

**EAST LoTHIAN COUNCIL
LICENSING STANDARDS**

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From: Licensing Standards Officer

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

Date: 13th February 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC124-129/25

**STEVEN HOLLIGAN, HADDINGTON TAP ROOM, UNIT 11, STATION YARD INDUSTRIAL
ESTATE, HADDINGTON, EAST LoTHIAN, EH41 3PP**

The applicant is Steven Holligan who is a personal licence holder. Application has been made for 6 occasional licences for Tap Room premises in Haddington to allow on and off sales of alcohol. A provisional premises licence was granted for this premises on 22nd September 2022 which will expire on 21st September 2026.

There are 6 applications for 2-week periods on a continuous basis from 6th March to 28th May 2025 for on and off sales daily at the times stated on the applications.

I refer the Board to Section 24.2 of the Statement of Licensing Policy:

24.2 Premises granted a provisional premises licence will only be permitted to sell alcohol when granted an occasional licence. Applications for occasional licences where there is a provisional premises licence, will be granted on delegated powers for a duration of 12 months. Following this period if the licence has not been confirmed the occasional applications will be required to be heard by the Licensing board and the applicant is expected to give an update on progress and an indication as to when the provisional premises licence will be confirmed. Should a report be received from the Licensing Standards Officer or Police at any time, the occasional licence application(s) will not be granted on delegated powers and will be required to be heard by the Licensing Board.

The premises has been operating on occasional licence applications on a continuous basis since June 2022. Occasional licences have been used for a period of over 2 years since obtaining the provisional premises licence.

The premises owners have been very diligent in providing the Licensing Team and myself with updates on the progress towards confirming the provisional premises licence. It is my understanding that a building warrant is required, which is progressing, and once complete a section 50 certificate from Building Standards will be issued to allow confirmation.

I feel these should be reviewed by the licensing board and not granted on delegated powers as per board policy above due to the duration of use. There has been no update as to progress towards confirmation of the provisional premises licence submitted to the Licensing Board.

Occasional licences for this premises have never been heard at a Licensing Board.

Licensing Standards Officer

Licensing

From: Natasha Gregory <Natasha.Gregory@scotland.police.uk>
Sent: 11 February 2025 08:11
To: Licensing
Subject: ref 124/25
Attachments: OCC124.25 - APP_cpchecked.PDF.pdf

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OCC 124/25.
PC, LSO 10/12.
Adv 14/2.

East Lothian Council
Licensing
- / FEB 2025
Received

EAST LoTHIAN LICENSING BOARD

APPLICATION FOR OCCASIONAL LICENCE

6th to 19th March '25. **AN** 69891

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.

**Occasional Licence and Supplementary Information Form
EAST LoTHIAN LICENSING BOARD**

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)	N/A
Personal licence number (if applicable)	EL1358
Name of voluntary organisation (if applicable)	N/A

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Holligan		
Forenames	Steven William		
DATE OF BIRTH	Day	Month	Year
	[REDACTED]		
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
[REDACTED]			
Post town	[REDACTED]	Post code	[REDACTED]
TELEPHONE NUMBERS			
Daytime	[REDACTED]		
Evening	[REDACTED]		
Mobile	[REDACTED]		
FAX NUMBER			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

steve@wintonbrewery.com (please cc david@wintonbrewery.com)

3. THE PREMISES

Description of premises

Brewery tap room

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

Tap room serving a selection of beers, other alcoholic and non alcoholic drinks and snacks from a catering truck or outside bar located inside the brewery storage building (unit 11). During periods of good weather, the catering truck or outside bar may be located directly outside the brewery building (unit 10).

Second catering truck to be occasionally on site serving food such as pizzas, burgers, etc depending on demand.

Temporary segregated seating area set up in unit 11 during proposed opening hours.

Temporary segregated seating area set up in the monoblock car park outside the brewery building (unit 10) during proposed opening hours with opening hours set outside of the opening hours of the adjacent businesses.

Sales for on and off premises consumption. 40 person capacity inside and 20 person capacity outside (when weather allows). Outside to close at 22:00.

Operating plan as per approved provisional premises license application for this unit.

Full postal address of premises which this application refers to

Unit 11, Station Yard Industrial Estate, Haddington, East Lothian, EH41 3PP.

4. DURATION OF LICENCE

6th to 19th March 2025.

5. Is alcohol to be sold on & off the premises YES* - 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

16:00 to 23:00 Monday to Friday


Times for sale of alcohol for consumption off premises

10:00 to 22:00 Monday to Sunday

12:00 to 23:00 Saturday and Sunday	
<p>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</p> <p>Brewing activity's (storage movement in unit 11) ongoing outwith the proposed tap room opening hours. Brewing activity's ongoing in unit 10 next door during the proposed tap room opening hours. All storage movement activities in unit 11 and outside unit 10 to cease prior to tap room opening hours.</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 (if answered yes the remainder of this section must be completed)	
Ages of children or young persons permitted entry All ages but only accompanied by an adult.	Times at which children or young persons permitted entry 16:00 to 22:00 Monday to Friday 12:00 to 22:00 Saturday and Sunday
Parts of premises to which children or young persons permitted entry To encourage an environment where families can socialise safely together, it is intended to permit children entry to the seated area but not to the bar. Full compliance with Scottish licensing laws.	

7. CHECKLIST	
I have - Please tick for yes	
<ul style="list-style-type: none"> Made or enclosed payment of the fee for the application 	<input type="checkbox"/>

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 7th February 2025

NOTES

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

PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

SUPPLEMENTARY INFORMATION

<p>1. Event</p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) Brewery tap room</p> <p>(b) Low level background music may be played in the tap room seated area. Live music to be played inside occasionally.</p>
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<p>2. <u>Attendance</u></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>(a) 40 person capacity inside and 20 person capacity outside.</p> <p>(b) Capacity of venue.</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input checked="" type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> <p>(d) No tickets required.</p>
<p>3. <u>Stewarding</u></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <u>Security Industry Authority</u>.</p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a) No stewards</p> <p>(b) N/A</p>

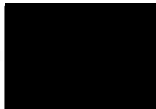
<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a) Floor plan attached.</p> <p>(b)</p> <p>(c)</p>
<p>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>Occasional license granted on a monthly basis to Winton Brewery for various farmers markets in East Lothian from August 2018.</p> <p>Premises license ongoing for the Winton Brewery Tap room in Dunbar - Station Yard micropub.</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>On sales served in plastic receptacles. Takeaway will be provided in sealed containers – cans or glass bottles.</p>
<p>7. To what standard those serving alcohol be trained?</p> <p>Please provide details of any training certificate held</p>	<p>Personal license held by Steven Holligan and Winton Brewery staff members undergo a small training program from the brewery on Scottish Licensing laws and challenge 25.</p>

LICENSING OBJECTIVES **

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

<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>The event is designed to be family orientated with the sale of artisan drinks and craft beers so no crime and disorder is expected. Scottish licensing laws are complied with in terms of judging age (challenge 25) and sobriety. Challenge 25 posters are also displayed at the tap room.</p>
<p>9. How will you secure Public Safety at the event?</p>	<p>Although public safety is not predicted to be an issue in relation to this application, the capacity is limited to 30 people and the staff are trained in Scottish licensing laws.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>Public nuisance is not expected to be an issue in relation to this application. The event is designed to be family orientated with the sale of artisan drinks and craft beers. Our staff also undergo a brief training program in the age verification requirements and the expectation of the brewery in terms of alcohol sales.</p>
<p>11. How will you promote and protect Public Health at the Event?</p>	<p>As part of our training, staff are reminded of the brewery's support of the independent drink aware charity and we actively promote responsible drinking through promotion of the charity at our tap room.</p>

<p>12. How will you protect Children from Harm at the Event?</p>	<p>Access to tap room as per Scottish Licensing laws,</p>
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<p>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</p> <p>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</p> <p>(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))</p> <p>The contents of this Application are true to the best of my knowledge and belief.</p>			
Signature		Date	7th February 2025

