



**MINUTES OF THE MEETING OF  
EAST LOTHIAN LICENSING BOARD**

**THURSDAY 30 JANUARY 2025  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON  
& HYBRID MEETING FACILITY**

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**Board Members Present:**

Councillor L Bruce  
Councillor F Dugdale  
Councillor N Gilbert  
Councillor G McGuire

**Clerk of the Licensing Board:**

Mr C Grilli

**Attending:**

Ms K Harling, Licensing Standards Officer  
Ms S Fitzpatrick, Team Leader – Licensing & Landlord Registration  
Ms G Herkes, Licensing Officer  
Ms A Rafferty, Licensing Officer  
Ms C Aitken, Licensing Officer  
Ms A O'Reilly, Licensing Officer  
Ms K Somerville, Team Manager – Arts  
Ms E Barclay, Committees Assistant  
PC S Gibson, Police Scotland

**Committee Clerk:**

Ms B Crichton, Committees Officer

**Apologies:**

Councillor J McMillan  
Councillor C Cassini

**Declarations of Interest:**

None

The clerk advised that the meeting was being held as a hybrid meeting; that the meeting would be recorded and live streamed; and that it would be made available via the Council's website as a webcast, in order to allow public access to the democratic process in East Lothian. She noted that the East Lothian Licensing Board was the data controller under the Data Protection Act 2018; that data collected as part of the recording would be retained in accordance with the Council's policy on record retention; and that the webcast of the meeting would be publicly available for six months from the date of the meeting.

The committee clerk recorded the attendance of Board members by roll call.

**1. MINUTES FOR APPROVAL**  
**East Lothian Licensing Board, 28 November 2024**

Board members approved the minutes as an accurate record of the meeting.

**2. PROVISIONAL LICENCE**  
**a. Greywalls Hotel, Duncur Road, Gullane**

An application had been received for a provisional licence. There had been no objections from any statutory consultees.

Jacqui Birrell, the applicant's agent, spoke to the application, and was accompanied by Dominic Hoar of Greywalls LLC, and Ian Gray, Designated Premises Manager (DPM). Ms Birrell advised that the hotel had been working under occasional licenses recently. This had followed it recently having been highlighted that the premises licence had ceased to have effect in 2020 when the previous licence holder had died and no transfer application had been made. Ms Birrell advised that it had not been possible to obtain a Section 50 Certificate from Building Standards, so an application had been made for a provisional licence. She outlined the terms of the application, which had been similar to that of the previously held premises licence, but with some wording amendments and additional activities. She also noted the LSO's inspection, where the premises had been found to be compliant, and highlighted that there had been no objections to the application.

Karen Harling, Licensing Standards Officer (LSO), noted that the Board was aware of the circumstances with the hotel's previous premises licence. On her visit, she had been shown around by Mr Gray, and had found him to be knowledgeable and experienced. She reported that the premises was operating on occasional licences and was fully compliant. She asked the Board to take into account the four years the premises had traded without a premises licence, but advised that the current application was compliant with Board policy. She highlighted that there was only one other premises within an 800m radius.

PC Stephen Gibson advised that enquiries were ongoing into the matter whereby the business sold alcohol without a premises licence for four years, but said that Police Scotland had no comments on the current application.

Responding to questions from Councillor McGuire, Ms Birrell reported that there had been no correspondence from Building Standards, despite follow up by herself and the Licensing Team.

The Convener asked about the processes in place around managing the licence, following previous issues. Mr Gray advised that two further managers had undertaken personal licence training, and a further two members of staff would also be trained in the next quarter. He reported that there was a clear managerial cascade in place.

Councillor McGuire commented on the well-run and internationally recognised establishment. He was concerned to hear that Building Standards had not acknowledged the Section 50 application, but would support the provisional licence application.

Councillor Dugdale was happy to support the application, and was particularly pleased to hear about the increased number of personal licence holders. The comments of Councillors Dugdale and McGuire were also echoed by the Convener.

The Convener moved to a roll call vote, and Board members unanimously supported the provisional licence application.

### **Decision**

The East Lothian Licensing Board granted the provisional licence.

#### **b. Company Bakery Café, 6 Station Road, Musselburgh**

An application had been received for a provisional licence. There had been no objections from any statutory consultees.

Niall Hassard, the applicant's agent, spoke to the application, and was accompanied by his client, Duncan Findlater. Mr Hassard provided background information on the business, and spoke positively about the café's setting, which also showcased the bakery. He explained that occasional licences had been used to cover events at the premises; going forward, there would be an offer of wines and beers and possibly hampers, but the alcohol offer would remain ancillary to the sales of bakes goods. Mr Hassard advised that Mr Findlater was a personal licence holder and had operated several premises without issue. Mr Hassard also pointed out that there had been no objections or adverse comment to the application.

The LSO had visited the premises, and found the site notice to be correctly displayed, and Mr Findlater to be a knowledgeable and experienced operator. She advised that there were 35 licensed premises within an 800m radius, however, she noted that this premises was located away from the centre of Musselburgh.

PC Gibson conveyed that Police Scotland had no objection to the application.

Board members commented that they were happy to support the application, and all had either visited the premises personally or were aware of its good reputation.

The Convener moved to a roll call vote, and Board members unanimously supported the provisional licence application.

### **Decision**

The East Lothian Licensing Board granted the provisional licence.

#### **3. MAJOR VARIATION**

##### **a. La Dolce Vita, 14 High Street, Haddington**

An application had been received for a major variation to: delete Conditions 3, 4, and 5; increase on sales to 11am to 11pm Sunday to Thursday, and to midnight Friday and Saturday; add off sales from 11am to 10pm; add receptions and live music as activities within and outwith core hours; add deliveries and takeaways; add the sale of merchandise; change young person access to allow 16-17 year olds to be on the premises without an adult to have a meal and a soft drink (but children would require to be accompanied by an adult); to change the layout plan to include small structural changes within the building; and to amend the description of the premises. The application had originally requested an outside drinking area, but this was no longer sought. The NHS had objected on the basis that the premises was located within an area identified as having a higher health-related harm, and there had been no

objections from any other statutory consultees. The LSO had submitted representation recommending a condition relating to delivery of alcohol be added.

Alistair Macdonald, the applicant's agent, spoke to the application, and was accompanied by his client, Stefano Marongiu. Mr Macdonald provided background information on the opening of the restaurant/café. He advised that the major variation had been prompted by a visit by the LSO. Mr Macdonald outlined the changes applied for. He also noted that the application had originally included outside drinking facilities, but it had been decided that this was premature. Mr Macdonald pointed out that the premises had been popular since opening, and also noted the lack of objection or adverse comment to the application.

The LSO reported that she had provided guidance to the operators that a major variation application would be required to facilitate their plans for the premises. She highlighted her recommended condition relating to deliveries, and reported she had provided guidance with regards to the responsibilities of the operator.

PC Gibson conveyed that Police Scotland had no objection to the application.

Mr Macdonald and Mr Marongiu answered questions from Board members. Mr Macdonald confirmed that his client was happy to accept the LSO's recommended condition. He advised that off sales would principally comprise specialist Italian wines. He advised that the amendment of the description had been to capture the operation of the restaurant, as the previous description was more suited to a café.

Councillor McGuire had visited the restaurant and felt it was an excellent addition to the high street. He would support the application.

The Convener formally proposed that the LSO's recommendation condition be added, and this was seconded by Councillor Dugdale.

The Convener moved to a roll call vote on the application, with the inclusion of the LSO's recommended condition, and Board members unanimously gave their support.

## **Decision**

The East Lothian Licensing Board granted the major variation, subject to the following condition:

- 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 Policy on deliveries of alcohol, should be complied with.

### **b. Ozy's Kitchen, 10-12 Court Street, Haddington**

An application had been received for a major variation to: add an outside seating area as an activity within and outwith core hours; and amend the layout plan to include the outside area. There had been no objections from any statutory consultees, but two public objections had been received. The LSO had submitted representation including several recommended conditions, noted below.

Mr Macdonald, the applicant's agent, spoke to the application. He provided background information on the premises, which had lain empty for a long time. He advised that the major variation application had been prompted by a visit from the LSO, and his clients sought to add outside drinking to their offer. The relevant permit from Road Services had already been obtained. Mr Macdonald advised that he had



discussed the two public objections in detail with his clients. He said his clients were willing to accept an 8pm terminal hour for use of the outside area, which addressed the concerns of one of the objectors, and gave reassurance that his clients would do all they could to monitor the situation. Also in response to an objection, no smoking signs would be placed outside, and staff would now smoke across the road to avoid causing nuisance to neighbours. He described the cafe as a well-run operation, and said his clients had taken on board all advice. He reassured Board members that the concerns from neighbours were taken seriously and would be dealt with.

The LSO advised that the application had been prompted by a visit conducted soon after the café's opening. She understood the relevant permit from Road Services to have been granted. She read out the nine conditions she had recommended relating to use of the outdoor area. She had found the café to be well run and popular, and had received no complaints regarding the premises.

PC Gibson conveyed that Police Scotland had no objection to the application.

Mr Macdonald and the applicant responded to questions from Board members, and clarified that they would accept the LSO's conditions. The applicant stated that there would be no ashtrays on tables in the outdoor area. Additional staff would be hired to help monitor the outdoor area, and would keep on top of cleaning the area. He advised that 'no smoking' signs would also state 'no vaping'. Mr Macdonald advised that the capacity of the premises would remain at 30, despite the increased space allowed by the outdoor area, as this was the maximum number of covers the café could cope with.

Councillor McGuire referred to the lengthy period the premises had been empty, and was pleased that the well-run and popular café was now open. He was happy to support the application. He felt the location lent itself well to an outdoor area, and hoped it would not be a nuisance to the neighbours above.

The Convener highlighted that neighbours could let the operators and Council officers know of any issues with the outdoor area, and commented that responsible operators should want to know about issues. He formally proposed the LSO's recommended conditions, and these were seconded by Councillor McGuire.

The Convener moved to a roll call vote on the application, with the inclusion of the LSO's recommended conditions, and Board members unanimously supported the application.

## **Decision**

The East Lothian Licensing Board granted the major variation, subject to the following conditions:

- The outside area must only be used by persons occupying the seats provided at the premises.
- The outside area must be clearly delineated by means of removable barriers.
- The barriers, tables, and chairs must be removed at the end of the permitted hours for use of the outside area and stored securely off the footpath.
- The area must be capable of being monitored by staff either physically or via an efficient and functioning CCTV system.
- No public entertainment, amplified music, amplified vocals, or live music to be played in the outdoor area to ensure the use does not cause nuisance to neighbouring residential properties.
- The premises licence holder must ensure that the defined area and neighbouring areas are kept clear of all waste, including cigarette litter, associated with their business that may have been dropped.

- If the outside area is on Council land or a road/pavement, then a valid permit/authorisation issued from the East Lothian Council Roads Department must be in place.
- An authorised officer of the Council or Police Scotland may suspend the use of the area for reasons of public safety.
- The use of the outdoor area must cease at 8pm.

**c. Lifestyle Express, 32-34 Bridge Street, Tranent**

An application had been received for a major variation to: increase the off sales capacity to 21.15m<sup>2</sup>; amend the layout plan; and add recorded music. There had been no objections from any statutory consultees.

Alistair Macdonald, the applicant's agent, spoke to the application, and was accompanied by the licence holder and DPM. Mr Macdonald advised that premises sought to increase its alcohol display, which would be used principally for wines and beers. He also pointed out that there had been no objections or adverse comments to the application.

The LSO advised that the major variation application had been prompted by her visit, when the premises had been found not to be compliant with regards to its alcohol display. She advised that, since this time, there had been a new premises licence holder. She noted that there had been no complaints about the premises, and she had been content with signage and staff training on her follow up visits.

PC Gibson conveyed that Police Scotland had no adverse comment to make on the application.

The Convener was pleased to hear about the proactive steps taken by the business following the LSO's visit, and would support the application.

The Convener moved to a roll call vote, and Board members unanimously supported the major variation application.

**Decision**

The East Lothian Licensing Board granted the major variation.

**4. OCCASIONAL LICENCE  
Brunton Theatre Trust, Haddington Corn Exchange and Loretto Theatre –  
Jane Corrigan, Hazel Robertson, and David Hillis (various dates –  
February and March 2025)**

Applications had been received for occasional licences from the Brunton Theatre Trust for events running at the Haddington Corn Exchange and Loretto Theatre. The LSO had referred the application to the Board because the two premises had been used on a regular basis for the sale of alcohol over the previous 18 months.

Kirsty Somerville, Team Manager – Arts, spoke to the applications. She explained that she was the General Manager for the Brunton Theatre Trust, but the three applicants were personal licence holders. She provided background information on actions taken following the temporary closure of the Brunton Theatre, and explained that the temporary licence plan which had been explored following the temporary closure of the theatre had to be abandoned when it became clear that the theatre would not reopen. She advised that the Brunton Theatre Trust had sole use of the Haddington Corn

Exchange, and occasional use of Loretto Theatre and Northesk Church. She advised that funding from Creative Scotland, which was important in stabilising the future of the Trust, had been confirmed only that day, and it was hoped that a longer-term solution could now be sought for the licensing situation. She advised that the applicants were all experienced licence holders, and staff were well trained and had worked at the Brunton Hall for many years. She explained that the provision of a bar was an essential part of the Trust's offer and as a revenue stream. She advised that a premises licence application would soon be made for the Haddington Corn Exchange, but she requested that occasional licences be granted in the meantime.

The LSO advised that the occasional licences had come before the Board due to the period of operation at the same venues, so the occasional licences could no longer be granted under delegated powers. She advised that there had been no complaints about any of the premises. She was pleased to hear of progress, and hoped the Trust could establish itself in a new venue.

PC Gibson conveyed that Police Scotland had no adverse comment to make on the application.

Responding to questions from the Convener and Councillor Gilbert, the LSO explained that she had been uncomfortable with the same personal licence holder making applications for events that were running concurrently, but this had now been addressed. Ms Somerville explained that the number of personal licence holders was being increased. She advised that the Corn Exchange was being used for around three events each week, and Loretto Theatre was being used for screenings and occasional dance and drama performances. She also advised that Northesk Church was generally used for classical performances, and only required a bar as a one-off for an event such as a big Christmas concert.

The Convener congratulated the team on securing Creative Scotland funding, and welcomed the clear plan between the Trust, the LSO, and the Licensing Team. He was happy to support the application, and proposed that delegated authority be given to the Clerk of the Board to grant further occasional licence applications for a period of one year. Councillor Dugdale seconded this proposal.

Councillor McGuire commented that the Trust had faced a challenging situation which was not of its own making, but continued to deliver a fantastic array of entertainment. He commended staff on their work, and was content to support the applications.

The Convener moved to a roll call vote on applications, including the proposal to grant further occasional licence applications for a period of one year, and Board members unanimously supported the applications and this proposal.

## **Decision**

The East Lothian Licensing Board granted the occasional licences, and agreed that further occasional licence applications could be granted under delegated powers for a period of one year.

### **5. CONTINUED PREMISES LICENCE REVIEW**

#### **a. Shish Mahal, 63a High Street, Musselburgh**

The LSO had brought a premises licence review for Shish Mahal, 63a High Street, Musselburgh, to the November meeting of the Licensing Board because of non-payment of annual fees. At this meeting, the Board agreed to continue the premises licence review due to communication difficulties with Idris Khan, premises licence

holder, who had appeared by telephone. The continuation was to allow Mr Khan to appear in person at the January Board meeting.

Mr Macdonald, agent, made representation on behalf of Idris and Rakhsana Khan, premises licence holders for the Shish Mahal and The Stand, respectively. Mr and Mrs Khan were both present at the hearing, per the Board's request. Mr Macdonald spoke about the annual fees for both premises, and expressed that there was never really an excuse for late payment, and especially for regular late payment. He reassured the Board that his clients never intended to avoid payment of annual fees, regretted the unnecessary work caused to officers, and acknowledged that payment of annual fees was a condition under legislation. He asked that invoices for both premises be sent to the Kahns' home. Mr Macdonald explained that a cheque had been written on time, but had remained unsent while Mr Khan had considered what to do about the premises. Mr Macdonald said he had considered other payment methods his clients could use, and the Khans' children had assured him that they would make the payments online in future. Mr Macdonald would also personally call in to ensure the payment had been made. Following confirmation by Gillian Herkes, Licensing Officer, that the invoices were sent on 1 August each year, Mr Macdonald reiterated his clients' apologies and suggested that a written warning may be appropriate in both circumstances.

Mr Macdonald continued by explaining that the Shish Mahal was currently operating, but The Stand was not. He provided some of the licensing history of The Stand, which had been closed since it had been purchased by Mrs Khan in 2014; he commented that the Khans should have surrendered the licence rather than paying annual fees while the premises had been closed. On behalf of his clients, he asked for the premises licence to remain in force, as there was an intention to change its use from a pub to a restaurant. He reported that work had been carried out to make the building structurally sound. He advised that there had already been interest from potential tenants to run the high-profile property. He added that he felt it may be easier to deal with one premises licence holder for both premises, but he was happy to take questions as the Khans' agent.

The LSO made representation regarding the Shish Mahal premises licence review. She reported that the annual fees had continually been paid late since 2012, creating additional work for the Licensing Team and LSO. She also highlighted that failure to pay the annual fee meant that a Section 1 offence under the Licensing (Scotland) Act 2005 had been committed each year by selling alcohol after 1 October until such time as the annual fees were paid; this continued breach led her to question whether the licence holder was a fit and proper person.

PC Gibson conveyed that Police Scotland had no comment to make on the premises licence review.

Councillor McGuire expressed that those 12 years of late payment were unacceptable, particularly the additional work caused to the Licensing Team, and questioned whether Mr Macdonald should have to remind his clients of the requirement to pay annual fees. This caused him to question whether the Khans were fit and proper people to hold a licence, and was minded that further action should be taken if fees were paid late again.

The Convener commented that the payment of annual fees was not a difficult task, and was a legal requirement. He felt the continuous pattern of non-payment suggested a disregard for the licensing regime, but commented that, other than the late payment of fees, the Shish Mahal seemed to be a well-run establishment. He formally proposed that a written warning be sent to the licence holder regarding the non-payment of annual fees. Councillor Dugdale seconded this proposal.

The Convener then moved to a roll call vote, and Board members unanimously agreed to issue a written warning regarding the late payment of annual fees.

## **Decision**

The East Lothian Licensing Board agreed to issue a written warning about the late payment of annual fees.

### **b. The Stand, 72-74 High Street, Musselburgh**

The LSO had brought a premises licence review for The Stand, 72-74 High Street, Musselburgh, to the November meeting of the Licensing Board because of non-payment of annual fees. At this meeting, the Board agreed to continue the premises licence review due to communication difficulties with Mr Khan, who had appeared by telephone to represent Rakhsana Khan, premises licence holder. The continuation was to allow Mrs Khan to appear in person at the January Board meeting.

The LSO reported that it had been difficult to communicate with Mrs Kahn, and she had never had a conversation with her, despite repeated attempts; this unwillingness to communicate made the LSO question Mrs Khan's involvement with the premises. The LSO also highlighted that a premises licence would cease to have effect following closure or if it had ceased to be used for sale of alcohol for a period of 18 months. She pointed out that there had been no alcohol sales for much longer than this period, and reiterated that there had been no update from Mrs Khan for the whole period she had held the premises licence.

PC Gibson conveyed that Police Scotland had no comment to make on the premises licence review.

The Convener commented that the question of continuous late payment of fees also stood for this premises. He noted that the period of 18 months without sales of alcohol had been breached, and questioned whether the Board would allow the premises licence to remain in place to give the business opportunity to carry out the work Mr Macdonald had described at Item 5a.

Councillor Gilbert asked whether Mr Macdonald was optimistic that the premises would be available for use or lease before 1 October 2025. Mr Macdonald advised that Mr Khan was confident that work would have been carried out before 1 October, but it was outwith Mr Kahn's control as to whether a tenant would be in place by this time. The progress of the work would also be subject to finding a contractor. Mr Macdonald understood that the Board would want to see actual progress by this time, and said Mr Kahn had provided assurance that this would be the case.

The Convener felt that a transfer of premises licence to Mr Khan would be a positive step, since Mr Kahn seemed to be undertaking the work and communication; this would make clear with whom officers should discuss The Stand's licensing matters. The Convener was willing to give the Kahns until October 2025 to make progress, but formally proposed that a written warning be issued with regards to late payment of annual fees. Councillor Dugdale formally seconded this proposal.

Councillor McGuire echoed the comments of his colleagues with regards to late payment of annual fees, but acknowledged that a Section 1 offence was not being committed in this case, since The Stand premises was not making alcohol sales. Mrs Khan's lack of communication led him to question who ran the operation, and supported the suggestion that the premises licence should be transferred to Mr Khan.

He was pleased that Mr Macdonald was now on board to assist, and hoped to see progress being made on this premises.

Following a comment from Councillor Gilbert, Carlo Grilli, Clerk of the Board, asked whether the Board wanted to request a formal update to be provided so that the future licence and fee position could be settled before 1 October 2025. Based on Board members' views, Mr Grilli determined that if no progress had been reported to Licensing Team by September 2025, he would seek direction from members as to whether a further review should be brought to the September Board meeting.

The Convener then moved to a roll call vote, and Board members unanimously agreed to issue a written warning regarding the late payment of annual fees.

### **Decision**

The East Lothian Licensing Board agreed to issue a written warning about the late payment of annual fees.

## **6. REVIEW OF STATEMENT OF PRINCIPLES 2025-2028 – GAMBLING ACT 2005**

A report had been submitted by the Clerk of the Licensing Board to report on the results of the consultation exercise for the review of the Board's Statement of Licensing Principles. The report asked the Board to consider the consultation responses and decide whether any amendments were required to the draft policy. The Board was asked to approve and adopt the Gambling Policy at Appendix 2 to the report, subject to any agreed amendments.

Mr Grilli spoke to the report. He highlighted the report's recommendations, and advised that there had been no substantive changes made to policy compared to the last period.

The Convener thanked the officers involved in producing the Statement of Licensing Principles and consultation. He commented that the draft policy was very similar to the previous policy, which, judging by the lack of issues, seemed to be working well.

The Convener moved to roll call vote, and Board members unanimously voted in support of the report recommendations.

### **Decision**

The East Lothian Licensing Board agreed to:

- Approve and adopt the draft Gambling Policy for the period 2025 – 2028; and
- Delegate to the Clerk of the Board to finalise the policy.

Signed .....

Councillor L Bruce  
Convener of East Lothian Licensing Board

**EAST LoTHIAN COUNCIL  
LICENSING STANDARDS**

**2a**

**From:** Licensing Standards Officer

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

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Date: 13<sup>th</sup> 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 22<sup>nd</sup> September 2022 which will expire on 21<sup>st</sup> September 2026.

There are 6 applications for 2-week periods on a continuous basis from 6<sup>th</sup> March to 28<sup>th</sup> 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

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**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

**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.

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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.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	N/A
Personal licence number (if applicable)	EL1358
Name of voluntary organisation (if applicable)	N/A

<b>2. PERSONAL DETAILS</b>			
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	[REDACTED]		
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			
[REDACTED]			

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

6<sup>th</sup> to 19<sup>th</sup> 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><b>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</b></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>	

<b>6. CHILDREN (see note 2)</b>	
<b>This section must be completed where alcohol is for sale for consumption on the premises</b>	
<b>Are children or young persons permitted entry? YES (if answered yes the remainder of this section must be completed)</b>	
<b>Ages of children or young persons permitted entry</b> All ages but only accompanied by an adult.	<b>Times at which children or young persons permitted entry</b> 16:00 to 22:00 Monday to Friday 12:00 to 22:00 Saturday and Sunday
<b>Parts of premises to which children or young persons permitted entry</b> 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.	

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

<b>8. Signature and declaration by applicant (see note 3)</b>	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
<b>SIGNATURE</b> 	<b>DATE</b> 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><b>1. Event</b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) 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><b>2. <u>Attendance</u></b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(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><b>3. <u>Stewarding</u></b></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, 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><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a) Floor plan attached.</p> <p>(b)</p> <p>(c)</p>
<p><b>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>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><b>6. Will alternatives to glass receptacles be provided?</b></p>	<p>On sales served in plastic receptacles. Takeaway will be provided in sealed containers – cans or glass bottles.</p>
<p><b>7. To what standard those serving alcohol be trained?</b></p> <p>Please provide details of any training certificate held</p>	<p>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>

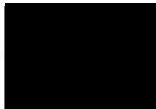
**LICENSING OBJECTIVES \*\***

**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><b>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</b></p> <p><b>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b></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>			
<p>Signature</p>		<p>Date</p>	<p>7th February 2025</p>



# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

# 2b

**From:** Licensing Standards Officer

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

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Date: 10<sup>th</sup> February 2025

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC0087-093/25**

**THOMAS CHISHOLM, BUCK AND BIRCH, UNIT 9, MERRYFIELD BUSINESS CENTRE,  
MACMERRY INDUSTRIAL ESTATE, TRANENT, EAST LoTHIAN, EH33 1ET**

The applicant is Thomas Chisholm who is a personal licence holder. Application has been made for 7 occasional licences for a retail premises at Buck and Birch, Macmerry, to allow on and off sales of alcohol. A provisional premises licence was granted for this premises on 30<sup>th</sup> March 2023 which will expire on 29<sup>th</sup> March 2027.

There are 7 applications for 2-week periods on a continuous basis from 28<sup>th</sup> February to 5<sup>th</sup> June 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 May 2020. Occasional licences have been used for a period of nearly 2 years since obtaining the provisional premises licence. 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 were last heard at the Licensing Boards in August and October 2022 following which a provisional premises licence was applied for and granted.

Licensing Standards Officer

## Licensing

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**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 30 January 2025 13:57  
**To:** Licensing  
**Subject:** OCC087/25 - OCC LIC APP - BUCK & BIRCH 28/02/25-13/03/25  
**Attachments:** OCC087.25 - 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.

Afternoon

No police objections

PSOS ref 895062

regards

stephen

57010.

OCC 087/25.

## EAST LoTHIAN LICENSING BOARD

### APPLICATION FOR OCCASIONAL LICENCE

28th February to 13th March '25.

#### 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.

East Lothian Council  
Licensing  
28 JAN 2025  
Received

**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.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	
Personal licence number (if applicable)	EL2283
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS</b>			
TITLE (delete as appropriate): Mr			
Surname	Chisholm Engstrom		
Forenames	Thomas Robert		
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			
[REDACTED]			

Daytime	
Evening	
Mobile	██████████
<b>FAX NUMBER</b>	

**E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)**  
 orders@buckandbirch.com

**3. THE PREMISES**

**Description of premises**  
 A single storey unit in Merryfield Business Centre, consisting of bonded production facility and warehouse with separate office space and reception room

**Description of activities to be carried on in the premises – (including number of persons expected to attend)**  
 A retail shop in our bonded production facility selling our alcoholic liqueurs, spirits and cocktails. Complimentary samples may be offered to visitors but no drinks will be sold to consumed on the premises.  
 All alcoholic sales would be off sales only and not consumed on the premises.  
 A license has previously been granted for similar activity at the premises mentioned  
 Paid for distillery tour & tasting events, each tasting event will be a max of 10ppl, guests will receive small samples of our liqueurs & spirits along with wild canapes. Tasting times 12:00-13:30 & 15:30-17:00, 18:00-19:30. Fulfillment of online orders, all items sent with approved courier who requires signature on delivery.

**Full postal address of premises which this application refers to**  
 Buck & Birch Ltd  
 Unit 9  
 Merryfield Business Centre  
 Macmerry Industrial Estate  
 Tranent  
 EH33 1ET

**4. DURATION OF LICENCE**

**From:** 28/02/2025  
**To:** 13/03/2025

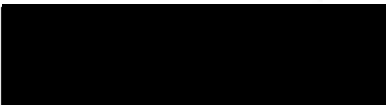
**5. Is alcohol to be sold on & off the premises YES/NO\* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-\* delete as appropriate**

Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
---	--

Mon - Sun 12:00 - 19:30	Mon to Sun 10:00 - 19:30
<b>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</b> Mon to Sun 10:00 - 19:30	

<b>6. CHILDREN (see note 2)</b>	
<b>This section must be completed where alcohol is for sale for consumption on the premises</b>	
<b>Are children or young persons permitted entry? YES (if answered yes the remainder of this section must be completed)</b>	
<b>Ages of children or young persons permitted entry</b> Any age for shopping only accompanying a parent or guardian for retail purposes. No underage people at tasting events	<b>Times at which children or young persons permitted entry</b> Mon - Fri 10am - 6pm (ONLY UNDER SUPERVISION OF PARENT/ GUARDIAN) only for the purposes of retail
<b>Parts of premises to which children or young persons permitted entry</b> RETAIL SPACE only. No under 18s at tasting events	

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

<b>8. Signature and declaration by applicant (see note 3)</b>	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
	<b>DATE</b> 01/11/2024

**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**



**PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM**

**SUPPLEMENTARY INFORMATION**

<p><b>1. Event</b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>Retail shop selling our range of cocktails and liqueurs for off sales consumption. Small samples provided at 18+ tasting events.</p> <p>(a)</p> <p>(b)</p> <p>NONE</p>
<p><b>2. Attendance</b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>20 people per day</p> <p>Having asked potential customers if/ when they would visit</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>Ticked event, with tickets purchased at least two days in advance.</p>

<p><b>3. <u>Stewarding</u></b></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	<p>0</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) NA</p> <p>(b) NA</p>
<p><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a) No</p> <p>(b) No</p> <p>(c) Attached</p>
<p><b>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	

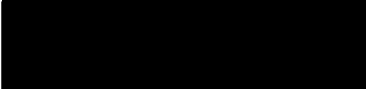
6. Will alternatives to glass receptacles be provided?	NA
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	All staff have are qualified to serve and sell alcohol. Mandatory two hour training undertaken upon hiring.

**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.**

8. How will you prevent Crime and Disorder at the event?	As only small samples of alcohol will be served or consumed at the premises there should be minimal risk of and crime or disorder taking place. Non-alcoholic options for designated drivers.
9. How will you secure Public Safety at the event?	Fire exit training upon arrival Provision of First Aid boxes
10. How will you prevent Public Nuisance at the event?	There will be no music or entertainment to cause any noise pollution and being on an industrial estate away negates any risk of upsetting residents

<p><b>11. How will you promote and protect Public Health at the Event?</b></p>	<p>All guidelines and regulations relating to COVID and other health issues will be upheld.</p> <p>There will be hand washing facilities in place and staff will wear appropriate PPE.</p> <p>Numbers will be limited to ensure social distancing rules will be adhered to.</p>
<p><b>12. How will you protect Children from Harm at the Event?</b></p>	<p>Any children present will be accompanied by a parent/ guardian at all times, only in retail setting.</p> <p>No children, or underage persons, allowed in an over 18+ tasting event.</p> <p>Ask 25 policy enacted.</p>

<p><b>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</b></p>			
<p><b>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b></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>			
		<p>Date 01/11/2024</p>	

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

# 2c

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 27<sup>th</sup> January 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC0025-027/25

SAMEER KHAN, 18 NEWBIGGING, MUSSELBURGH, EAST LoTHIAN, EH21 7AH

The applicant is Sameer Khan who is a personal licence holder having obtained his personal licence in Jan 2025. Application has been made for 3 occasional licences for a new retail premises at 18 Newbigging, Musselburgh to allow off sales of alcohol. To date no premises licence application has been received for this premises. I have visited the premises which was not in operation and appears to have previously been used as a Nail Bar. At the time of my visit, it did not appear that the premises have been converted into a retail premises and that work to do this would be required.

The duration of the applications are:

OCC025/25 – 17<sup>th</sup> Feb – 2<sup>nd</sup> March 2025, 10am-10pm  
OCC026/25 – 3<sup>rd</sup> March – 16<sup>th</sup> March 2025, 10am-10pm  
OCC027/25 – 17<sup>th</sup> March – 30<sup>th</sup> March 2025, 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.*

## Licensing

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**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 17 January 2025 11:24  
**To:** Licensing  
**Subject:** OCC025/25 - OCC LIC APP - 18 NEWBIGGING - 17/02/25-02/03/25  
**Attachments:** OCCLIC 18 NEWBIGGING, MUSSELBURGH 17.02-02.03.25.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.

Morning,

No police objections

PSOS ref 891311

Regards

stephen

OCC025/25

Adv 17/11

4 2457



East Lothian Council  
Licensing

14 JAN 2025

Received

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

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) 543139

Name of voluntary organisation (if applicable) \_\_\_\_\_

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Khan

Forenames Sameer

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

**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. \_\_\_\_\_ Evening Tel. \_\_\_\_\_

Mobile No. [Redacted]

Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**3. THE PREMISES**

Description of premises

Retail Unit on ground floor of a building on Newbigging, Musselburgh.

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

General Convenience Store/ Newsagents with ancillary off sale Licence, providing a range of goods and services for customers. Opening early for the sale of non-alcoholic goods such as newspapers, rolls etc.

Full postal address of premises which this application refers to \_\_\_\_\_

18 Newbigging, Musselburgh, EH21 7AH



**4. DURATION OF LICENCE**

Date: From Monday 17th February 2025 To Sunday 2nd March 2025

Time: From 10am To 10pm

**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

N/A

Times for sale of alcohol for consumption off premises

10am to 10pm

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

The shop is a convenience store/ newsagent which may open from 6am each day.

**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) 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 and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB  
0131 229 6181  
alistair@macdonaldlicensing.com

### 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>)

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 13<sup>th</sup> February 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC121-122/25

LUCIA DI VETTA, CARLO'S FISH BAR AND RESTAURANT, 40E LINKS ROAD, PORT SETON, EAST LoTHIAN, EH32 0DZ

The applicant is Lucia Di Vetta, who is a personal licence holder. Application has been made for 2 occasional licences for a refurbished restaurant and takeaway at Carlo's Fish Bar and Restaurant, Port Seton to allow on and off sales of alcohol. To date no premises licence application has been received for this premises. I can confirm that renovations are ongoing following a cursory visit.

The duration of the applications are:

OCC121/25 – 6<sup>th</sup> March- 19<sup>th</sup> March 2025, on sales 11am – 11pm, off sales 11am – 10pm

OCC122/25 – 20<sup>th</sup> March – 16<sup>th</sup> March 2025, on sales 11am – 11pm, off sales 11am – 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 detailed, promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer

## Licensing

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 07 February 2025 09:16  
**To:** Licensing  
**Subject:** OCC121/25 - OCC LIC APP - CARLO'S FISH BAR 06/03/25-19/03/25  
**Attachments:** OCCLIC 40E LINKS RD 06.03-19.03.25.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.

Morning

No police objections

PSOS ref 897074

Regards

Stephen

OCC 121/25  
Adv 712

68022



East Lothian Council  
Licensing

- 5 FEB 2025

Received

LICENSING (SCOTLAND) ACT 2005, SECTION 142

## OCCASIONAL LICENCE APPLICATION FORM

6 March - 19 March

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) EL2335

Name of voluntary organisation (if applicable) \_\_\_\_\_

### 2. PERSONAL DETAILS

Title (delete as appropriate):

~~Mr~~ / Mrs / ~~Miss~~ / Ms / ~~Other~~ (please state) \_\_\_\_\_

Surname Di Vetta

Forenames Lucia

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

**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. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**3. THE PREMISES**

Description of premises

The premises are a self contained ground floor property consisting of a restaurant and takeaway on Links Road Port Seton, with a small car parking area to the front.

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

These premises are currently being refurbished but hope to open before the end of February. They are operated by the Andreucci family and they hope to submit a Provisional Premises Licence soon. The premises will operate as a restaurant and takeaway. There is a seating area and then an area for ordering/ collecting takeaways.

Full postal address of premises which this application refers to \_\_\_\_\_

Carlo's Fish Bar & Restaurant, 40e Links Road, Port Seton, EH32 0DZ

**4. DURATION OF LICENCE**

Date: From Thursday 6th March 2025 To Wednesday 19th March 2025

Time: From 11am To 11pm

**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

11am to 11pm

Times for sale of alcohol for consumption off premises

11am to 10pm

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

\_\_\_\_\_

**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 No restriction (0-17 years)

Times at which children or young persons permitted entry No restriction.

Parts of premises to which children or young persons permitted entry

All public areas.

Children and young persons will be welcomed. No restriction in the takeaway section. In the seating area, children may be unaccompanied until 7pm. No restriction on young persons.



## 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 and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB  
0131 229 6181  
alistair@macdonaldlicensing.com

### 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>)



**EAST LoTHIAN COUNCIL  
LICENSING STANDARDS**

**2e**

**From: Licensing Standards Officer**

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

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Date: 7<sup>th</sup> February 2025

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC0056-070/25**

**NEIL SINCLAIR-PARRY, THE MART FARM SHOP, EAST LINTON SALE GROUND,  
STATION ROAD, EAST LINTON, EAST LoTHIAN, EH40 3DN**

The applicant is Neil Sinclair-Parry who is a personal licence holder. Application has been made for 15 occasional licences for a retail premises at The Mart Farm Shop, East Linton, to allow off sales of alcohol. A provisional premises licence was granted for this premises on 25<sup>th</sup> August 2022 which will expire on 24<sup>th</sup> August 2026.

There are 15 applications for 2-week periods on a continuous basis from 27<sup>th</sup> February to 24<sup>th</sup> September 2025 for off sales daily between 10am-10pm.

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 licences on a continuous basis since Oct 2020. Occasional licences have been used for a period of nearly 2 ½ years since obtaining the provisional premises licence. The applicant has applied for 30 weeks (over 6 months) of continuous applications, and I feel these should be reviewed by the licensing board and not granted on delegated powers as per board policy above. There has been no update as to progress towards confirmation submitted to the Licensing Board. In addition, no layout plan has been provided with these applications and it appears that alcohol is being displayed in a different area and at a different capacity than what is detailed on the provisional premises licence that was granted.

Occasional licences for this premises were last heard at the Licensing Board in June 2024. Mr Sinclair-Parry detailed that he was looking into obtaining a section 50 certificate by trying to separate the premises from other building works on the site. He also detailed that he would consider having additional personal licence holders who were part of the business.

Licensing Standards Officer

## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 21 January 2025 08:16  
**To:** Licensing  
**Subject:** REF 56/25  
**Attachments:** OCC056.25 - APP.DOCX

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NPO

OCC 056/25.  
pc, wso 20/11.  
Adv 24/11.

## EAST LoTHIAN LICENSING BOARD

### APPLICATION FOR OCCASIONAL LICENCE

29th Feb - 12th March 2025

#### 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.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	
Personal licence number (if applicable) EL1692	
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS</b>	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	Sinclair-Parry
Forenames	Neil
DATE OF BIRTH	D [REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post town	[REDACTED]
Post code	[REDACTED]
TELEPHONE NUMBERS [REDACTED]	

Daytime		
Evening		
Mobile		

**FAX NUMBER**

**E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)**

accounts@martfarmshop.co.uk

**3. THE PREMISES**

**Description of premises**

Farm Shop, cafe, Post Office and Market

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

Temporary sale of beer, cider, ales, wine and spirits

**Full postal address of premises which this application refers to**

Mart Farm Shop  
 East Linton Saleground  
 Station Road  
 East Linton, East Linton, EH40 3DN

**4. DURATION OF LICENCE**

**From:** 27<sup>th</sup> February, 2025

**To:** 12<sup>th</sup> March, 2025

**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**

	10:00 to 22:00 daily (7 days a week)
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
09:00 to 22:00 daily (7 days a week)	

**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

• Made or enclosed payment of the fee for the application	X
---	---

**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 20/09/24
---	---------------

**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



**PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM**

**SUPPLEMENTARY INFORMATION**

<p><b>1. Event</b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) Temporary off licence sale of alcohol pending approval of Premises license application</p> <p>(b) None</p>
<p><b>2. Attendance</b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Normal shop customers which average approximately 100-120/day</p> <p>Average from sales transactions for the last 90 days</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> <p>No entry fee as sale will be open to normal customer base</p>

<p><b>3. <u>Stewarding</u></b></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, 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 only shop staff which average 3-4 per day</p> <p>(b) N/A</p>
<p><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a) N/A</p> <p>(b) N/A</p> <p>(c) Shop premises</p>
<p><b><u>5. Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>N/A</p>

6. Will alternatives to glass receptacles be provided?	Off licence only, in bottles and cans
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.

**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.**

8. How will you prevent Crime and Disorder at the event?	<ul style="list-style-type: none"> <li>• All staff will wear clothing that makes them clearly identifiable in that role.</li> <li>• CCTV will be installed, operated and maintained 24/7</li> <li>• CCTV images will be retained for a minimum of 14 days</li> <li>• A4 sized warning notices will be displayed in public areas of our premises and at all entrances advising that CCTV is in operation. The signs located at entrances will be placed on the exterior of the building at, and adjacent to, all public access doors. All signs will comply with the requirements of the Data Protection Act 2002.</li> <li>• Membership of the Local Licensees Association will be obtained and maintained and the licence holder or their representative will attend meetings and participate in relevant initiatives.</li> <li>• An incident book will be maintained within which full details of all occurrences of disorder and refused alcohol sales at our premises will be recorded. The incident book will be kept on the premises at all times and will be made available for inspection by the police and all officers of relevant statutory bodies.</li> </ul>
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9. How will you secure Public Safety at the event?

- Irresponsible drinks promotions will not be permitted, and the standards for the management of responsible drinks promotions will be complied with.
- The licence holder or people authorised by them will check the premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.
- The licence holder will ensure that all staff receive appropriate training about emergency and general safety precautions and procedures.
- The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.
- Free drinking water will be made available upon request and at all times the premises are open to the public.
- The electrical system at our premises, including portable appliances will be inspected and tested annually by a competent person and a satisfactory safety report obtained.
- The gas system, including appliances, will be inspected annually and tested by a Gas Safe Registered engineer and a satisfactory Gas Safety Certificate will be obtained.
- All safety certificates and inspection reports will be kept on site and made available for inspection by officers of relevant statutory bodies.
- The fire safety measures provided on the premises will be maintained in good working order, and their adequacy will be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with any relevant legislation.
- An adequate and appropriate supply of first aid equipment and materials will be available on our premises.

<p><b>10.</b> How will you prevent Public Nuisance at the event?</p>	<ul style="list-style-type: none"><li>• The licence holder will ensure that staff regularly patrol the premises both indoors and out to check that alcohol is not being consumed on our premises.</li><li>• Prominent, legible notices requesting people not to consume alcohol on our premises will be displayed on our premises.</li></ul>
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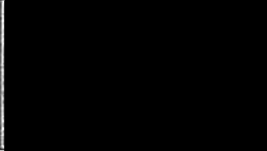
11. How will you promote and protect Public Health at the Event?

- displaying material discouraging drink driving
- making available information promoting moderate drinking along with awareness of units of alcohol and recommended guidelines.
- availability of low alcohol and alcohol free alternatives.
- provision of tap water that is fit for drinking and free of charge on request. Other non-alcoholic drinks must be available at a reasonable price
- providing contact details of where assistance for alcohol related problems may be sought.
- compliance with the law on alcohol pricing and irresponsible drinks promotions.

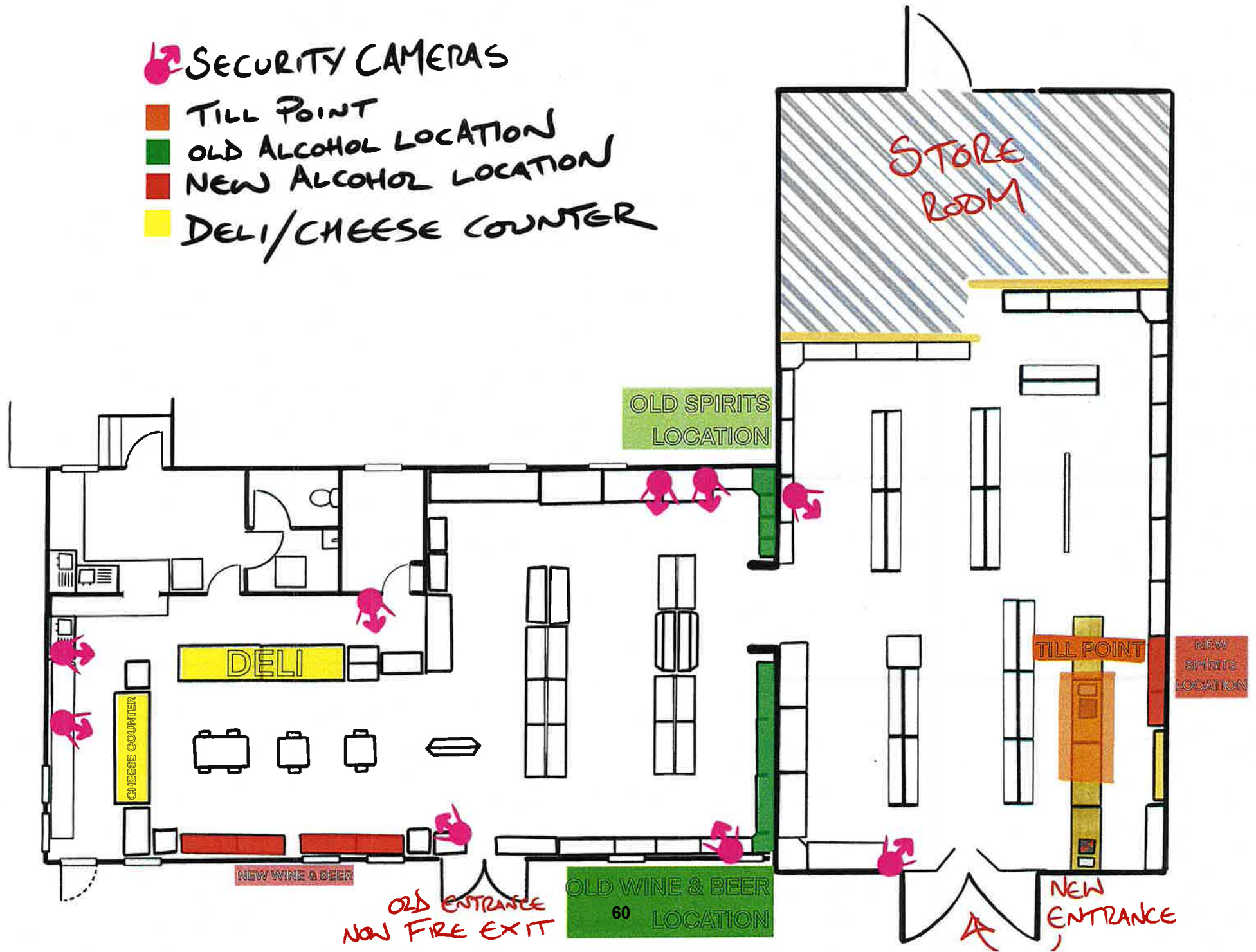
For Online Sales:-

- Customers ordering online will be required to enter their date of birth before purchase to prove that they are over 18 years of age.
- All home delivery parcels will be labelled to advise that they contains alcohol, and on delivery will not be left with anyone under the age of 18 years.
- All parcels sent out containing alcohol will be sent out by means of a 'signed delivery' and the person signing to accept delivery must be able to prove their age.
- An alcohol disclaimer will be displayed on our website advising that a date of birth and the signature of an adult will be required.
- A refusal/incident book will be kept in each delivery vehicle.
- Additional staff/driver alcohol training will be given for our delivery service.

<p>12. How will you protect Children from Harm at the Event?</p>	<ul style="list-style-type: none"> <li>• A proof of age policy will be enforced.</li> <li>• A challenge 21/25 policy will be employed where those individuals who appear to be under the age of 21/25 attempting to purchase alcohol will be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo driving licence.</li> </ul>
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<p><b>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</b></p> <p><b>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b></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>			
<p>Signature</p>		<p>Date</p>	<p>20/09/24</p>

-  SECURITY CAMERAS
-  TILL POINT
-  OLD ALCOHOL LOCATION
-  NEW ALCOHOL LOCATION
-  DELI/CHEESE COUNTER





LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 11<sup>th</sup> February 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC0094-097/25

MORAG TAYLOR, HUMBIE HUB, HUMBIE, EAST LoTHIAN, EH36 5PJ

The applicant is Morag Taylor who is a personal licence holder. Application has been made for 4 occasional licences for a retail and café premises at Humbie Hub, Humbie, to allow on and off sales and on sales of alcohol. A provisional premises licence was granted for this premises on 23<sup>rd</sup> February 2023 which will expire on 22<sup>nd</sup> February 2027.

There are 4 applications for 2-week periods on a continuous basis from 6<sup>th</sup> February to 2<sup>nd</sup> April 2025 for on and off sales daily at the times stated on the applications.

In this case the first 3 applications have been submitted less than 42 days in advance of the start date. The Board policy states that applications should be submitted 42 days in advance. Applications submitted with less than 42 days notice may not be fully processed and determined for the start date (Statement of Licensing Policy Section 22.10). The applications discussed in this report were submitted on 29<sup>th</sup> January only 8 days in advance of the start date of the first application, and 22 days in advance of the start date of the second application.

Historically the applicant has submitted occasional licence applications in batches. Since 2023, every batch of applications has been submitted late with extremely tight timescales for the first 1-3 applications.

In 2023, out of 25 applications, 15 were submitted with less than 42 days notice, 6 of these with less than 21 days notice.

In 2024, out of 26 applications, 13 were submitted with less than 42 days notice, 4 of these with less than 21 days notice.

The Licensing Standards Officer has 21 days following receipt of an occasional licence application to make a report. The continued late submission of applications by the applicant puts unnecessary pressure on the licensing department and despite several warnings the applicant continues this practice. It concerns me that Ms Taylor is not able to submit applications in a timely manner, raising questions and concerns about her suitability to hold an occasional licence.

As a result of the late submission of these applications, and the requirement for this report, applications for 6<sup>th</sup> February – 19<sup>th</sup> February and part of the second application from 20<sup>th</sup> February to 5<sup>th</sup> March cannot be determined as there was no available Licensing Board until 27<sup>th</sup> February

2025. The premises therefore has been unlicensed since 6<sup>th</sup> February 2025.

I visited the premises on 11<sup>th</sup> February and spoke with a member of staff. The alcohol display behind the till was covered and the staff member confirmed that all staff were aware that no alcohol sales should take place in the shop or café. Alcohol is not advertised on the menu. I spoke with Ms Taylor on the phone following the visit. I asked her why every batch of applications submitted since 2023 contained late applications. She responded that another staff member was responsible for creating the application and sending then to her for approval. She was reminded that applications should be submitted 42 days in advance. I also asked if there was any update for progress towards confirming the provisional application. She could not give an update and was unsure if the remaining section 50 certificates had been applied for and that she would check. I informed her of the content of my report.

I also refer the Board to Section 24.2 of the Statement of Licensing Policy for these applications:

*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 December 2020. Occasional licences have been used for a period of 2 years since obtaining the provisional premises licence. 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 and the administrative failings. 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 not previously been brought forward to a Licensing Board.

Licensing Standards Officer

## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 30 January 2025 15:16  
**To:** Licensing  
**Subject:** REF 94/25  
**Attachments:** OCC094.25 06.02.25 HUMBIE.PDF

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NPO

OCC094/25

58777

East Lothian Council  
Licensing

29 JAN 2025

Received Police/LSO  
30/1/25

EAST LOTHIAN LICENSING BOARD

APPLICATION FOR OCCASIONAL LICENCE

6<sup>th</sup> Feb - 19<sup>th</sup> Feb 2025.

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.

Advert  
31/1/25

You may wish to keep a copy of the completed form for your records.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	EL 0389
Personal licence number (if applicable)	EL1699
Name of voluntary organisation (if applicable)	N/A

<b>2. PERSONAL DETAILS</b>	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	Taylor
Forenames	Morag Isabel Sharp
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post town	[REDACTED]
Post code	[REDACTED]
<b>TELEPHONE NUMBERS</b>	
Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]
<b>FAX NUMBER</b>	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
morag@humbiehub.com	

**3. THE PREMISES**

**Description of premises** Village Shop and Cafe

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

**Sale of Alcohol in Village Shop and Cafe**

**Full postal address of premises which this application refers to**

**Humbie Hub, Humbie, East Lothian, EH36 5PJ**

**4. DURATION OF LICENCE**

**From: 6 / 2 / 25**

**To: 19 / 2 / 25**

**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**

12 – 11 pm

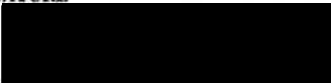
**Times for sale of alcohol for consumption off premises**

10am to 6 pm

**Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises** Shop opening hours 8am to 6 pm

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 0-18	Times at which children or young persons permitted entry 8am to 4pm
Parts of premises to which children or young persons permitted entry Both Shop and Café	

7. CHECKLIST	
I have - Please tick for yes	
<input checked="" type="checkbox"/>	Made or enclosed payment of the fee for the application

8. Signature and declaration by applicant (see note 3)	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
<b>SIGNATURE</b> 	22/1/2025

**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 1998**

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

**4. Information on the Licensing (Scotland) Act 2005 is available on the website of OPSI (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)**

**PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM**

**SUPPLEMENTARY INFORMATION**

<p><b>1. Event</b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc)</p>	<p>(a) Temporary Sale of Alcohol in shop and café</p> <p>(b) N/A</p>
<p><b>2. Attendance</b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Daily Customers range from 10 to 100</p> <p>From our Epos system</p> <p>Under 18 <input type="checkbox"/></p> <p>18 - 30 <input type="checkbox"/></p> <p>30 - 50 <input checked="" type="checkbox"/></p> <p>Over 50 <input type="checkbox"/></p>

<p><b>3. <u>Stewarding</u></b></p> <p><i>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</i></p>	<p>N/A</p>
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <a href="http://www.the-sia.org.uk/home">http://www.the-sia.org.uk/home</a></p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a) N/A</p> <p>(b) N/A</p>
<p><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises is a registered club which has been issued with a premises licence; or</p> <p>(c) attach a detailed layout plan of the venue with the application</p>	<p>(a) No</p> <p>(c) No</p> <p>(d) N/A</p>



<p>5. <u>Applications Lodged by Voluntary Organisations or Registered Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1<sup>st</sup> January and 31<sup>st</sup> December</p>	<p>N/A</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>N/A</p>
<p>7. Where the event is for more than 100 persons, or where the event is relating to a Voluntary Organisation where more than four occasional licences per year are applied for, please give details here of the person trained to personal licence holder standard</p>	<p>Personal License Holder Present</p> <p>Please attach a copy of your training certificate to this application</p>

<p><b>LICENSING OBJECTIVES **</b></p>	
<p>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>	
<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>N/A</p>
<p>9. How will you secure Public Safety at the event?</p>	<p>N/A</p>


10. How will you prevent Public Nuisance at the event?	N/A
11. How will you promote and protect Public Health at the Event?	N/A
12. How will you protect Children from Harm at the Event?	N/A

**SIGNATURE AND DECLARATION BY APPLICANT DECLARATION**

**IT IS AN OFENCE 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   1 - 25
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**\*\* You can submit a separate Licensing Objectives Assessment where this is already in place.**



East Lothian Council  
Licensing  
- 6 DEC 2024  
Received

# APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

3

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)

Amendments to store layout, including increase in permanent off-sales display capacity

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**2. PREMISES LICENCE DETAILS**

**2(a) Licence Number of Premises** EL0153

**2(b) Name and Address of Premises** \_\_\_\_\_

ALDI, 48-52 DUNBAR ROAD, NORTH BERWICK

Post Code EH39 5AB Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

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

ALDI STORES LIMITED

Holly Lane, Atherstone, Warwickshire

Post Code CV9 2SQ

Tel. No. Agent - [REDACTED] Email address Agent - Lynn.Simpson@TLT.com

**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

n/a
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**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)

INCREASE PERMANENT OFF-SALES CAPACITY FROM 32.76801sqm TO 37.78301sqm

**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.

MINOR RECONFIGURATION OF STORE LAYOUT, RESULTING IN INCREASE OF PERMANENT OFF-SALES CAPACITY FROM 32.76801sqm TO 37.78301sqm

**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)

n/a

**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)

**TO FOLLOW - IF REQUIRED**

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**5. FEE PAYABLE**

Information on fees can be found at

[https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol\\_licences/2](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  TO FOLLOW - IF REQUIRED

Signature [REDACTED] (See note 5 overleaf)  
LYNN SIMPSON (TLT LLP) as Agent

Date 5 December 2024

Capacity APPLICANT / AGENT (delete as appropriate)

**If agent, please provide details**

Full name LYNN SIMPSON (TLT LLP) as Agent

Address TLT Solicitors, Cadworks, Floor 9, 41 West Campbell Street, Glasgow

Post Code G2 6SE

Tel. No. [REDACTED] Email address Lynn.Simpson@TLT.com

**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.)

## OPERATING PLAN

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

### 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>	YES
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	NO
<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>	N/A	N/A
<i>Tuesday</i>	N/A	N/A
<i>Wednesday</i>	N/A	N/A
<i>Thursday</i>	N/A	N/A
<i>Friday</i>	N/A	N/A
<i>Saturday</i>	N/A	N/A
<i>Sunday</i>	N/A	N/A



**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>	10.00AM	10.00PM
<i>Tuesday</i>	10.00AM	10.00PM
<i>Wednesday</i>	10.00AM	10.00PM
<i>Thursday</i>	10.00AM	10.00PM
<i>Friday</i>	10.00AM	10.00PM
<i>Saturday</i>	10.00AM	10.00PM
<i>Sunday</i>	10.00AM	10.00PM

**Question 4**

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	NO
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*\*If YES – provide details*

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

<i>Films</i>	NO	NO	NO
<i>Gaming</i>	NO	NO	NO
<i>Indoor/outdoor sports</i>	NO	NO	NO
<i>Televised sport</i>	NO	NO	NO
<b>5(d)</b> <i>Activity</i>	<i>Please confirm</i> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <b>YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <b>YES/NO</b>
<i>Outdoor drinking facilities</i>	NO	NO	NO
<b>5(e)</b> <i>Activity</i>	<i>Please confirm</i> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <b>YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <b>YES/NO</b>
<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.

Recorded background music may be played within and outwith core hours.

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.

Sale of goods consistent with the business of a supermarket both within and outwith core hours, at all times 24/7, provided the requisite permissions are in place.

Click and collect service and on line sales/deliveries may also take place during and outwith core 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?	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	NO
*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?*

Off sales – 44.98301m<sup>2</sup>

Permanent - 37.78301m<sup>2</sup>

Seasonal – 7.2m<sup>2</sup>

Question 8

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

*Personal details*

8(a) *Name*

PETER ROBERT GREASLEY

8(b) *Date of birth*

[REDACTED]

8(c) *Contact address*

[REDACTED]

8(d) *Email address*

[REDACTED]

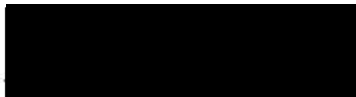
8(e) Personal licence

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
26 JAN 2017	EAST LoTHIAN	EL1360

**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)

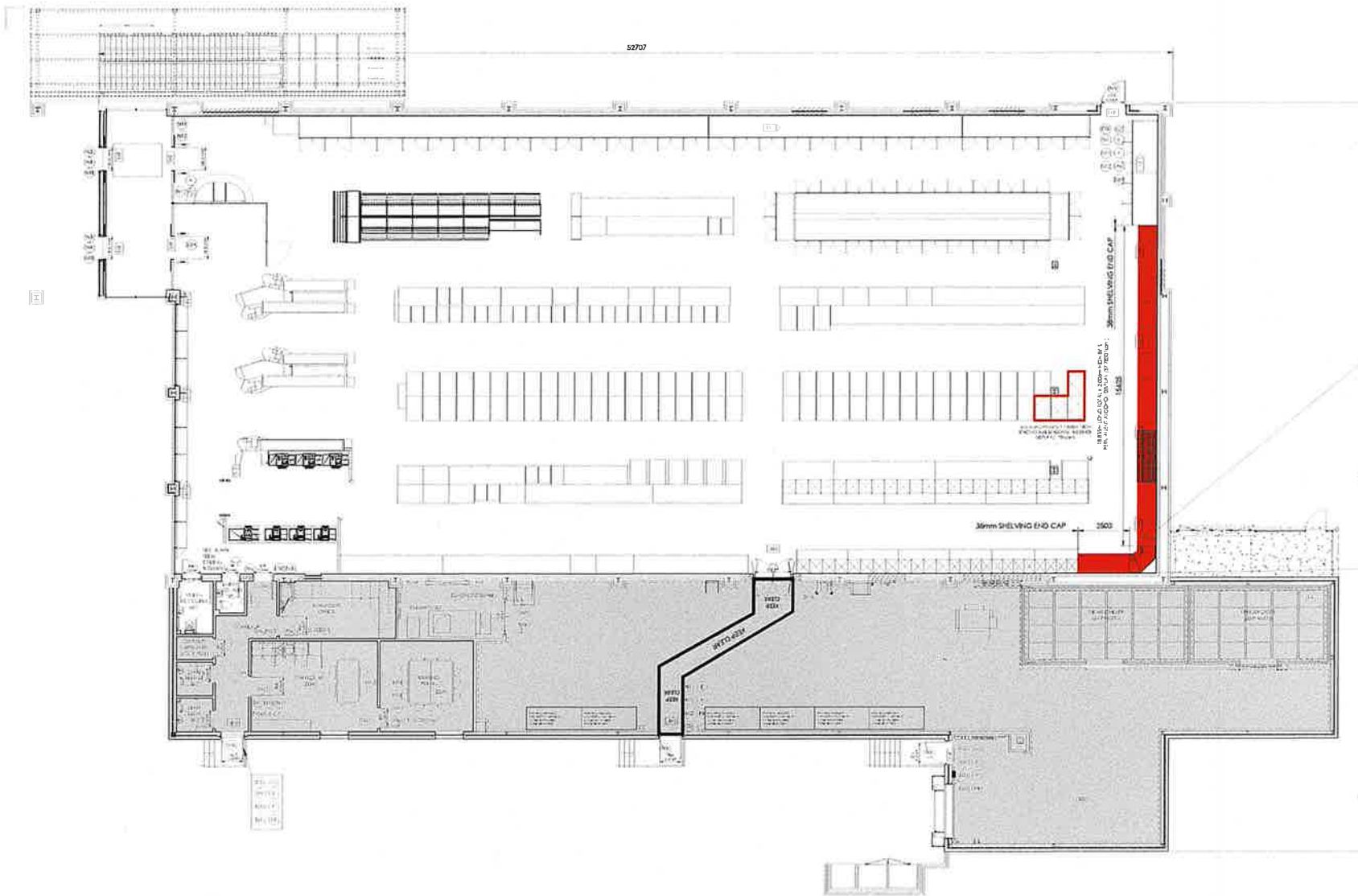
Date 5 DECEMBER 2024

Capacity ... LYNN SIMPSON (TLT LLP) as Agent ... AGENT (delete as appropriate).

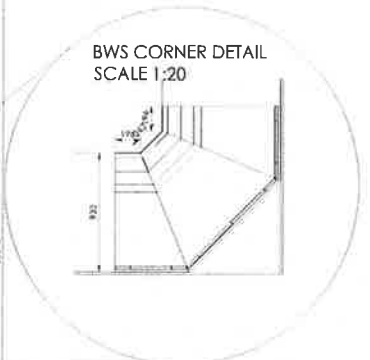
Telephone number and email address of signatory 0333 006 0923 /   
Lynn.Simpson@TLT.com

**\* 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.



BWS CORNER DETAIL  
SCALE 1:20



**ALCOHOL MERCHANDISE LEGEND**

PERMANENT ALCOHOL DISPLAY

SEASONAL ALCOHOL DISPLAY  
CHRISTMAS: 1<sup>ST</sup> DECEMBER TO 31<sup>ST</sup> DECEMBER ANNUALLY.  
EASTER SEASONAL LICENCE TO COMMENCE A WEEK PRIOR TO EASTER SUNDAY. (AS IT FALLS FOR A DURATION OF 21 DAYS)

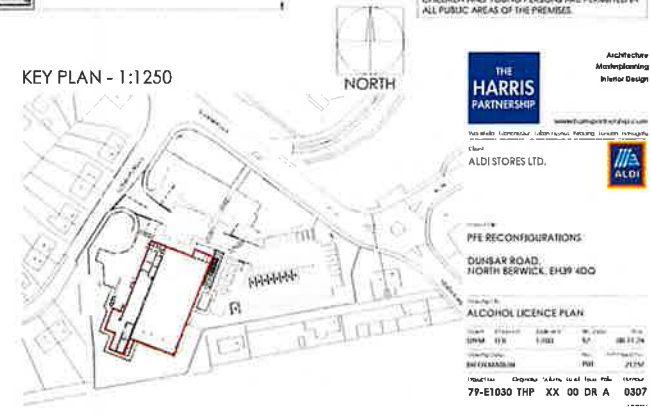
NON-PUBLIC AREA

**NOTE:**  
NO SPECIFIC AREA FOR USE OF CHILDREN ONLY. CHILDREN AND YOUNG PERSONS ARE PERMITTED BY ALL PUBLIC AREAS OF THE PREMISES.

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>(11) GENERAL FIRE NOTICE Ref 1/1033/K</li> <li>(12) EMERGENCY EXIT ONLY SIGN 450 x 100mm SELF ADHESIVE VINYL</li> <li>(13) "KEEP CLEAR" SIGN 200 x 200mm SELF ADHESIVE VINYL</li> <li>(14) DIRECTION ARROW SIGN WHITE ARROW ON BLUE CIRCLE ON WHITE SQUARE 200 x 200mm</li> <li>(15) "FIRE EXIT KEEP CLEAR" SIGN 200 x 200mm MOUNTED EXTERNALLY</li> <li>(16) "FIRE DOOR KEEP CLOSED" SIGN 80 x 80mm SELF ADHESIVE</li> <li>(17) "FIRE DOOR KEEP CLOSED" SIGN 80 x 80mm</li> <li>(18) "FIRE DOOR KEEP LOCKED" SIGN 200 x 200 SELF ADHESIVE</li> <li>(19) "AUTOMATIC DOORS" SIGN BLACK LETTERS ON WHITE 200 x 200 SELF ADHESIVE</li> <li>(20) FIRE ALARM CALL POINT SIGN 80 x 80mm SELF ADHESIVE</li> <li>(21) FIRE ALARM CALL POINT SIGN 150 x 200mm</li> <li>(22) "FIRE EXTINGUISHER" SIGN 150 x 200mm</li> </ul> | <ul style="list-style-type: none"> <li>(23) "FIRE EXTINGUISHER" SIGN 150 x 200mm SELF ADHESIVE</li> <li>(24) "NO SMOKING" SIGN 200 x 200mm</li> <li>(25) "FIRE BLANKET" SIGN 75 x 210mm</li> <li>(26) "MIND YOUR HEAD" SIGN 400 x 100mm</li> <li>(27) "MIND THE STEP" SIGN 400 x 100mm</li> <li>(28) "WAY IN / NO EXIT" SELF ADHESIVE VINYL SIGN</li> <li>(29) "WAY OUT / NO ENTRY" SELF ADHESIVE VINYL SIGN</li> <li>(30) "FIRE ALARM CONTROL PANEL" SIGN 200 x 150mm</li> <li>(31) DIRECTIONAL FIRE EXIT SIGN 600 x 200mm LEFT HAND</li> <li>(32) DIRECTIONAL FIRE EXIT SIGN 600 x 200mm RIGHT HAND</li> <li>(33) DIRECTIONAL FIRE EXIT SIGN 300 x 100mm LEFT HAND</li> <li>(34) ILLUMINATED FIRE EXIT SIGN</li> </ul> | <ul style="list-style-type: none"> <li>(35) PUSH BAR MECHANISM AND "PUSH BAR TO OPEN" SIGN 600 x 100mm (ON DOOR)</li> <li>(36) FIRE EXIT SIGN 705 x 150mm (ON DOOR)</li> <li>(37) FIRE ALARM CALL POINT (BREAK GLASS UNIT)</li> <li>(38) FOAM SPRAY AFF FIRE EXTINGUISHER</li> <li>(39) CARBON DIOXIDE FIRE EXTINGUISHER</li> <li>(40) FIRE BLANKET</li> <li>(41) SMOKE DETECTOR</li> <li>(42) VOID MOUNTED SMOKE DETECTOR WITH CEILING MOUNTED INDICATOR</li> <li>(43) FIRE ALARM SMOKE DETECTOR &amp; SOUNDER</li> <li>(44) FIRE ALARM HEAT DETECTOR &amp; SOUNDER</li> <li>(45) FIRE ALARM CONTROL PANEL</li> <li>(46) FIRE ALARM BELL</li> </ul> |
|---|--|--|

0 1000 2000 3000 4000 5000mm  
SCALE 1:100

KEY PLAN - 1:1250



**ALCOHOL LICENCE PLAN**

77-E1030 THP XX 00 DR A 0307

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

**To:** C. Grilli

Clerk to the Licensing Board

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Date: 20<sup>th</sup> December 2024

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

PREMISES LICENCE MAJOR VARIATION

EL053, ALDI, 48-52 DUNBAR ROAD, NORTH BERWICK, EAST LoTHIAN EH39 5AB

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

The changes applied for are:

- To increase the off sales capacity on the operating plan
- To amend the layout plan for the increased capacity

I have received no complaints about the premises and have no adverse comment in relation to the changes.

Licensing Standards Officer



## Licensing

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**From:** Iain Anderson <Iain.Anderson3@scotland.police.uk>  
**Sent:** 11 December 2024 09:48  
**To:** Licensing  
**Subject:** MAJOR VARIATION - ALDI, NORTH BERWICK - LAYOUT CHANGE & INCREASE IN ALCOHOL CAPACITY  
**Attachments:** LIC38 PREMISES VARIATION - NO ADVERSE COMMENT ALDI, NORTH BERWICK.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.

Hi all,  
No Police objection  
Our ref - 883949

Regards  
Iain

## Herkes, Gillian

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**From:** Muir, Marion  
**Sent:** 10 December 2024 17:06  
**To:** Licensing  
**Cc:** Herkes, Gillian; Trading Standards  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)  
**Attachments:** Signed Major\_Variation\_application - #58 Aldi, North Berwick - PFE2025.pdf; Proposed Operating Plan - Aldi #58 North Berwick (PFE2025).pdf; 79-E1030-THP-XX-00-DR-A-0307-P01-ALCOHOLLICENCEPLAN.pdf

Dear Licensing

Hope you are all well.

In relation to the attached application (which relates to an increase of permanent off-sales capacity), I would advise that Business Regulation- Environmental Health (Food and Safety) have no objections to this application. I have copied this email to colleagues in Trading Standards for their information.

Best regards

Marion

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

---

**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** Tuesday, December 10, 2024 3:54 PM  
**To:** Muir, Marion <mmuir@eastlothian.gov.uk>  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

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**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, December 10, 2024 1:36 PM  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; secretary@northberwickcommunitycouncil.org.uk  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

Hi

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 11 December 2024 10:17  
**To:** Licensing  
**Subject:** RE: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

Hello,

I have no comments or objections to this variation application.

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)

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**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, December 10, 2024 1:36 PM  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <iso@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; secretary@northberwickcommunitycouncil.org.uk  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

Hi

Please find attached Major Variation for Aldi Stores, 48-52 Dunbar Road, North Berwick for report/representation by 2<sup>nd</sup> January 2025.

Kind regards

Gillian

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



## Herkes, Gillian

---

**From:** Trading Standards  
**Sent:** 11 December 2024 13:09  
**To:** Licensing  
**Cc:** Herkes, Gillian  
**Subject:** RE: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

Good afternoon, TS have no issue with the above.

Kind regards

Gillian

---

**From:** Muir, Marion <mmuir@eastlothian.gov.uk>  
**Sent:** Tuesday, December 10, 2024 5:06 PM  
**To:** Licensing <licensing@eastlothian.gov.uk>  
**Cc:** Herkes, Gillian <gherkes@eastlothian.gov.uk>; Trading Standards <tradingstandards@eastlothian.gov.uk>  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

Dear Licensing

Hope you are all well.

In relation to the attached application (which relates to an increase of permanent off-sales capacity), I would advise that Business Regulation- Environmental Health (Food and Safety) have no objections to this application. I have copied this email to colleagues in Trading Standards for their information.

Best regards

Marion

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

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**Sent:** Tuesday, December 10, 2024 3:54 PM  
**To:** Muir, Marion <mmuir@eastlothian.gov.uk>  
**Subject:** FW: Application for major variation - Aldi Stores Limited -#58 Aldi, 48-52 Dunbar Road, North Berwick, EH39 5AB (EL0153)

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**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, December 10, 2024 1:36 PM  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)  
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer

EL 411

65949.



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.

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**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

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**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  
alistair@macdonaldlicensing.com

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

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

1925

## 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
---

**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>
--	------------

*\*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
<b>5(a)</b> <i>Activity</i>	<i>Please confirm</i> <b>YES/NO</b>	To be provided during core licensed hours – please confirm <b>YES/NO</b>	Where activities are also to be provided outwith core licensed hours please confirm <b>YES/NO</b>
<i>Accommodation</i>	No	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	Yes	Yes	Yes
<i>Bar meals</i>	No	No	No
<b>5(b)</b> <i>Activity</i> <i>Social functions including:</i>	<i>Please confirm</i> <b>YES/NO</b>	To be provided during core licensed hours – please confirm <b>YES/NO</b>	Where activities are also to be provided outwith core licensed hours please confirm <b>YES/NO</b>
<i>Receptions including Weddings, funerals, birthdays, retirements etc.</i>	Yes	Yes	Yes
<i>Club or other group meetings etc.</i>	Yes	Yes	Yes
<b>5(c)</b> <i>Activity</i> <i>Entertainment including:</i>	<i>Please confirm</i> <b>YES/NO</b>	To be provided during core licensed hours – please confirm <b>YES/NO</b>	Where activities are also to be provided outwith core licensed hours please confirm <b>YES/NO</b>
<i>Recorded music – see 5(g)</i>	Yes	Yes	Yes
<i>Live performances – see 5(g)</i>	No	No	No
<i>Dance facilities</i>	No	No	No
<i>Theatre</i>	No	No	No
<i>Films</i>	No	No	No
<i>Gaming</i>	No	No	No
<i>Indoor/outdoor sports</i>	No	No	No
<i>Televised sport</i>	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>	<i>NO</i>
--	-----------

<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<i>NO</i>
---	-----------

<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
---

**Question 8**

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

*Personal details*

8(a) *Name*

--

8(b) *Date of birth*

--

8(c) *Contact address*

--

8(d) *Email address*

--

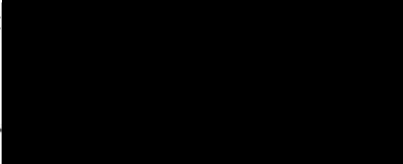
8(e) *Personal licence*

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



**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
- Under 5s are not permitted on the premises.

Alcohol - Supplementary Application Information

## 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

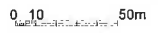
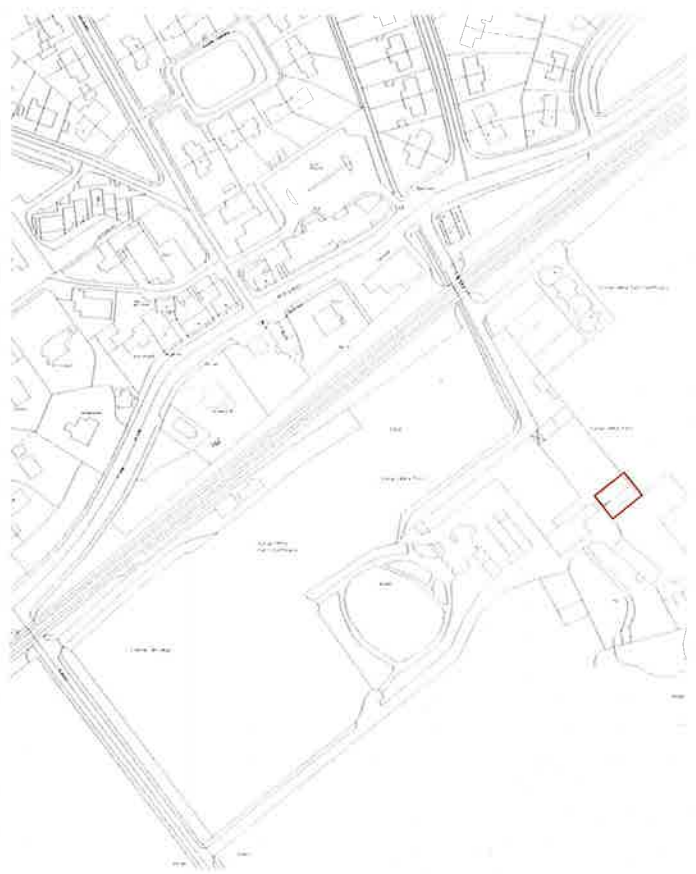
Telephone number and email address of signatory .....

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**

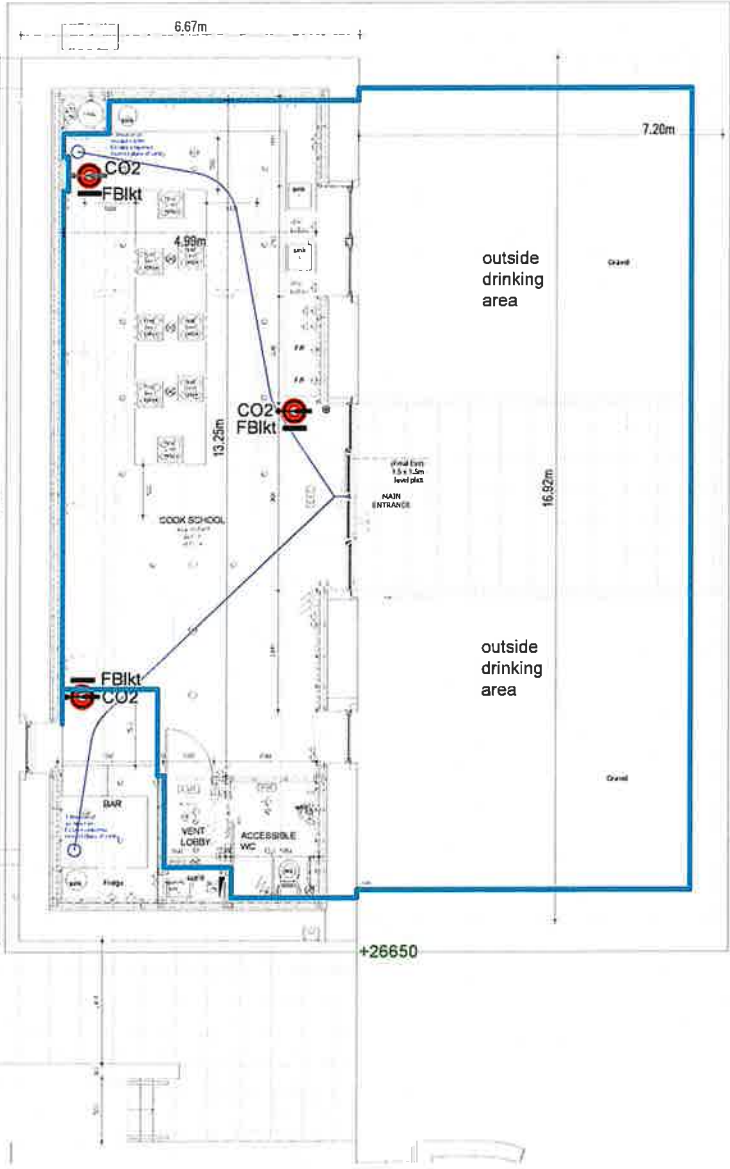
⊖	Fire alarm-indicating panel
⊕	Smoke detector / alarm
⊖	Fire alarm push (MCP)
⊕	Heat detector alarm
⊖	Carbon Monoxide detector
⊕	Non-maintained emergency light fitting with battery backup
⊖	Mechanical extract fan - Non-maintained fire cut dip switch with battery backup
⊕	Low energy LED spot light
⊖	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 term 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, FORTIC, 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

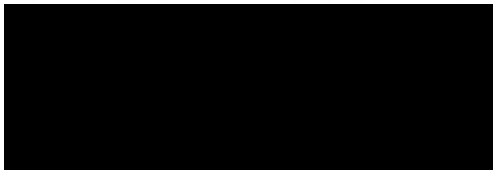
Dear Sir/Madam,

**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



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

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Kind regards

Gillian

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

