OCC186/23

EAST LOTHIAN LICENSING BOARD

APPLICATION FOR OCCASIONAL LICENCE Set 29th to 30th April.

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

ALLOA Pala

3c

- 2. The application requires to be lodged not later than <u>42 days</u> 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

1. LICENCE DETAILS (see note 1)

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.

Premises licer	ice number (if applicable)				
Personal licen	ce number (if applicable)				
Name of volum	ntary organisation (if appl	icable) Daughter	of Israel L	LOL214	
2 PPP(01)	D. D				
2. PERSONAI					
	as appropriate): Secretary				
Surname	Forsyth				
2.5					
Forenames	Douglas				
DATE OF BIR	ТН		Day	Month	Year
ADDRESS WH	ERE ORDINARILY RE	SIDENT TO BE	USED FOR	CORRESPONDENC	CE PURPOSES
Post town		Po	st code		
TELEPHONE I	NUMBERS				
Daytime					
Evening					
Mobile					
AX NUMBER					
-MAIL ADDR	ESS				

3. THE PREMISES
Description of premises Function hall seats 80 with a further lounge which seats a further 30
Description of activities to be carried on in the premises – (including number of persons expected to attend)
Fundraiser with live music
80 people age ranging from 20 upwards
Full postal address of premises which this application refers to Blair Halls St Martins Lane Haddington Road Tranent EH33 1HN
4. DURATION OF LICENCE
From: 11.00 Sat 29 th April
To: 01.00 Sun 30 th April
From: 11.00 Sun 30 th April
To: 19.00 Sun 30 th April
5. Is alcohol to b 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

N/A

premises

premises

From: 11.00 Sat

11.00 Sun

To: 01.00	Sun 19.00 S	un					
Statement of premises	f the times at	which any ac	tivities other	than the sa	le of alcohol v	will be carried	on in the
							

6. CHILDREN (see note 2)

This section must be completed where alcohol is for sale for consumption on the premises

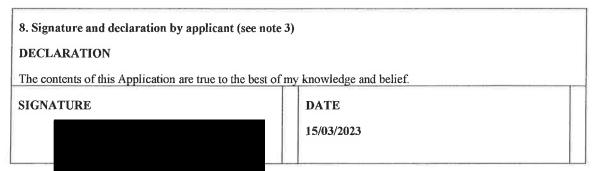
Are children or young persons permitted entry? NO (if answered yes the remainder of this section must be completed)

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

£10



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

1. Event		
(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)	(a) Fundraiser	
(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)	(b) Live music	
2. <u>Attendance</u>		
(a) Approximately how many people are expected to attend?	80	
(b) How is this figure obtained? (e.g. previous events, ticket		
sales, capacity of venue)	Previous Events	
(c) In the main, what age group will form the majority of hose attending? Tick one box.		der 18
	18 -	30
	🛚 🗶 30 -	- 50
	ove	r 50
d) How is access gained to the event? (e.g. ticket burchased in advance, ticket purchased at the door, private invitation)	Private Invita	tion

3. <u>Stewarding</u> Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed doostewards.	
Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at (a) Please state the number, if any, of stewards to be employed at the event. (b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.	
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	(a) (b) (c) X
**	02/01/2023 25/02/2023

6.Will alternatives to glass receptacles be provided?			No
7.To what standard those serving alcohol be trained? Please provide details of any training certificate held			Compulsory 2 hour training package
AII	ENSING OBJECTIVES ** holders of occasional licences repring Objectives, Please provide	nust demonstrate ho	ow they will promote the 5 es of what you plan to do to comply
	h each objectives. Please provid	ue practical example	s of what you plan to do to compi
8.	How will you prevent Crime and Disorder at the event?	6 committee member Regular toilet checks Challenge 25	
	How will you secure Public Safety at the event?	As above	
	How will you prevent Public Nuisance at the event?	With signage and pul	blic anouncements

and protect the Event?	ou promote Public Health at	Water availatea and coffe		charge, soft drinks,
12. How will you from Harm at	the Event?	No Children Over 18's only		
SIGNATURE AND	DECLARATION B	Y APPLICAN	T DECLAR	ATION
IT IS AN OFENCI APPLICATION	E TO MAKE A FAL	SE STATEM	ENT IN OF	IN CONNECTION WITH THIS
(Criminal Law (Co	nsolidation)(Scotlan	d) Act 1995 S	Section 44(2	2)(b))
The contents of th	is Application are tru	ue to the best	of my know	vledge and belief.
Signature			Date	
				15/03/2023

EAST LOTHIAN COUNCIL

LICENSING STANDARDS

From: Karen Harling

Licensing Standards Officer

To: C. Grilli

Clerk to the Licensing Board

Date: 6th April 2023

Subject: LICENSING SCOTLAND ACT 2005

REPORT - OCCASIONAL LICENCE APLICATION OCC186/23 &OCC187/23 Douglas Forsyth, representative of voluntary organisations Daughters of Israel LLOL 214 and Tranent True Blues LOL 228 for events at Blair Halls, Tranent

I refer to the above subject, applications for two occasional licences from Douglas Forsyth as a representative of the voluntary organisations Daughters of Israel LLOL 214 and Tranent True Blues LOL 228.

Mr Forsyth has previously been issued occasional licences as a representative for the following voluntary organisations:

- East Lothian District LOL 44
- Tranent True Blues LOL 228
- Daughters of Israel LLOL 214
- East Lothian Campsie Club

It is unclear if the above organisations are four separate organisations in their own right or of they are part of the wider Orange Order in Scotland as one organisation. Of note East Lothian LOL 44 is a district and Tranent True Blues LOL 228 is a branch of that district.

A request has been sent to the applicant, Mr Forsyth, to provide evidence as to the structure of each voluntary organisation, a copy of the constitution and a list of office bearers. At the time of writing, no response has been received.

Over the last 12-month period the following occasional licences have been issued by the Board to Mr Forsyth as a representative of the organisations:

- = East Lothian District LOL 44 2 licences issued
- Tranent True Blues LOL 228 10 licences issued
- Daughters of Israel LLOL 214 2 licence issued
- East Lothian Campsie Club 4 licences issued

Total of all the above - 17 licence issued

I refer the Licensing Board to section 56 (6) of the Licensing Scotland Act 2005 as follows:

Section 56 (6) A Licensing Board may issue under subsection (1) in respect of any one voluntary organisation in any period of 12 months—

- (a) not more than 4 occasional licences each having effect for a period of 4 days or more, and
- (b) not more than 12 occasional licences each having effect for a period of less than 4 days,

provided that, in any period of 12 months, the total number of days on which occasional licences issued in respect of the organisation have effect does not exceed 56.

(6A) If the granting of an occasional licence application would result in the occasional licence limit being exceeded, the Board must refuse the application.

I recommend with the available evidence, the Board to consider if the above listed organisations are considered one voluntary organisation or is they are satisfied that they are 4 clear and distinct organisations.

I am aware that 2 previous occasional licences that were granted to Mr Forsyth as a representative of Daughters Of Israel LLOL 214 for 26th August 2023 and Tranent True Blues LOL 228 for 25th February 2023, which were advertised on social media in relation to NO1 Platoon East Lothian. This was also printed on the tickets sold. It is unclear what organisation NO1 Platoon East Lothian is and the events should not be advertised under a different organisation than the occasional licence is granted to.

In addition another occasional licence that was granted to Mr Forsyth as a representative of East Lothian District LOL 44 that was advertised on social media in relation to East Lothian Ladies Somme Association. This was also printed on the tickets sold. It is unclear what organisation East Lothian Ladies Somme Association is and the event again should not be advertised under a different organisation than the occasional licence it is granted to.

I would draw the Board's attention to mandatory condition 5(2) on occasional licences:

Alcohol may be sold on the premises only at an event taking place on the premises in connection with the voluntary organisation's activities.

The activities on the applications have been detailed as "fundraisers with live music". I recommend, given that the events are advertised under different organisations, the Board 117

considers if the mandatory condition has been breached. It may be of benefit to the board to seek clarification from the applicant to account for the funds raised and their use in the organisation to which the occasional licence refers.

Should the board determine that the above are all part of one larger organisation, the total applications issued to this organisation has exceeded the statutory limit set out above.

As such, occasional licence applications OCC186/23 and OCC187/23 should be refused as per section 56(6A).

I would also recommend that the board, directed by legal advice, consider the revocation any occasional licences that have been granted that exceed the limit of 12 for one voluntary organisation for events taking place after the board hearing.

K. Harling Licensing Standards Officer

Licensing

From:

lain Anderson < lain. Anderson 3@scotland.police.uk >

Sent:

20 March 2023 09:07

To:

Licensing

Subject:

OCC186.23 - FROM 1100 TO 0100 ON 30/04/2023 & 1100 TO 1900 ON 30/04/2023

Attachments:

OCC186.23 OCCASIONAL LICENCE APPLICATION BLAIR HALLS 29TH TO 30TH

APRILPDF.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.

Hi all, No Police objection Our ref - 708324

Regards Iain OCC 187/23

EAST LOTHIAN LICENSING BOARD

APPLICATION FOR OCCASIONAL LICENCE

22nd - 23rd July

Police 150

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

Advet 24/3

- 2. The application requires to be lodged not later than <u>42 days</u> prior to the date of the function together with the fee payable of £10.00.
- 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

1. LICENCE DETAILS (see note 1)

Premises licence number (if applicable)

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.

Name of voluntary organisation (if applicable) Tranent True Blues LOL228 2. PERSONAL DETAILS TITLE (delete as appropriate): Secretary Surname Forsyth Forenames Douglas DATE OF BIRTH Day Month Year ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post code TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER E-MAIL ADDRESS	Personal licen	ce number (if applicable)			
Surname Forsyth Forenames Douglas DATE OF BIRTH Day Month Year ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post town TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	Name of volum	ntary organisation (if appli	cable) Tranent True Blues LO	OL228	
Surname Foresth Douglas DATE OF BIRTH Day Month Year ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post town TELEPHONE NUMBERS Daylime Evening Mobile FAX NUMBER	2. PERSONAL	L DETAILS			
Forenames Douglas DATE OF BIRTH Day Month Year ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post code TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	TITLE (delete	as appropriate): Secretary			
DATE OF BIRTH Day Month Year ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post code TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	Surname	Forsyth			
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES Post town Post code TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	Forenames	Douglas			
Post town Post code TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	DATE OF BIR	ктн	Day	Month	Year
Post town TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER					
TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER	ADDRESS WE	HERE ORDINARILY RES	SIDENT TO BE USED FOR	CORRESPONDEN	NCE PURPOSES
TELEPHONE NUMBERS Daytime Evening Mobile FAX NUMBER					
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Daytime Evening Mobile FAX NUMBER	Post town		Post code		
Evening Mobile FAX NUMBER	TELEPHONE	NUMBERS			
Mobile FAX NUMBER	Daytime				
FAX NUMBER	Evening				
	Mobile				
E-MAIL ADDRESS	AX NUMBER				
	E-MAIL ADDR	RESS			

3. THE PREMISES	
Description of premises Function hall seats 80 with a	a further lounge which seats a further 30
Description of activities to be carried on in the prem Fundraiser with live music 80 people age ranging from 20 upwards	ises – (including number of persons expected to attend)
Full postal address of premises which this application Blair Halls St Martins Lane Haddington Road Tranent EH33 1HN	refers to
4. DURATION OF LICENCE From: 19.00 Sat 22 nd July To: 01.00 Sun 23 rd July	
5. Is alcohol to b sold on & off the premises YES/NO alcohol will be sold on/off the premises-* delete as app Times for sale of alcohol for consumption on premises	* - Provide relevant details as to hours requested when propriate Times for sale of alcohol for consumption off premises
From: 19.00	N/A

To: 01.00

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 sa	ale for consumption on the premises
Are children or young persons permitted entry? NO completed)	(if answered yes the remainder of this section must be
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

£10

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			
		15/03/2023			

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
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PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

SUPPLEMENTARY INFORMATION

1. Event		
(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)	(a) Fundraiser	
(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)	(b) Live music	
2. <u>Attendance</u>		
(a) Approximately how many people are expected to attend?	80	
(b) How is this figure obtained? (e.g. previous events, ticket		
sales, capacity of venue)	Previous Events	
c) In the main, what age group will form the majority of	:	
hose attending? Tick one box.	Under	18
	18 - 30	
	30 – 50)
	over 50)
d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)	Private Invitation	
ë		

e or
t (a) 6 (b) All volunteers
(a) (b) (c) X
02/01/2023 25/02/2023
)

·				
6.Will alternatives to glass receptacles be provided?		No		
7.To what standard those serving alcohol be trained? Please provide details of any training certificate held		Compulsory 2 hour training package		
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?	6 committee member Regular toilet checks Challenge 25	•		
9. How will you secure Public Safety at the event?	As above			
O. How will you prevent Public Nuisance at the event?	With signage and pub	lic anouncements		

11. How will you promote and protect Public Health at the Event?	Water available free of charge, soft drinks,	
	tea and coffee	
12. How will you protect Children from Harm at the Event?		
	No Children	
	Over 18's only	
SIGNATURE AND DECLARATION BY APPLICANT DECLARATION		
T 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))

Signature

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

Date

15/03/2023

EAST LOTHIAN COUNCIL

LICENSING STANDARDS

From: Karen Harling

Licensing Standards Officer

To: C. Grilli

Clerk to the Licensing Board

Date: 6th April 2023

Subject: LICENSING SCOTLAND ACT 2005

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K. Harling Licensing Standards Officer

Licensing

From:

lain Anderson < lain. Anderson 3@scotland.police.uk>

Sent:

20 March 2023 09:13

To:

Licensing

Subject:

OCC187.23 - O/L APP - BLAIR HALL - 1900 TO 0100 ON 23/07/2023

Attachments:

OCC187.23 OCCASIONAL LICENCE APPLICATION - BLAIR HALLS 22ND TO 23RD

JULY.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.

Hi all, No Police objection Our ref - 708327

Regards Iain