches/bales in the centre of the float; there will be two adults on each float. Children will not be permitted to stand at any time.
- There will be four adults in high-viz vests walking at the corner of each float.
- Two volunteer stewards will be allocated roles to support the police with the road closures during the float parade.

Games & Activities / Tug-o-war & Races

A variety of traditional games will be in place at this year's gala. These games will include, beat-the-goalie, tin-can alley, splat the rat and many more.

- Tug-o-war rope is hired from Beez Kneez Bouncy Castles
- Lots of fun matches involving kids and adults

BBQ

- 400 burgers & rolls from Gosford Bothy
- 8 tables and a Gazebo if the weather looks poor
- 60 Vegan/veggie burgers
- 2 large BBQs owned by Phil Notley and used by Gala Committee
- Service from 1-5pm

Bar

- Usually in the main marquee
- Set up on the two large fold-up double tables from the village hall
- 2 under-counter beer fridges from the hall
- Generator hired from Myreton
- Serving area should be floored
- Ice ordered and stored by Margiota, picked up on the day
- Requires Occasional License from ELC (cost of £10)
- Children not allowed within 1.5m of the service area

Tea Tent

- Selling a range of tea/coffee/juice and home baking, which is donated often as a part of a bake-off competition
- Two large urns from the village hall, with a generator for each
- Large water refill cartons under the stage
- Serving area should be floored

Tuck Shop

The tuck shop will sell a variety of confectionary, crisps and soft drinks. In addition, the tuck shop will be responsible for:

- Administering the free drink and crisps to Aberlady Primary pupils in exchange for their supplied vouchers. These vouchers will be printed by the gala committee and provided to the school ahead of gala day.
- Sales of gala wristbands
- Sale of raffle tickets
- Guess the number of sweets in the jar (1 free guess included with gala wristband)

Wristband system

In a similar vein to last year, Aberlady Gala will operate a wristband system allowing unlimited use of the bouncy castles, game/activities and even includes a shot at guessing how many sweeties are in a jar! The wristbands will be on sale at the tuck shop on gala day. There are two tiers of wristband as follows

Under 2s - free

Under 5 - £5

5 and over - £10

There will also be tickets available for individual use at £2 per ticket.

Early sales of the wristbands will take place ahead of Gala Day

Live Music

- Takes place in the main marquee from 4.00pm onwards.
- Staging & PA from the village hall
- All electrical equipment to be PAT tested prior to the event
- Musical items by kids and adults from Aberlady

Raffle & Prize Giving

- A selection of prizes donated by local businesses and producers
- Tickets sold from the raffle stall
- No license required if raffle draw on the day

RVP and Contingencies

In the event of disruption, the Event Lead and Event Coordinator will discuss options. Options considered will depend on the reason for disruption.

In the event of high wind or other adverse weather, it is unlikely the inflatables will be able to operate and will be taken out of action. This would also likely lead to the whole event being cancelled.

The village hall is available and can be used for the gala ceremony if required.

In the event of fire, the Fire Service should be contacted and visitors asked to disperse. All leads should ensure their respective areas are evacuated if safe to do so.

Gala representatives should meet at the pavilion, or if this area is unsafe, adjacent to the Jubilee tree.

Medical Arrangement

First Aid Tent – there will be a constant presence at the First Aid tent while the gala event is ongoing.

Full access to all areas of the site for emergency vehicles will be maintained throughout the event.

Lost Property / Unattended items

Lost Property should be directed to the First Aid tent. Unattended items of any concern should be brought to the attention of Gala Committee volunteers who will carry out the initial assessment of the items, its risks and consider any appropriate action.

Missing People

Reports of missing children should be made to the first aid tent, who will complete the missing person form located at APPENDIX B

All found children should be taken to the First Aid tent, where volunteers will arrange for an announcement to be made, where required. All parents should be encouraged to put their phone numbers on their child's event wristband, if they have one.

Traffic Control / Road Closures
TTRO for Gala Day pending

ADMINISTRATION

Supervision

Overall event lead is Nikki Black, supported by Gala committee volunteers.

The event day co-ordinators are Fraser Begbie and David Bowen.

Briefings

A full event briefing will take place during the final Gala Committee meeting prior to Gala Day, scheduled for 22/05/2024. In addition, for those unable to attend, will be asked to self-brief using this event plan. All volunteers are reminded to seek advice wherever required.

Toilet Facilities

Toilet facilities are available at the sports pavillion and include port-a-loos supplied by Myreton.

See Event map at Appendix E

Stand Down

Stand Down will be at the conclusion of the event and on completion of the required tidy up, or at a time determined by the event organiser (if earlier), which will be communicated separately if relevant.

RISK ASSESSMENT

All event organisers and volunteers should be alert to Health and Safety legislation and consider all apparent risks associated their particular duties and responsibilities. All those involved with this event should make themselves familiar with their working environment and with the general risk assessments for their roles.

Further details and risk assessments are available in appendices.

COMMUNICATION

- 750 full colour A3 fold-out flyers with gala programme details and contacts, delivered free to every house in the village and environs.
- Facebook, Instagram, WhatsApp, school e-mailing, posters around the village
- Residents on the streets adjacent to the site, School Road and Rig Street, have been informed about the general plan for the day including any planned traffic/parking restrictions

and any possible sources of noise pollution. A contact number will be provided for any concerns about any aspect of Gala Day.

- On Gala Day, all representatives will be in possession of a mobile phone and a list of appropriate contact numbers to be utilised, such as in case of emergency etc.

Event Contacts

A full list of contacts relevant for this event are available at Appendix D.

Social Media

Photos from the event should be obtained and shared with Kirsty and Grahm Odds who will consider their use within Aberlady Gala Social Media profiles, such as Facebook and Instagram.

Debrief

A post event debrief will be circulated after the conclusion of the event to ensure feedback can be considered in future events.

KIRKIN SUNDAY

- Gala Court and other participants to meet inside the Aberlady Village Hall at 10.30am
- Procession, led by pipers, to depart from Aberlady Village Hall at 10.45am. The procession heads west along Main Street to the Aberlady Church
- Kirkin Sunday Service starts at 11.15am
- Following the service the congregation & Gala Court assemble to lay a wreath at the War Memorial
- Event disperses from the church grounds
- Stewards required to enforce TTRO at Sea Wynd, Haddington Road and junction of Kirk Road and Main Street

Traffic Control / Road Closures

TTRO pending

Contingency

In the event of inclement weather, the procession from Aberlady Village Hall to Aberlady Church will be cancelled, the service will take place as a strand alone event.

Risk Assessment

See Appendix C

APPENDIX A

TTROs Pending

DRAFT

APPENDIX B – MISSING PERSON FORM

MISSING PERSON REPORT – ABERLADY GALA 2023	
Full Name of missing person	Age:
Time last seen and who were they with? What direction were they travelling?	
Description (e.g., age, gender, height, hair colour and style, clothing etc)	
Address of missing person	
Mobile number of missing person (if available)	
Any further relevant information, (e.g., have they been missing before – if yes, where were they found previously?)	
Name and address of person reporting	
Contact number(s) of person(s) reporting	
Have Police been contacted? If yes, who contacted them and what is their reference number?	
Time and date missing person found	
Found by who?	
Have the police been updated and who updated them (if they were made aware)?	

APPENDIX C – RISK ASSESSMENTS

Please see attached for risk assessments for:

1. Aberlady Gala Day
2. Kirkin Sunday

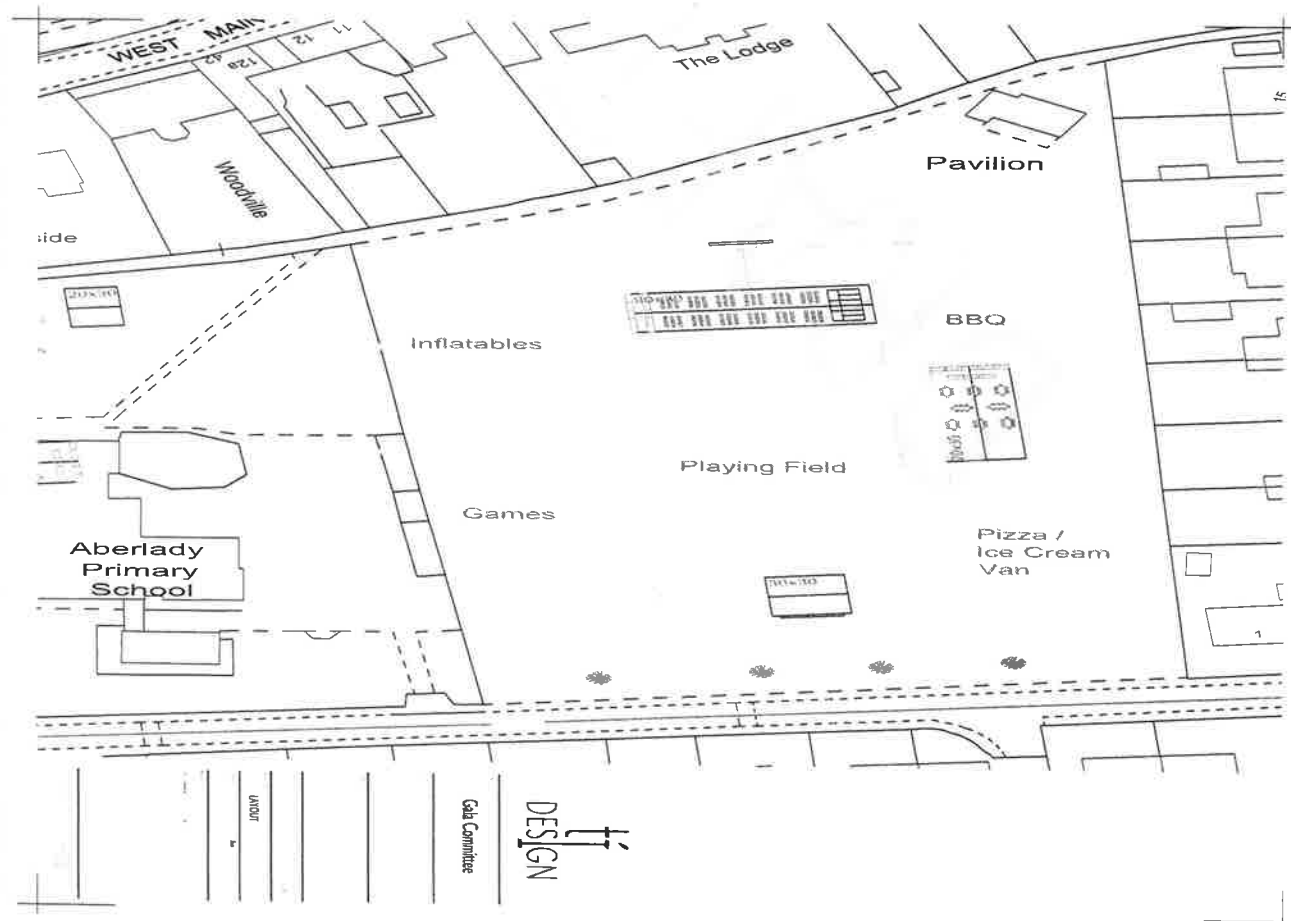
APPENDIX D – GALA DAY CONTACT LIST

Event Area	Name	Contact Number
Event Lead	Nikki Black	
Event Day Coordinator	Fraser Begbie David Bowen	
Local Police Scotland Contact	PC Dalgetty	
Tuck Shop	Karen Fraser Kirsty Odds	
BBQ	Mark Jandell	
Tea Tent	Karen Polwart Angela Latto	
Bar	Alison Walker Jenni Collins	
First Aid	Elspeth Fawcett Sam Robertson Anna Holland Simone Forbes	
Treasurer	Sam Roberston	
Beez Knees Bouncy Castle	Shaun Leonard	
The Big Blu Pizza Van	Jose Navarro	
Ice Cream Van	Robert Doris	
Plant Man	Colin Jeffries	
Bubble Artist	Pop The Bubble Man	
Face Painter	Andrea Spink	
Myreton Marquees	Linda Harkness	
ELC Pavilion	Enjoy Leisure – Liam Mowat	
Raffle	Lucy Muir	

KIRKIN SUNDAY CONTACT LIST

Event Lead	Caroline Humphreys Claire Black	
Piper	Louise Potter	
Aberlady Church	Jackie Thomas	
First Aid	TBC	
Lead Marshall	Steven Polwart	
Local Police Scotland Contact	TBC	

APPENDIX E – SITE PLAN



Event Risk Assessment Form

Event Name:	Aberlady Gala Day	Date:	Sat 1 June 2024	Venue:	Aberlady Playing Fields
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(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
<u>SITE</u>	<u>MANAGEMENT:-</u>				
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Low	The gala site is a wide-open playing field, there is no specific entry gate, access is available from the open space to the north and south of the playing fields.	Low
Emergency evacuation procedure	Fire Storm	Members of the public	medium	In the event of an emergency an announcement will be made on the PA system alerting members of the public about where to go. Emergency services will be contacted by the Gala Day Co-ordinator. All volunteers will have the mob phone of the Gala Day Co-Ordinator on the day	Low
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	We will have a certified first aider(s) available on site all day. A fully stocked first aid kit will be on site. An announcement will be made on the PA system at the start of the event indicating where to go in the event of a minor injury. First Aid station will be clearly signposted	Low

	Major injuries	Members of the public	High	Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. Ensured open access is kept for emergency vehicles.	Medium
Care of children	Lost children	Members of the public – children	Medium	An announcement will be made at the start of the event through the PA, about the location to bring a lost child. An announcement will then be made on the PA to alert the parent/guardian of that child.	Low
Risk of crime or wider disruption	Violence, aggressive or antisocial behaviour	Members of the public	Medium	Events stewards to remain vigilant to crowd behaviour. Any incident should be reported immediately to the gala day co-ordinator who will engage local police if necessary. Gala co-ordinator to ensure they have the name and contact for the local police officer in charge on that day	Low
Toilet provision	Not enough toilets	Members of the public	Medium	We will ensure enough toilets are present at site for numbers attending. There will be one public toilet on site with an additional three port-a-loos hired from Myreton Marquees	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	There will be no car parking on site. The only vehicles on site will be an ice cream van and a pizza van, both will be in place before the event is open to the public. Two marshals will be assigned to help both vehicles leave the site safely. We will ensure that there is open access to the site for emergency vehicles.	Low

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	<ul style="list-style-type: none"> - Most of the activities on site will be outdoors - Fire extinguishers will be provided by Myerton Marquees in each of the marquees. Volunteers will be made aware of the locations of fire extinguishers - Fire extinguisher/bucket of sand will be stationed at the BBQ in case of fire - We will ensure that roads/emergency exits are kept clear at all times - A PA system is available to broadcast any evacuation instructions 	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	In the event of very wet weather the event will be cancelled.	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 24mph then event must be cancelled or postponed by the event organiser due the risks involved.	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	<ul style="list-style-type: none"> - 10 refuse bins and bags will be provided by Myerton Marquees and located across the site. - All bagged and sealed refuse will be removed from the site on Sun 5th June. - A team of volunteers will be assigned to ensure the site is clear of litter at the end of the event 	Low

Use of companies/ operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	- We are in discussion with Bees Knees Bouncy Castles to provide us with a range of inflatables. - - We will obtain a copy of their Public Liability Insurance and risk assessment -Myreton Marquees will be providing all other gala day infrastructure; marquees, tables, chairs, flooring, power supply etc	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	There will be no unsupervised activities with children	Low
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	All vehicles will be in place before the site is open to the public.	Low
ACTIVITIES:-					
Face Painting	Allergy to paints	Members of the public - children	Medium	Erect sign: If child has allergy / skin condition then must not have face painted.	Low

Catering – food / drink	Food poisoning	Members of the public	Medium	<p>We will ensure all external caterers are registered with their local authority re Food Hygiene Certificate etc.</p> <p>We will ensure that food handlers have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used.</p>	Low
	Allergic reaction	Members of the public – especially children	Medium	Ensure that caterers clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
	Fire	Staff / members of the public	Medium	We will ensure that catering units have appropriate fire extinguishers	
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	<p>Where possible, we will aim to have a cashless event.</p> <p>Cash will be collected at regular intervals and stored in a secure place.</p> <p>Police have been notified of the event.</p>	Low

Barbeque-	Fire hazard / burns (people/property/trees)	Members of the public especially children	High	Barbecue will be secured off to public & supervised at all times. Ashes to be removed from site when cold. Gloves to be worn. Fire extinguisher and/or bucket of sand to be placed next to barbecue area. Situate barbecue away from any trees or other combustible materials.	Medium
	Food uncooked	Anyone consuming food	High	Ensure food hygiene. Use a food thermometer probe to ensure thoroughly cooked. Clean surfaces with antibacterial spay.	Low
	Hand Hygiene	Those preparing food	Medium	Ensure hand sanitiser, serving gloves and portable hot water hand washing unit are all in place and available for use at all times.	Low
	Ingesting fire lighting products	Children	Medium	Barbecue to be supervised at all times.	Low
Children's races	Slipping / tripping / falling	Children	Medium	Inspect prior to races to ensure no stones, pot holes, mounds are in actual race area. Clear the area of any litter, glass or dog faeces	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users	Members of the public – children / supervisor	Medium	We will ensure that the operator complies with all of the Bouncy Castle Regulations specifically sections on anchorage, weather, damage, overcrowding, supervision, training, etc.	Low
	Inflatable not secured properly - accidents	Members of the public – children / supervisor	Medium	Event organiser also to obtain copy of operator's Public Liability Insurance. We will ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables.	Low
	Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public especially children	Medium	The event organiser must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.	Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
Children's entertainer	Molestation / abduction	Children	Medium	Children to be supervised by parents at all times. No children left on own. Ensure entertainer qualified/certificated	Low
Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	Safety net positioned behind shy. Area fenced off. Event to be supervised at all times	Low

Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee company certificated and have PLI cover and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire fighting equipment in place and that ignition source issues are addressed. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo.	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions	Low
Float Parade	Falling from the float	Children/Supervising adults	High	Step ladders uses to get on and off floats. Ensure children are seated at all times on the float Two supervising adults to be on each float Hay bales to placed at the edges of trailers to minimise the risk of falling Children will not be seated on the hay bales	Low
	Injuries caused by moving vehicles	Members of the public – especially children	High	Tractors will be restricted to 5mph speed limit Road will be closed to other traffic Four marshals, in high-viz vests, will be assigned to each moving float to ensure	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) FRASER BEGBIE

Organisation: ABERLADY GALA COMMITTEE

Position: Gala Committee Member

Signature:

Date: 08/02/2024

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 15th April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S)

FRASER BEGBIE FOR ABERLADY GALA COMMITTEE, ABERLADY PLAYING FIELDS, EAST LoTHIAN

The applicant is Fraser Begbie who is a representative of Aberlady Gala Committee. Application has been made for an occasional licence for a bar at Aberlady Gala. The event is described as a gala day for the local community with live music, tug-o-war, bubble artist, face painting, storytelling, bouncy castle, magician. The Board should refer to the application and supporting documentation for further information. It is expected that there will be 700 people attend throughout the day and an Alcohol and Drug Management Plan has been submitted.

The duration of the application is:

OCC229/24 – Saturday 1st June 2024, 1400-1900.

A bar has been proposed in a designated marquee with two outside areas which will be cordoned off detailed on the submitted plan.

I visited the Gala in 2023 in relation to the occasional licence granted. During the 45 minutes I was there I observed numerous people taking alcohol out of the roped off licensed area into the wider park. This would not have been a breach of local byelaws by those persons however, the licence held was for on sales only and no off sales were permitted. All alcohol should have stayed within the licensed area on the plan to be consumed.

Also, whilst at the event I saw 6 people leave the school field into the streets with alcohol purchased from the bar in open plastic glasses and cans. This was a breach of the local byelaw by those persons.

The information above was sent to the committee who have added some measures to the supporting documentation in relation to this.

I direct the board to the Statement of Licensing Policy Section 22.14

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 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

Aberlady Gala Day 2024

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date **01/06/2024**

Time **14:00 – 17:00**

Location Aberlady Playing Field. We will have two large marquees, one of which We are proposing will have a licenced bar.

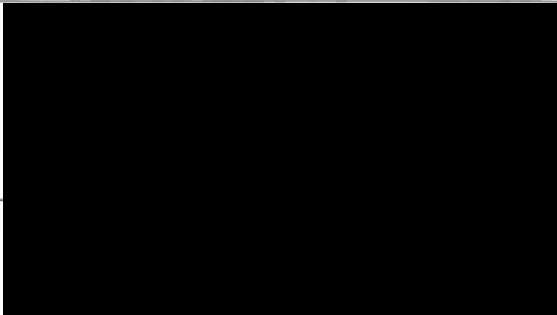
1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.

Licence Holder – Fraser Begbie

Tel No. [REDACTED]

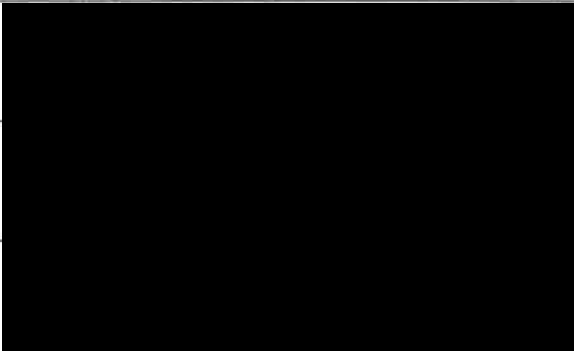
3. In the event of some unforeseen circumstances that results in Fraser Begbie not being available, Nikki Black, Chair Aberlady Gala Committee [REDACTED] will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from 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 extent of the outdoor licensed area will be clearly delineated by roped off section. Exits points will be always manned by a suitably trained person.
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. 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.

9. 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.
10. 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).
11. 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).
12. The event area will be supervised by a suitable number of 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).
13. All Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
14. 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).
15. 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.
16. 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.
17. 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.
- 18. Overall control of the event will be in the hands of**

Name of Organisers and Responsible Person	Aberlady Gala Committee – Chair: Nikki Black
Registered Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	info@aberladygala.org.uk.

19. General Authorisation of Sale of Alcohol

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

Name of Individual	Fraser Begbie
Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	

Personal Licence Holder Details

Name of Issuing Authority	n/a
Personal Licence Number	
Date of Expiry of Licence	
Copy of Personal Licence attached	Yes/No

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.

- A cash bar selling cans of beer or wine will be available and soft drinks. Wine will be offered in standard 125ml and 175ml measures and will be decanted into plastic glassware
- Strict adherence to minimum pricing, no drinks promotions or time limited promotions will be offered
- Drinking water will be readily accessible on the bar area
- Operate a strict 'No ID – No Sale' policy. 'Challenge 25' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.

20. 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:

The Bar will be staffed by experience volunteers briefed by a re the safe selling of alcohol. Proof of age will be required. Challenge 25 ID in place.

A full briefing for all volunteer staff will be completed by a member of the Gala committee who is a Scottish Personal Licence holder. This includes the ability to competently check customers' identification where necessary.

21. Policies

Age Verification Policy

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

- Operate a strict 'No ID – No Sale' policy. 'Challenge 25' scheme serves as

a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.

- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.
- Briefing on the age-related sections of the Licensing Act 2003 will be carried out to all volunteer staff. This includes the ability to competently check customers' identification where necessary.

Refusal Policy

Provide details on the refusal policy that is in place:

Refusing entry or continued attendance to anyone who appears to be showing signs of drunkenness or drug use and contacting the emergency services in appropriate circumstances.

Drugs Policy

Provide details on the Drugs Policy that is in place:

Volunteer staff briefing on the effects of alcohol and drugs how to spot early signs of intoxication will be carried out to give them the knowledge and confidence to deal with intoxicated patrons. Any level of intoxication will be deemed inappropriate at this event.

--

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

<p>Last orders will be called at 18:30 at which point a volunteer will visit each group or individual in the premises advising them in a friendly manner that the bar is closing soon. At 18:45 the bar will close and the live music will stop. Bar volunteers will collect empty glassware will be collected from each table and announcements may be used to both encourage a gradual dispersal and to remind customers to be considerate to our neighbours.</p>

22. Alcohol Outlet(s)

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

Bar – Marquee Bar

Name of Person Responsible on the day	Fraser Begbie
Telephone/Mobile Number	██████████
Brief Description of Roles and Responsibilities	Ensuring the Bar operates in line with the Licence granted. Maintaining adherence to the 5 Licencing Objectives
Does the individual hold a Personal Licence?	No

If so, provide details of Personal Licence

Name of Issuing Authority	
---------------------------	--

Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

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

23. SIA Security Details

Provide Details of company who is providing security

Name of Company/Individual providing Security	N/A
Registered address	
Contact telephone number	
Brief Description of Roles and Responsibilities	
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

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"> • Ensure that all bar staff and stewards are briefed on the event risk assessment • Selected personnel given the duty to be vigilant for anything untoward happening in the vicinity of the licensed area • Any concerns about excessive drinking or drunken behaviour should be reported to the main event steward • Ensure that event stewards are easily identifiable by a printed high-viz vest • Attendees reminded to be careful with valuables and belongings • If necessary, police shall be notified
Secure public safety	<ul style="list-style-type: none"> • Comprehensive risk assessment carried out by gala committee • Ensure that all bar staff and stewards are briefed on the event risk assessment, fire safety and evacuation procedures • A first aid station will be manned for the duration of the event • Where possible we will try to avoid selling glass bottles opting instead for cans, plastic or • No glass drinking vessels will be used

	<ul style="list-style-type: none"> • Ensure that there are regular collections of empties and appropriate recycling
Prevent public nuisance	<ul style="list-style-type: none"> • Continual visual awareness of the licensed area and any potential flash points dealt with at an early stage. If necessary, Police shall be notified • Ensure that noise levels from the live music are within the appropriate guidelines • Ensure that there are sufficient litter bins available across the site • Ensure that all households bordering the playing fields are given the contact details of the main event steward so that they know who to contact on the day, should there be any issues with public nuisance • Ensure there is the appropriate access to public toilets
Protect public health	<ul style="list-style-type: none"> • No drinks promotions available at the event • Ensure compliance with minimum pricing guidelines • Avoid the sale of strong beers or ciders above 5.5% ABV • Ensure there is access to free drinking water at the bar • No spirits will be on sale at the event

	<ul style="list-style-type: none"> • Visual awareness to those who may be verging on excessive alcohol
<p>Protect children and young persons from harm</p>	<ul style="list-style-type: none"> • Children will not be allowed within 1.5m of the bar area • Prominent display of a strict 'No-ID no-sale' policy • Make sure all bar staff are aware of the extra support the Challenge 25 scheme offers • Only accept photographic driving license, passport or PASS card • Display posters stating it is an offence to purchase alcohol on behalf of an underaged person

12/04/2024

Your Ref: OCC229/24
Our Ref: 810932

The Clerk of the Licensing Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: ABERLADY PLAYING FIELDS
APPLICANT: FRASER BEGBIE, [REDACTED] ABERLADY GALA COMMITTEE**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application:

This application relates to an alcohol licence for a gala event organised for children and families in the local area. This application may be appropriate to be heard at a licensing board as the East Lothian statement of licencing policy states the following at paragraph 22.14 (occasional licences):

'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.'

Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing Board, not with the Police. When the Police receive such applications we will

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assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

This representation is submitted for your attention in consideration of this application.

Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6136.

OCC 368/24

Police LSO

Advet 1015

3rd June - 16th June 2024

5d

Occasional Licence and Supplementary Information Form
EAST LoTHIAN LICENSING BOARD

CAN 73738

APPLICATION FOR OCCASIONAL LICENCE

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal licence number (if applicable)	353264 (Edinburgh)
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Bath		
Forenames	Tejinder Singh		
DATE OF BIRTH	Day	Month	Year
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
Post town	Post code		
TELEPHONE NUMBERS			

Daytime	
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

3. THE PREMISES

Description of premises
 Retail unit on the High Street In Tranent, The premises were formally Farmfoods and are to be re-opened by our client as a convenience store

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

This will be a convenience store for the benefit of the local community, selling a wide range of products including food stuffs, fruit and veg, newspapers, toiletries and general household items. They would like to add alcohol, on an off sale basis, as well.

Full postal address of premises which this application refers to

103-105 High Street
 Tranent
 East Lothian
 EH33 1LW

4. DURATION OF LICENCE

From: Monday 3rd June 2024
To: Sunday 16th June 2024

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- delete as appropriate

Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
--	---

	10am to 10pm
<p>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</p> <p>The premises may open from 7am each day to provide the sale of all goods and services, other than the sale of alcohol.</p>	

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	

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

8. Signature and declaration by applicant (see note 3)	
DECLARATION	
The content of this application is true and correct to the best of my knowledge and belief	
SIGNATURE	5/5/16

NOTES

1. Section 50 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

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 229 6181
alistair@macdonaldlicensing.com

EAST LoTHIAN LICENSING BOARD

APPLICATION FOR OCCASIONAL LICENCE

REFERRAL NOTES FOR COMPLETING APPLICATION FORM:-

1. Application to be sent to: Clerk to the Licensing Board
Licensing Division
John Muir House
Haddington
East Lothian EH41 3HA
2. The application requires to be lodged not later than **42 days** prior to the date of the function together with the fee payable of **£10.00**.
3. For marquee or outside events - 4 copies of a detailed plan should be lodged with the application, showing the area and grounds which are required to be licensed.
4. The Board can only consider applications for Occasional Licence applied for by such person whom are listed below:
 - i) the holder of a premises licence
 - ii) the holder of a personal licence and
 - iii) a representative of any voluntary organisation
5. Applicant should advise Council's Environment and Consumer Services Department on 01620 827365 of any intention to prepare and serve food at the function. Applicant should also advise what toilet facilities are to be provided.
6. Applicant should advise Council's Environmental Protection Department on 01620 827365 if they are intending to have live or amplified music.
7. 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.

◆ 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

353264

Name and address of licence holder

Mr Tejinder Singh Bath



Name of issuing Licensing Board

The City of Edinburgh Licensing Board

City Chambers

High Street

Edinburgh, EH1 1YJ

Licensing Board logo



Expiry date

15 March 2027



Training record

Dates of Training	Title of Course completed	Awarding/ Accrediting Body	Level attained
09/02/2017	Scottish Certificate for Personal Licence Holders	City and Guilds	Pass
07/04/2022	Scottish Certificate for Personal Licence Holders (Refresher)	City and Guilds	Pass

◆ EDINBURGH ◆

LICENSING BOARD

ANNEX B

Convictions for relevant and foreign offences

Personal licence number; 353264

<i>Offence</i>	<i>Court</i>	<i>Date</i>	<i>Penalty</i>

◆ EDINBURGH ◆

LICENSING BOARD

ANNEX C

Endorsements

Personal licence number; 353264

Reason for Endorsement	Name of Licensing Board	Date of commencement	Expiry date

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) – OCC368-370/24

TEJINDER SINGH BATH, 103-105 HIGH STREET, TRANENT, EAST LoTHIAN, EH33 1LW

The applicant is Tejinder Singh Bath who is a personal licence holder. Application has been made for 35 occasional licences for 3 occasional licences for a new retail premises on High Street . To date no premises licence application has been received for this premises.

The duration of the applications are:

OCC368/24 – 3rd June - 16th June 2024, 10am-10pm

OCC369/24 – 17th June - 30th June 2024, 10am-10pm

OCC370/24 – 1st July - 14th July 2024, 10am-10pm

I refer the Board to Section 23.2 of the Statement of Licensing Policy:

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.

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

3rd to 16th June

2024

Your Ref: OCC368/24
OCC369/24
OCC370/24

Our Ref: 821762

The Clerk of the Licensing Board
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Catriona Paton
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: 103-105 HIGH STREET, TRANENT, EAST LOTHIAN, EH33 1LW.
APPLICANT: TEJINDER SINGH BATH, [REDACTED]**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application:

The applicant is currently listed on police systems as being the designated premises manager at 'Booze, Vape, and Talk' in Morningside, Edinburgh and I would seek clarity on how he intends to run both properties simultaneously while maintaining appropriate standards in line with the licensing objectives.

Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing Board, not with the Police. When the Police receive such applications we will assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

This representation is submitted for your attention in consideration of this application.

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Yours faithfully



Catriona Paton
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 654 5583.

202/6

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

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 (DIRLETON 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.

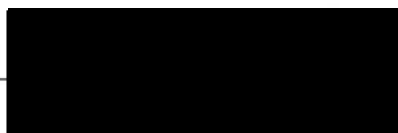
SIGNATURE AND DECLARATION BY APPLICANT

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))

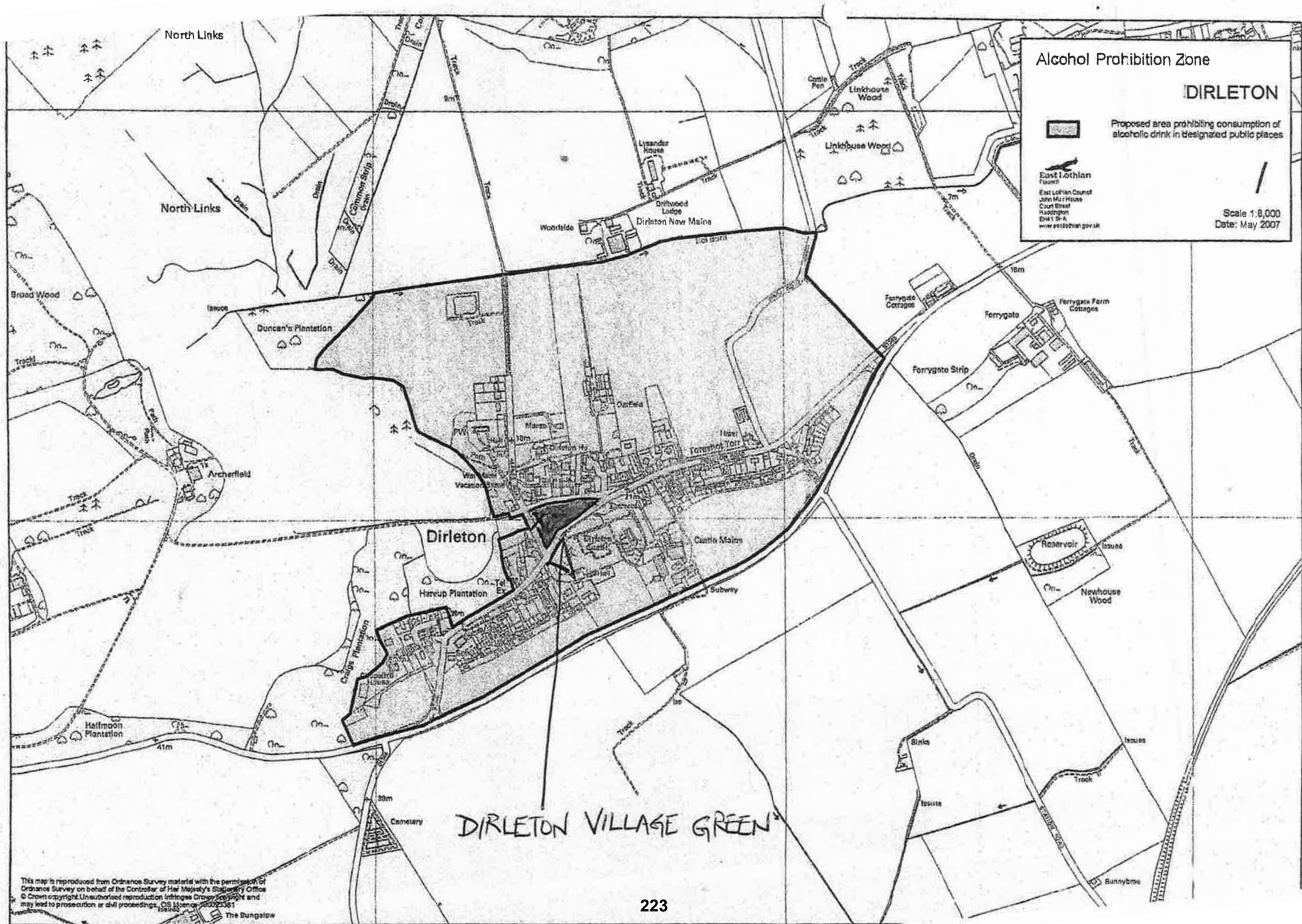
The contents of this application are true to the best of my knowledge and belief.

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

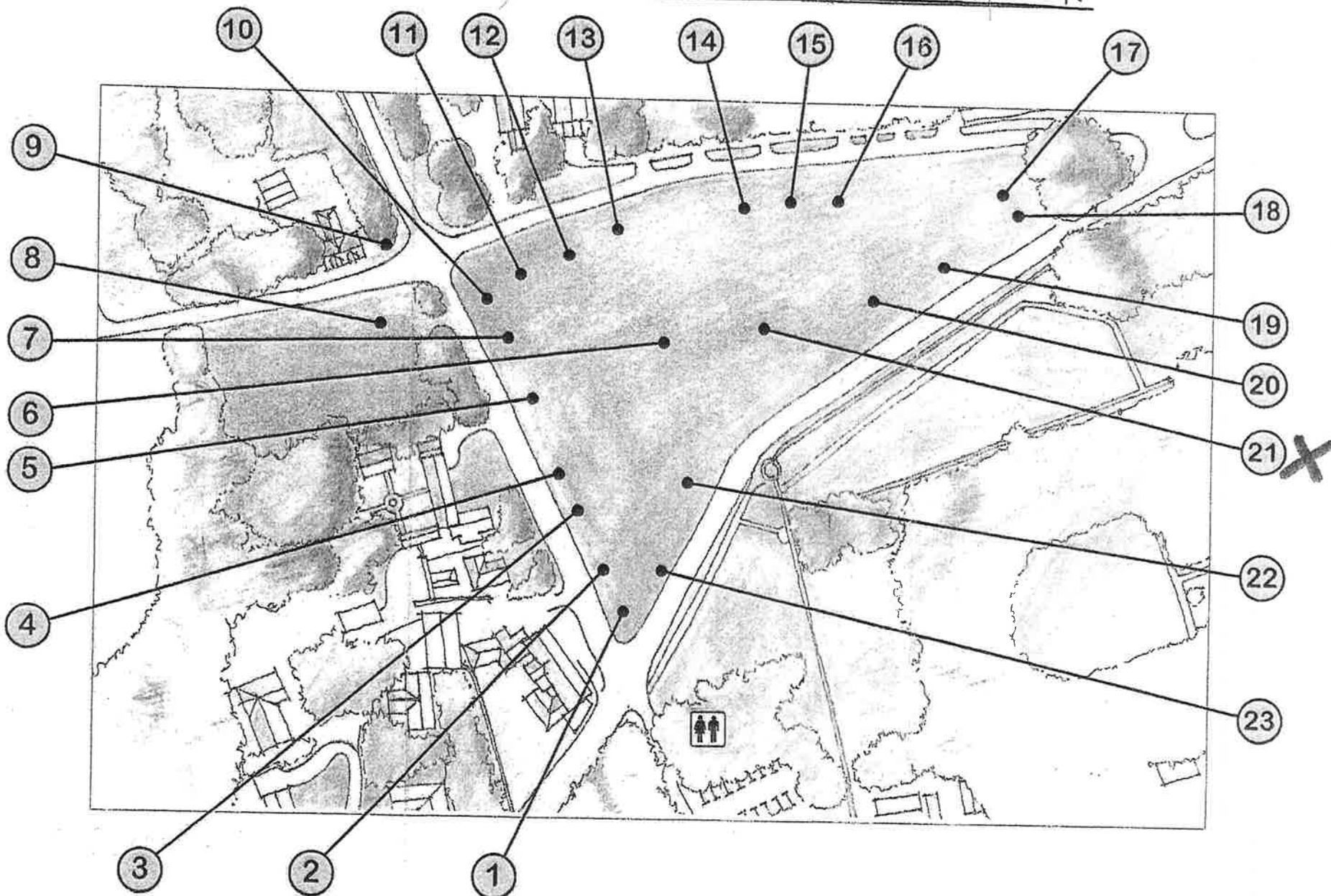
LAYOUT PLAN



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 Ambulance 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