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East Lothian Council  
Licensing

3 JAN 2025

Received

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

LICENSING (SCOTLAND) ACT 2005, SECTION 20

\*Delete as appropriate

4

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

Yarrow Cookery School

The Piggery, Longniddry Steading, Longniddry, EH32 0NZ

**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.

Partnership of Yarrow Cookery School

The Piggery, Longniddry Steading, Longniddry, EH32 0NZ

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

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

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**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.\*

Richard Yarrow

Born [REDACTED]

Sophia Yarrow

Born [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)

COOKERY SCHOOL LOCATED IN A FORMER STERRING, WITH  
OUTSIDE AREA, IN LONGNIDDRY

**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 ON BEHALF OF APPLICANT**

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

Signature \_\_\_\_\_ \* (see note below)

Date \_\_\_\_\_

APPLICANT / AGENT (delete as appropriate)

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

Telephone number and email address of signatory

0131 229 6181  
alistair@macdonaldlicensing.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.

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

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

Signature \_\_\_\_\_ \* (see note below)

Date 29/12/14

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

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

Telephone number and email address of signatory \_\_\_\_\_

0131 229 6181  
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### OPERATING PLAN

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

Name, address and postcode of premises to be licensed.

Yarrow Cookery School The Piggery Longniddry Steading Longniddry East Lothian EH32 0NZ
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#### Question 1

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

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

#### Question 2

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

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	12 noon	9.30pm
<i>Tuesday</i>	12 noon	9.30pm
<i>Wednesday</i>	12 noon	9.30pm
<i>Thursday</i>	12 noon	9.30pm
<i>Friday</i>	12 noon	9.30pm
<i>Saturday</i>	12 noon	9.30pm
<i>Sunday</i>	12 noon	9.30pm

**Question 3**

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

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	12 noon	9.30pm
<i>Tuesday</i>	12 noon	9.30pm
<i>Wednesday</i>	12 noon	9.30pm
<i>Thursday</i>	12 noon	9.30pm
<i>Friday</i>	12 noon	9.30pm
<i>Saturday</i>	12 noon	9.30pm
<i>Sunday</i>	12 noon	9.30pm

**Question 4**

*SEASONAL VARIATIONS*

<i>Does the applicant intend to operate according to seasonal demand</i>	<b>YES</b>
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*\*If YES – provide details*

The Applicant may take advantage of extended hours granted by the Licensing Board by way of General Extensions during the Festive period, and for special local or national occasions.



**Question 5**

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

COL. 1	COL. 2	COL. 3	COL. 4
5(a) 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
Accommodation	No	N/A	N/A
Conference facilities	No	No	No
Restaurant facilities	Yes	Yes	Yes
Bar meals	No	No	No
5(b) Activity Social functions including:	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
Receptions including Weddings, funerals, birthdays, retirements etc.	Yes	Yes	Yes
Club or other group meetings etc.	Yes	Yes	Yes
5(c) Activity Entertainment including:	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
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

<i>5(d)</i> <i>Activity</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Outdoor drinking</i> <i>facilities</i>	Yes	Yes	Yes
<i>5(e)</i> <i>Activity</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Adult entertainment</i>	No	No	No

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

Certain events, such as cookery courses, or events such as birthdays, corporate events etc may start before licensed hours but no alcohol will be sold or supplied until the commencement of licensed hours. Activities answered “yes” in column 4 may take place during this period.

*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 main purpose of the operation is as a cookery school. This will generally be by ticketed events for up to 15 people. As part of that experience those attending will, under tuition, create their own meal, which will then be consumed on the premises. This will be accompanied by alcoholic sales, principally wine, but there may also be sessions where there are gins, cocktails etc.

These courses may also be tied in with family events, corporate events, celebrations etc.

*5(g) Late night premises opening after 1.00am*

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	NO
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<i>When fully occupied, are there likely to be more customers standing than seated?</i>	NO
<i>*Delete as appropriate</i>	

**Question 6 (On-sales only)**

*CHILDREN AND YOUNG PERSONS*

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

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

Children and young persons will be granted entry when there is a Course with a family class and they are with a parent/ guardian. It is envisaged that there will be cookery classes geared up specifically to under 18s, the minimum age for which will be 8. It will not be necessary for an adult to remain with the children in these circumstances as they will be supervised by the staff.

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

Children and young persons will be of ages 6 and over.

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

No restriction.

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

All public areas.

**Question 7**

*CAPACITY OF PREMISES*

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

On sales – 40 plus staff Off sales – nil
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**Question 8**

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

*Personal details*

8(a) *Name*

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8(b) *Date of birth*

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8(c) *Contact address*

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8(d) *Email address*

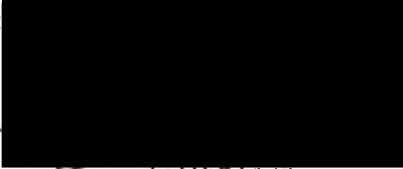
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8(e) *Personal licence*

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

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

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

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

Signature ..... (note below)

Date ..... 2/11/01

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

Telephone number and email address of signatory .....

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 2296181, alistair@macdonaldlicensing.com

**\* Data Protection Act 1998**

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## 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.

**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 have a bar & plan to sell alcohol, such as beers, cocktails & paired spirits to accompany the meals the cooking school students have cooked.

Some classes may include paired alcohol with the class. E.G. Pasta & Prosecco class

**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:

People may book a private cooking class as a Birthday celebration. This would still only be with the capacity of 16 people. It would be like our other cooking classes.

**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:

Do not intend to provide any of these.

**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:

NA

**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.

We intend to access for 6 year olds with a family member & 8 year olds & over to attend kids cooking classes. We have appropriate cooking stations & equipment for kids. In our ~~business~~ cooking school there will not be a baby changing facility. However on Longnieldy Steading which the Yarrow Cooking School facility is

part of there will be more toilets including baby changing.



### Preventing Public Nuisance:

- Classes will not finish late as planned finish time is 9:30 pm. - Only 16 people can attend a class at a time, so unlikely to cause public nuisance with such small capacity.
- People can only enter space if they have a ticket so we will have good control of people entering.
- Appropriate instruction, training & supervision of staff to prevent incidents of public nuisance.
- Implement a litter & waste management policy with responsible collector bins.

• Good parking & transport links, including local train station & bus stops.

### Protecting and Improving Public Health:

- display material discouraging drink driving
- Promoting awareness of schemes in relation to safety & responsible drinking
- Ensuring customers are aware of choice in relation to alcohol measures & strength, we will provide non-alcoholic beers & spirits too.
- Non-alcoholic drinks will be served & sold. Free tapwater always available.
- All customers will be eating throughout the event & with opportunity to eat plenty of food.
- Compliance with the law on alcohol pricing & irresponsible drinks promotion.
- There is in place a policy/practice to deal with patrons who have consumed excessive alcohol.

### Protecting Children and Young Persons From Harm:

- All staff will have completed DBS check.
- Risk assessments will be completed for all areas children have access too.
- Children cannot enter within 1.5m of bar area. Bar will be closed during kids classes.
- Develop a policy on recognising & dealing with the sexual exploitation of children & young persons.
- Non glass drinking containers will be available on request.
- Appropriate measures to ensure that children & young persons do not purchase or consume alcohol on the premises.

• Implement challenge 25 policy

Alcohol - Supplementary Application Information

- Under 5s are not permitted on the premises.

## The Yarrow Cookery School Operating Plan

At The Yarrow Cookery, we provide a high-quality, hands-on cooking experience in a welcoming and inspiring environment. Our mission is to teach both beginner and good home cooks the skills they need to create memorable dishes using fresh, seasonal, and locally sourced ingredients. We aim to offer an enjoyable, educational experience where guests can explore diverse culinary traditions while developing practical skills they can apply in their own kitchens.

With a focus on excellence, safety, and sustainability, our operations are designed to ensure a seamless and efficient experience for our guests, from the moment they arrive to the completion of their cooking session. This operations plan outlines the key practices and procedures that guide our day-to-day activities, ensuring consistency, quality, and a welcoming atmosphere at every class.

### Types of Classes

**We run 5 different types of classes**

- Public Adult Classes
- Public kids and teen classes
- Public family classes
- Private Corporate teambuilding cookery experiences
- Private Cooking Classes

### Opening Times

**Public classes run times**

- Day Classes: 10:15am – 2:30pm
- Evening classes: 6:15pm – 9:30pm
- Bread Classes: 10:00am – 4:00pm
- Kids Week: Monday: – Friday 10:15am – 3:30pm
- Teen Week: Monday: – Friday 10:15am – 3:30pm
- Off to Uni/Ski Season Week Monday: – Friday: 10:15am – 3:30pm
- Kids Day Class: 10:15am – 2:30pm
- Teen Day Class: 10:15 – 3:30pm
- Family Class: 10:15am – 2:30pm

**Private Corporate Classes and Private classes run times**

We advise on running our corporate teambuilding cookery experiences for 4 hours and 30 minutes, however due to the bespoke nature of these requests we can accommodate different class lengths to suit the organisers needs. The minimum length in person class we would run is 1 hours and 30 minutes.

## How we source ingredients

We prioritise sourcing ingredients from local suppliers and incorporating as much seasonal produce as possible throughout the year. However, for certain specialised classes, such as Vietnamese Street Food, we may need to procure some ingredients from international sources to maintain authenticity. To ensure quality and availability, all fresh ingredients will be delivered the day before each class, allowing ample time to address any missing or spoiled items before the class begins.

### Supplier List

- George Anderson
- Mark Murphy
- Welches Fishmongers
- JKThompson
- Shaw Fine Meats
- Campbells Meats
- John Gilmour
- JK Foods
- Costco

## Stock Check and Stock Rotation Operation Plan

At The Yarrow Cookery School effective stock management is essential to ensure we consistently provide fresh, high-quality ingredients and maintain food safety standards. This plan outlines the procedures for stock checking, rotation, and management to minimise waste and ensure the best possible experience for our guests.

### 1. Stock Management System

We maintain a detailed stock register, logging all incoming and outgoing items. This system will include:

Ingredient name

Supplier details

Date of purchase

Quantity received

### Use-by dates

The stock register will be updated regularly by the kitchen manager or designated staff member to track inventory levels.

### 2. Receiving Stock

**Delivery Checks:** All deliveries must be checked immediately upon arrival for the correct items, quantities, and quality standards.

Verify the use-by dates to ensure that the stock is fresh.

Inspect perishable items for damage, spoilage, or incorrect temperatures, and reject any substandard deliveries.

**Storage:** Stock will be placed in designated storage areas based on temperature requirements (e.g., chilled, frozen, or dry storage).

Ensure cold items (meats, dairy, etc.) are stored in fridges/freezers at the correct temperature.

Dry goods should be stored in a cool, dry place away from direct sunlight.

### 3. Stock Rotation (FIFO)

**First-In, First-Out (FIFO):** All stock will be rotated regularly to ensure the oldest stock is used first.

New deliveries will be placed behind older stock to encourage the use of older items first.

Staff will be trained to always check expiry dates and use the oldest stock before newer stock.

**Expiry Date Checks:** Weekly checks will be performed to review the shelf life of ingredients, ensuring products are used within their best-before or use-by dates.

### 4. Stock Audits and Inventory Checks

**Weekly Stock Audits:** A full stock count will be conducted every week by the kitchen manager or a designated team member to track current inventory levels and identify any discrepancies.

Audit will include an assessment of ingredient quantities and condition (e.g., check for spoilage or damaged packaging).

**Spot Checks:** In addition to weekly audits, random spot checks will be carried out during the week to monitor stock rotation and usage.

**Inventory Reports:** A summary of the weekly stock audit will be documented, noting any stock shortages, overstocked items, or potential waste concerns. These reports will be reviewed by the management team to adjust future orders accordingly.

## 5. Waste Management

**Waste Tracking:** Any ingredients that are discarded due to spoilage or expiry will be logged in a waste register to monitor the causes of waste and make improvements.

Staff will be trained on proper handling and storage to minimize waste.

**Donation Protocol:** Any non-perishable, unused stock that is approaching expiry (but still safe to use) will be considered for donation to local charities or food banks when applicable.

## 6. Stock Replenishment

**Order Cycle:** Orders for new stock will be placed according to the scheduled class calendar and anticipated demand. Orders will be reviewed based on the inventory audits, previous usage rates, and upcoming classes.

**Supplier Coordination:** Suppliers will be contacted in advance to ensure timely delivery of ingredients, especially for special or seasonal items that may have limited availability.

## 7. Storage and Hygiene Standards

**Temperature Control:** Ensure all cold storage units (fridges and freezers) are regularly monitored for correct temperatures and are kept clean.

**Storage Conditions:** Dry goods should be stored in airtight containers to prevent contamination. Regular cleaning of storage areas will be scheduled to maintain hygiene.

**Regular Inspection:** Items will be visually inspected regularly for signs of pests, moisture, or contamination.

## 8. Staff Roles and Responsibilities

**Kitchen Manager/Stock Supervisor:** Responsible for overseeing stock checks, stock rotation, and inventory management. Ensures that all staff follow the FIFO system and food safety protocols.

**Chefs/Assistants:** Responsible for maintaining proper storage and handling of ingredients during and after classes, ensuring items are rotated and waste is minimized.

## 9. Training and Education

All staff members will receive training on stock management best practices, the importance of stock rotation, food safety, and waste reduction techniques.

Periodic refresher training will be provided to ensure ongoing compliance with stock procedures.

## **Class Setup and Preparation Plan**

### **Pre-Class Planning and Inventory:**

Recipes and ingredient lists will be organized a week in advance, ensuring a smooth workflow.

Food orders will be placed ahead of time, with all ingredients delivered and checked against the stock list. A thorough double-check will be conducted the evening before the class to confirm availability and freshness.

### **Staff Arrival and Preparation:**

All staff members will arrive at the venue 2 hours before the class start time to begin setup and preparations.

Workstations will be prepared with all necessary ingredients, equipment, printed recipes, and neatly folded aprons for each guest.

### **Cleanliness and Equipment Check:**

Staff will inspect the entire space and cooking equipment to ensure it is clean, sanitized, and ready for use. Any issues will be addressed immediately to meet hygiene and safety standards.

### **Team Briefing and Final Preparations:**

A staff briefing will take place 30 minutes before the class begins. This briefing will cover key class details, assigned roles, and any special considerations or guest requirements.

Any last-minute adjustments or final checks will be completed after the briefing to ensure readiness.

### **Welcoming Guests:**

Staff will welcome guests warmly with big smiles and enthusiasm, setting a positive tone for the class and creating an inviting atmosphere from the moment they arrive.

## **Running The Class**

### **Warm Welcome and Introduction:**

Greet guests warmly as they arrive and guide them to put on their aprons.

they arrive and guide

Invite everyone to take a seat while you introduce the team and outline the cookery class schedule.

**Recipe Briefing and Cooking Tips:**

Provide a detailed explanation of the recipes that will be made, highlighting essential techniques, top tips, and key points to watch out for during preparation.

Ensure guests feel confident and excited to begin their cooking experience.

**Safety and Policy Overview:**

Deliver a clear briefing on the location of fire exits and emergency procedures to ensure everyone's safety.

Review the alcohol policy, emphasizing responsible drinking and the Challenge 25 policy for ordering drinks.

**Hand Hygiene:**

Instruct guests to wash their hands thoroughly at designated sinks before handling any ingredients.

**Hands-On Cooking:**

Guide guests as they begin cooking, providing support, answering questions, and demonstrating techniques as needed.

Encourage a fun and interactive environment where guests feel comfortable experimenting and asking for help.

**Dining Experience:**

Once cooking is completed, invite guests to sit at the communal dining table to enjoy their dishes.

Offer guests the option to order a drink from the bar to complement their meal, reminding them of your responsible service policy.

**Class Wrap-Up and Farewell:**

Summarize the key takeaways from the class, sharing any final tips or insights.

Thank guests for attending, provide information about future classes or events, and wish them well as they depart.

**Post-Class Team Debrief:**

Hold a quick team meeting to discuss the class while the experience is still fresh.

meeting to discuss the

Share feedback, identify any successes or areas for improvement, and note any comments from guests to enhance future classes.

## Post-Class Cleaning Plan

### 1. Initial Cleanup – Clearing Workstations:

**Remove Food and Ingredients:** Clear leftover food, unused ingredients, and personal items from all workstations and communal areas.

**Dispose of Waste:** Collect food scraps, packaging, and other waste and dispose of them in appropriate bins (e.g., recycling and general waste).

**Stack Used Dishes:** Place all used dishes, utensils, and equipment in designated areas for washing.

### 2. Dishwashing and Equipment Cleaning:

**Manual Washing:** Wash smaller items like utensils and knives in hot, soapy water, then rinse and dry.

**Dishwasher Loading:** Load larger and non-delicate items into the dishwasher, ensuring correct placement for optimal cleaning.

**Cleaning Large Equipment:** Wipe down and clean any larger appliances (e.g., blenders, mixers) according to the manufacturer's instructions. Ensure blenders or food processors are disassembled and washed thoroughly.

### 3. Cleaning Surfaces:

**Wipe Down Workstations:** Use a food-safe cleaning spray and microfiber cloths to wipe down countertops, cutting boards, and preparation areas.

**Sanitize Cooking Surfaces:** Apply disinfectant to cooking surfaces, stovetops, and hobs. Let the disinfectant sit for the required time before wiping clean.

**Clean Sinks and Draining Boards:** Scrub sinks and draining boards with a suitable cleaner and rinse thoroughly.

### 4. Floor Cleaning:

**Sweep Floors:** Sweep the entire floor space to remove debris and food particles.



Mop: Mop the floor using a suitable floor cleaner that disinfects and leaves a non-slip finish. Allow it to dry completely before the area is used again.

#### **5. Cleaning Appliances:**

Ovens and Stovetops: Remove any baked-on residues and wipe down with a specialized oven cleaner. Ensure stovetops are free of grease.

Fridges and Storage Units: Check for any spillage or spoiled food, wipe shelves, and ensure all storage units are clean and organized.

#### **6. Ventilation and Air Quality:**

Clean Extractor Fans: Wipe down extractor hoods and clean filters as needed.

Air Out the Space: Open windows or ensure the ventilation system is active for fresh air circulation.

#### **7. Final Sanitizing Touches:**

Light Switches and Handles: Wipe down light switches, door handles, and other frequently touched surfaces with disinfectant wipes.

Check for Missed Areas: Double-check that corner, under appliances, and hidden areas are cleaned.

#### **8. Inspection and Sign-Off:**

Inspection: The designated cleaning supervisor should inspect all areas to ensure thorough cleaning.

Sign-Off: Complete a cleaning checklist and sign off on the cleaning process.

#### **9. Restocking and Resetting:**

Replenish Supplies: Restock paper towels, hand soap, dish soap, and sanitizing solutions.

Reorganize Workstations: Reset workstations with clean utensils, equipment, and ingredients as necessary for the next class.

#### **10. Waste Disposal and Laundry:**

Remove Waste: Ensure all waste is properly bagged and taken to outdoor disposal points.

Laundry: Collect and wash all towels, aprons, and cloths used during the class.

## **Operation Statement for Alcohol Service**

At The Yarrow Cookery School, we aim to create a safe and enjoyable environment for all our guests. During some adult classes, family classes and private events, we

will offer alcohol service,  
the table or purchased from the bar.

which can be provided at

To uphold high standards of safety and compliance with Scottish licensing laws, we will implement the following measures:

**Challenge 25 Policy:** All staff will rigorously enforce the Challenge 25 policy. Any guest appearing under the age of 25 will be required to provide valid photo identification to verify they are over 18.

**Staff Training:** Our team members will undergo comprehensive training on responsible alcohol service. This includes:

- How to recognize signs of intoxication.
- Steps to take when refusing service, ensuring interactions are handled with professionalism and sensitivity.
- Refusal of Service: Staff are empowered to refuse further alcohol service to any guest showing signs of excessive intoxication. This decision will be made to protect the individual's well-being and maintain a safe environment for all attendees.

By adhering to these practices, we are committed to promoting responsible drinking and ensuring that our cookery school remains a welcoming and safe space for learning and enjoyment.

## Fire Safety Operations Plan

**Fire Safety Training:** All staff members will receive training on fire safety protocols, including the use of fire extinguishers, evacuation procedures, and assisting guests in an emergency.

At the start of each class, we will inform participants of the fire exits and safe gather point. Guests will be told to evacuate the building in the event of a fire and The Yarrow Cookery School will call 999 once we are outside the building.

**Clear Pathways:** Cooking and storage areas will be kept clear to ensure unobstructed access to exits.

**Fire Extinguishers:** We will have 3 fire extinguisher and fire blanket positions with CO2 fire extinguishers and fire blankets in each of them.

**Routine Checks:** Weekly checks of fire alarms, extinguishers, and emergency lights to ensure proper functioning.

Place clear and concise emergency procedure posters near exits and key areas, detailing actions to take when a fire is detected.

Regular Drills: Conduct fire drills at least twice a year to ensure staff and regular attendees are familiar with evacuation procedures.

Post emergency numbers, including those for local fire services and building management, in prominent locations.

Appoint a designated fire safety officer among the staff to oversee compliance and manage fire response in an emergency.

Annual Inspection: Schedule an annual inspection by a certified fire safety professional to comply with Scottish fire safety regulations.

Maintain logs of all safety checks, training sessions, fire drills, and maintenance activities for review and compliance purposes.

## Health and Safety

At The Yarrow Cookery School, the health and safety of our guests, staff, and visitors are of utmost importance. We are committed to maintaining the highest standards of safety, hygiene, and compliance with Scottish regulations. Our comprehensive health and safety plan includes the following key measures:

### 1. Compliance with Regulations:

Adherence to all relevant Scottish health, safety, and food hygiene regulations. Regular inspections and audits to ensure ongoing compliance.

### 2. Staff Training and Certification:

All staff members undergo comprehensive training in health and safety protocols, including first aid, fire safety, and food handling. Regular refresher courses and updates on new safety practices to keep staff informed and prepared.

### 3. Kitchen and Facility Hygiene:

Strict cleaning and sanitising procedures for all kitchen surfaces, equipment, and dining areas before and after each class. Use of approved food-safe cleaning products and disposable sanitising materials where necessary.

### 4. Food Safety and Handling:

Implementation of HACCP (Hazard Analysis and Critical Control Points) procedures to identify and control potential food safety hazards. Proper food storage practices, including temperature monitoring and labelling, to prevent contamination.

### 5. Equipment Safety:

Regular maintenance and safety checks of all kitchen appliances and equipment to ensure they are in good working order. Clear signage and training on the proper use of potentially hazardous equipment.

**6. Personal Protective Equipment (PPE):**

Provision of appropriate PPE, including aprons and gloves, to staff and, where necessary, to guests. Handwashing and hand sanitiser stations available throughout the kitchen and common areas.

**8. First Aid and Incident Response:**

Fully stocked first aid kits available on-site, with staff trained in basic first aid response. Clear procedures for responding to injuries, allergic reactions, or other medical emergencies.

**9. Guest Safety Briefing:**

A mandatory safety briefing at the beginning of each class to inform guests of fire exits, emergency protocols, and safe practices in the kitchen. Instruction on safe food handling, knife usage, and avoiding cross-contamination.

**10. Risk Assessments:**

Regular risk assessments conducted to identify potential hazards and implement measures to mitigate risks. Updates to risk assessments as needed to reflect any changes in operations or regulations.

**11. COVID-19 and Contagious Illness Protocols:**

Enhanced cleaning procedures and distancing measures during times of heightened public health concerns. Clear policy on attendance for guests or staff exhibiting symptoms of contagious illnesses.

**12. Sustainability and Waste Management:**

Safe disposal practices for food waste and recycling to reduce environmental impact while maintaining hygienic standards. By adhering to these measures, The Yarrow Cookery School ensures a safe and enjoyable environment for all participants, fostering trust and peace of mind for guests and staff alike.

## **Disabled Access and Wheelchair-Friendly Facilities**

The Yarrow Cookery School is committed to providing an inclusive and accessible environment for all our guests. Our premises are fully accessible, with wheelchair-friendly entrances and exits. We have designed a dedicated cooking station that is wheelchair accessible, allowing guests with mobility needs to participate comfortably and safely in all classes. We aim to ensure that everyone, regardless of ability, can



enjoy and fully engage in the cookery experience.  
Disabled parking will be less than 30 metres from the cookery school.

“SCHEDULE 6

Regulation 7

**DISABLED ACCESS AND FACILITIES STATEMENT**

*Licensing (Scotland) Act 2005, section 20(2)(b)(iia)*

**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
*Delete as appropriate		

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

The School will welcome participants with disabilities

Access for a wheelchair user should not be an issue, and there is a calming green space which will have wheelchair access too

**Question 3**

**Facilities available**

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

Disabled Car Parking Spaces

Disabled Cooking Station, with leg space underneath making it suitable for wheelchair Users to cook and prepare food

The Cookery School bar will have a similar facility

The school will be an inclusive space and the Applicants will do their utmost to accommodate people suffering from mental health challenges. The aim is to have people cooking from scratch in a calm controlled environment which should help improve mental health

**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.

Once again this matter has been brought to the attention of our clients and they will now do an assessment of what facilities they may be able to provide, and in particular assistance for other types of disability, beyond mobility difficulties, including mental health, sight, hearing and other types of illness.

It is hoped to provide staff with guidance as to how to identify such people and what assistance can be provided.

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

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

The content and belief of the facilities statement are true to the best of my knowledge.

Signature ..... \* (see note below)

Date ..... 29/10/14

Capacity ..... APPLICANT/AGENT

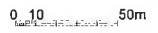
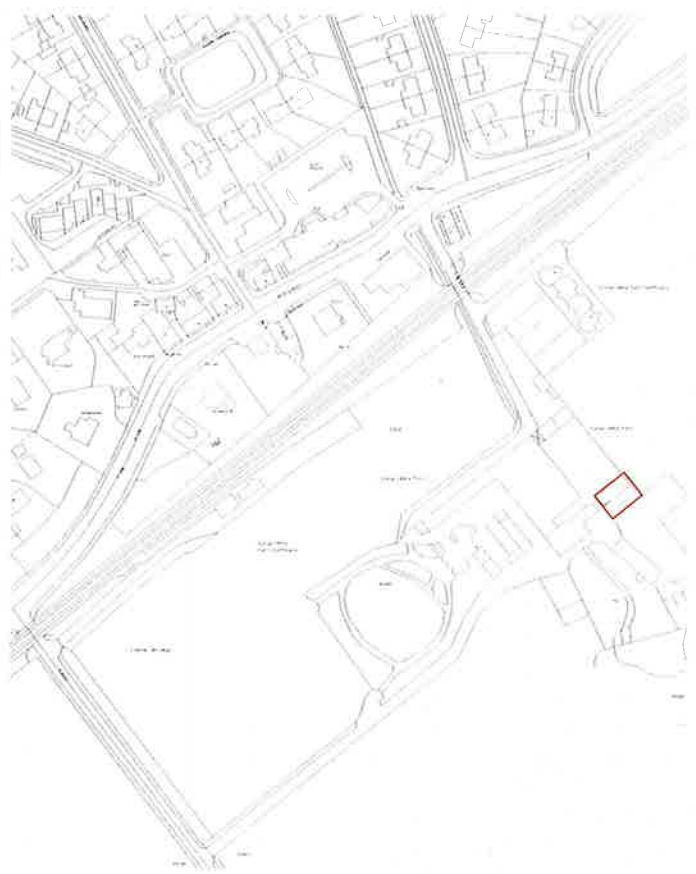
Telephone number and email address of signatory .....

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181, Alistair@macdonaldlicensing.com

**\* Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.<sup>25</sup>



LOCATION PLAN 1:1250 SCALE



**ELECTRICAL LEGEND**

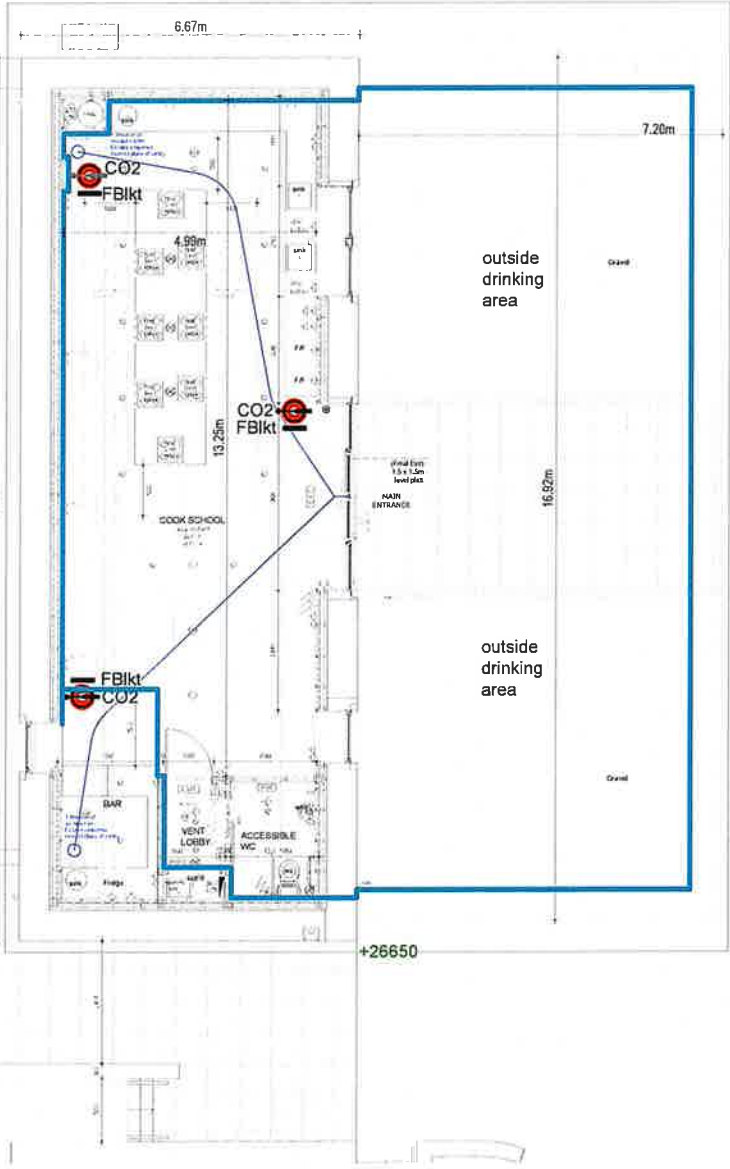
⊖	Fire alarm-indicating panel
⊕	Smoke detector / alarm
⊖	Fire alarm push (MCP)
⊕	Heat detector / alarm
⊖	Carbon Monoxide detector
⊕	Non-maintained emergency light fitting with battery backup
⊖	Mechanical extract fan - Non-maintained fire cut dip switch with battery backup
⊕	Low energy LED spot light
⊖	Low energy pendant light
⊕	Low energy wall light
⊖	Light switch (1, 2 or 3 way)
⊕	Electric spur & switch
⊖	Socket point
⊕	High level socket point
⊖	Assistance Alarm
⊕	Push button switch
⊖	Consumer unit
⊕	R145 twin socket
⊖	data power and RJ45 working
⊕	Electric meter
⊖	Call out plate
⊕	Card lock
⊖	Electric Vehicle charge point - Pod Point Tech 7kW
⊕	Exit panel emitter

**Fire Legend**

- ⊖ CO2 Fire Extinguisher - CO2
- Fire Blanket - FBikt
- Licensed Area
- Access for Children and Young Persons
- Children Exclusion Area (children not permitted within 1500mm of bar servery)

**FIRE AUTHORITY NOTES**

- \* Fire Warning System to comply with British Standard 5833 Part 1 2002
- \* Emergency Lighting System to comply with British Standard 5276 Part 1 1999, (Maintained - 2 hour duration) and BS EN 1838 1999 or BS 5266-1 1999;
- \* Fire Fighting Equipment to comply with British Standard 5733, British Standard 1983 1996, British Standard 5306 - 3 2000 and British Standard 5306 - 8 2000
- \* Signs and Notices to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and / or British Standard 5499 Part 1 1999.



date description revision

**architecturejfld**

177 LONDON ROAD, FORTIS, OXFORD, OX4 1JH

T 01220 84 5555 E admin@arcjfld.com I 01220 84 5559

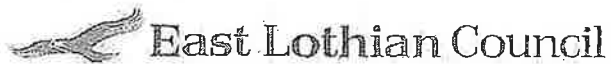
project  
**Cookery School  
 Longniddy Farm Steading  
 for Yarrow Cookery**

drawing  
**Alcohol Licensing Plan**

scale	date	drawn	approved
1:50 & 1:1250@A1	Dec 24	jf	
project no	drawing no	revision	
16:32	CSL - AL(0)01		







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

**SECTION 50  
PLANNING CERTIFICATE**

<b>APPLICANT:</b>	Richard Yarrow
<b>NAME AND ADDRESS OF PREMISES:</b>	Yarrow Cookery School, Longniddry Steading, Longniddry, EH32 0NZ

**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: 23/00771/P ) 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:	12 <sup>th</sup> November 2024
Keith Dingwall Service Manager, Planning			

# EAST LoTHIAN COUNCIL

## Licensing Standards

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

---

Date: 23<sup>rd</sup> January 2025

**Subject: LICENSING (SCOTLAND) ACT 2005**

**PROVISIONAL PREMISES LICENCE APPLICATION**

**YARROW COOKERY SCHOOL, THE PIGGERY, LONGNIDDRY STEADING,  
LOMGNIDDRY, EAST LoTHIAN EH32 0NZ**

I refer to the above subject and can confirm that the applicant has liaised with the LSO in relation to this application.

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 newly built in a new development in Longniddry.

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

I recommend the following conditions be considered in relation to the outdoor area:

1. The outside area must be clearly delineated to ensure patrons stay within the licensed area whilst consuming alcohol.
2. No public entertainment, amplified music, amplified vocals or live music are to be played in the outdoor area to ensure the use does not cause nuisance to neighbouring residential properties.
3. The use of the outdoor area will cease by 8.00pm.

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

## Licensing

---

**From:** Johnson, Darren  
**Sent:** 08 January 2025 08:20  
**To:** Licensing  
**Subject:** FW: Yarrow Cookery School-Provisional Licence Application - EL411  
**Attachments:** Yarrow Cookery School-Provisional Premises Licence Application.pdf; Yarrow Cookery School-Operating Plan-Provisional.pdf; Yarrow Cookery School-Disabled Access Statement.pdf; Yarrow Cookery School-Section 50-Planning.pdf; Yarrow Cookery School-Supplementary Information Statement.pdf; Yarrow Cookery School\_licensing plan\_201224.pdf

Hi

No objections subject to standard conditions.

Darren

---

**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** Tuesday, January 7, 2025 2:26 PM  
**To:** Johnson, Darren <djohnson@eastlothian.gov.uk>  
**Subject:** FW: Yarrow Cookery School-Provisional Licence Application - EL411

---

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, January 7, 2025 1:33 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>; longniddrycommunitycouncil@gmail.com; 'Torquil Cramer (torquil.cramer@firescotland.gov.uk)' <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>  
**Subject:** FW: Yarrow Cookery School-Provisional Licence Application - EL411

Hi

Please find attached Provisional licence application for Yarrow Cookery School, The Piggery, Longniddry Steading, Longniddry for report/representation by 29<sup>th</sup> January 2025.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114

08/01/2025

Your Ref: YARROW  
COOKERY

Our Ref: 888866

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



**POLICE  
SCOTLAND**

Keeping people safe

Gregg Banks  
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  
PROVISIONAL PREMISES LICENCE  
YARROW COOKERY SCHOOL - THE PIGGERY, LONGNIDDRY FARM,  
LONGNIDDRY, EAST LOTHIAN, EH32 0NZ.  
PREMISES LICENCE HOLDER – RICHARD & SOPHIE YARROW - [REDACTED]**

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

[REDACTED]

Gregg Banks  
Divisional Commander

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

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 13 January 2025 15:05  
**To:** Licensing  
**Subject:** RE: Yarrow Cookery School-Provisional Licence Application - EL411

Hello,

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

Kind Regards  
Scott

Scott Robertson | Assistant Planner – Planning Delivery | 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](http://www.eastlothian.gov.uk)

---

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, January 7, 2025 1:33 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>; longniddrycommunitycouncil@gmail.com; 'Torquil Cramer (torquil.cramer@firescotland.gov.uk)' <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>  
**Subject:** FW: Yarrow Cookery School-Provisional Licence Application - EL411

Hi

Please find attached Provisional licence application for Yarrow Cookery School, The Piggery, Longniddry Steading, Longniddry for report/representation by 29<sup>th</sup> January 2025.

Kind regards

Gillian

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



Accredited paralegal  
liquor licensing