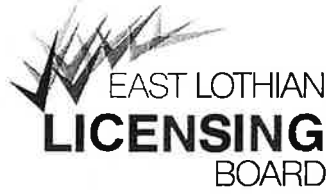


OCC160/25

78853



12th April

Police / LSO

LICENSING (SCOTLAND) ACT 2005, SECTION 142

24/2/25

OCCASIONAL LICENCE APPLICATION FORM

Advert
28/2/25

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.

3b

1. LICENCE DETAILS (see note 1)

Premises licence number (if applicable) _____

Personal licence number (if applicable) EL654

Name of voluntary organisation (if applicable) _____

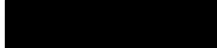
2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Wood

Forenames Craig Alan Peter

Date of birth (Day / Month / Year) 

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

[Redacted]

Post town _____ Post code [Redacted]

Telephone Numbers

Daytime Tel. _____ Evening Tel. _____

Mobile No. [Redacted]

Fax No. _____ Email [Redacted]

3. THE PREMISES

Description of premises

The Seton Garden, Longniddry Eh32 0PG

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

Evening wedding reception – 140 guests

Full postal address of premises which this application refers to _____

The Seton Garden, Longniddry Eh32 0PG

4. DURATION OF LICENCE

From 18.00 12/04/2025 To Midnight 12/04/2025

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.

Times for sale of alcohol for consumption on premises

18.00 – 23.40

Times for sale of alcohol for consumption off premises

N/A

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

Band/DJ 19.30 – Midnight. Evening buffet 21.30

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 **Yes**

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

Ages of children or young persons permitted entry 0-17

Times at which children or young persons permitted entry 13.00 – 00.00

Parts of premises to which children or young persons permitted entry

Access all areas except 1.5 metres from bar

7.



CHECKLIST

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

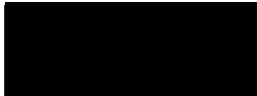
YES

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

DECLARATION

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

Signature



Date 21st February 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 2018

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

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

PLEASE SUBMIT THIS SHEET WITH YOUR
OCCASIONAL LICENCE APPLICATION FORM

SUPPLEMENTARY INFORMATION

1. Event

(a) Please detail the type of event (e.g. birthday party, anniversary, ceilidh, etc.)

Wedding party

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

Band/DJ

2. Attendance

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

140 Approx

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

Invite

(c) In the main, what age group will form the majority of those attending?
Please tick one box

Under 18

18 - 30

X30 -
50

over 50



2. (cont)

- (d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)

Private invitation

3. Stewarding

Please note it is an offence under the Private Security Industry Act 2001 to employ unlicensed door stewards.

Unpaid volunteers performing this function are not covered by the Act. More information can be found at Security Industry Authority.

- (a) Please state the number, if any, of stewards to be employed at the event.

No

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

4. Layout Plans

Please indicate if -

- (a) there is a plan attached to a Public Entertainment Licence issued for the premises; or
- (b) the premises relate to a members club which has been issued with a premises licence; or
- (c) if neither of the above, please attach a detailed layout plan of the venue with the application
-
-
-

5. Applications Lodged by Voluntary Organisations or Members Clubs Only

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

6. Will alternatives to glass receptacles be provided?

No, All glass receptacles

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

Please provide details of any training certificate held.

License holders or trained

LICENSING OBJECTIVES

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

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

Visual awareness

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

Risk assessment and staff training



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

Visual awareness and follow our set procedures for rowdy behavior. Sound subject to hand held sound limiter

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

No drinks promotions and visual awareness

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

Kept away from the bar, keep an eye on children at all times and ensure parents are aware where their children are

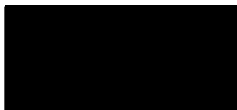
SIGNATURE AND DECLARATION BY APPLICANT

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

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

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

Signature



Date 21/02/2025

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 4th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC160-180/25

CRAIG WOOD AT THE SETON GARDEN, SETON MAINS, LONGNIDDRY, EAST LoTHIAN,
EH32 0PG

The applicant is Craig Wood who is a personal licence holder. Application has been made for 21 occasional licences for weddings on a near weekly basis from April -September 2025.

Seton Garden is a wedding/event venue that has been operating on occasional licences submitted by Mr Wood. The venue consists of a marquee that I believe remains in situ all year and a garden area, however, appears to be in use April – September (6 months). The following number of occasional licence applications have been submitted and granted for the location (not necessarily applied for by the same applicant):

2022 – 16
2023 – 12
2024 – 16
2025 – 21 to date

I refer the Board to section 23.1 and 23.2 of the Statement of Licensing Policy:

23.1 - Repeated applications for Occasional Licences for the same premises and which are: -

- *not for specific events; and/or*
- *for activities that have been occurring (either in identical or largely similar terms) on the premises regularly over a period of at least 3 months will not generally be considered suitable for the grant of an Occasional Licence and will not be granted by the Board under delegated authority but will require a hearing before the Board. This includes where there are different applicants for the same premises, but the activities are similar e.g. weddings, corporate events. It is largely expected that the premises in question should consider an application for a Premises Licence.*

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.

I understand that the applicant operates the business and there is a different landowner who he is working with to secure planning permission to apply for a premises licence.

I visited the premises in 2023, where I met with Craig Wood. I found him to be very knowledgeable and an experienced operator with no issues in compliance with the occasional licences identified. A premises licence for the venue was discussed with Mr Wood at this visit and guidance given on the application process. Sadly, the landowner passed away and Mr Wood is now working with his son. This understandably has delayed progress.

In accordance with board policy above, I refer the application to the Licensing Board for determination.

Licensing Standards Officer

Licensing

From: Natasha Gregory <Natasha.Gregory@scotland.police.uk>
Sent: 25 February 2025 08:57
To: Licensing
Subject: REF 160/25
Attachments: OCC160.25 CRAIG WOOD 12.04.2025_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.

NPO

An attachment in this email has been processed by Check Point Sandblast Threat Extraction. The following action has been taken: clean

[Click here](#) to restore the original(s) or contact the IT Service Desk on itservicedesk@eastlothian.gov.uk if you have any queries.

You may be required to authenticate, in that case follow these instructions:

1. You will be directed to a page where you would be requested to specify your email address.
2. An email with verification code will be sent to you.
3. Copy the code and return to the attachment recovery page.
4. The email with original attachments will be released to your mailbox.

Please exercise discretion when requesting to release suspicious attachments.