

OCC131/24
AdV 23/2

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.

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1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal licence number (if applicable) EL1870	

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Mrs	
Surname	Ewert
Forenames	Blythe
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post Town: [REDACTED]	Post code [REDACTED]
TELEPHONE NUMBERS	
Daytime t:	[REDACTED]
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
Events@culinarians.uk	

3. THE PREMISES
Description of premises
This event will see the couple inviting their wedding guests to Gosford House.
For this event, the licensable areas will be the House and immediate lawns .

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

Saturday 10th May 2025: Wedding ceremony in the Marble Hall. Drinks reception in the Marble Hall. Wedding breakfast in the saloon. Dancing inside Gosford House with a live band. Guest numbers: 120.

Full postal address of premises which this application refers to

GOSFORD HOUSE, WEMYSS AND MARCH ESTATE, LONGNIDDRY EH32 0PX

4. DURATION OF LICENCE - (include dates and times required for event)

From: Saturday 10th May 2025 from 12h00

From: Sunday 11th May 2025 until 03h00 (running into Sunday morning, not Monday)

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

12h00-03h00

Times for sale of alcohol for consumption off premises

NOT APPLICABLE

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

Guests arrive from 12h30 for a 13h00 ceremony. Drinks reception held in the Marble Hall after ceremony. Shuttles will be available from midnight for guests departing.

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

Ages of children or young persons permitted entry

2-16 – family event with some children attending

Times at which children or young persons permitted entry

Throughout

Parts of premises to which children or young persons permitted entry

All

7. CHECKLIST

I have - Please tick for yes	
• Made 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 Blythe Ewert	DATE 06/04/23

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.)

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

██████████ will be welcoming 120 guests to Gosford House from all over Europe to celebrate their marriage. As the European custom is for a later start and thus a later finish for weddings, they have requested that a late license be applied for so that they can follow this format for their wedding day.

May 10th 2025 – wedding celebrations

Wedding ceremony to be held at time TBC in the Marble Hall for 120 guests max, with a mixture guests seated and standing in the Marble Hall. Pre-paid drinks reception to follow after the ceremony, with canapes served. The reception will start in the gravel area of the South Courtyard after the confetti throw. Guests then head back into the Marble Hall until around time tbc when dinner will be served in the marquee.

Time TBC 4 course Dinner to be served in the saloon. Meal to be served seated at tables with pre-paid wine and soft drinks. Guests to move into the dining room for dancing following the meal., accompanied by a pre-paid bar facility in the Billiard room No windows will be open in that space to avoid sound leaking out. A substantial evening snack will be served. Bar closing at 2.45am, with last orders called at 2.45am when the music will also cease, final departures by 3 am in shuttles laid on by the couple. The couple have contracted out coaches and shuttles that night for departures from midnight and 3am.

Challenge 25 policy in place as some guests in the 20-30s age group will be present. Children will be cared for by licensed child minders during the duration of the wedding, and taken back to their accommodation before midnight.

<p>2. Attendance</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>120.</p> <p>Private invitation only</p> <p><input type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> <p>Private invitation to the event via the couple, a sign at the gate will indicate that there is a private reception taking place.</p>
<p>3. Stewarding</p> <p>Please note it is an offence under the Private Security Industry Act 2001 to employ unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at Security Industry Authority.</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>Venue staff and management will be on hand throughout the evening, as will catering staff and management. Both sets of management include personal license holders.</p>

<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>No – glassware provided at the bar, no consumption of alcohol outwith the house or enclosed porch area behind the bar past 11.30 pm</p>
<p>7. To what standard those serving alcohol be trained?</p> <p>Please provide details of any training certificate held</p>	<p>1 bar manager with 2 personal license holders and supporting bar personnel All bar staff comply with the 2 hour mandatory alcohol training requirement</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>Arrivals to the event will be by coach as most guests are coming from abroad and do not have their own transportation. Couple is providing shuttles to and from the venue, with no guests leaving by their own means. Guests arriving intoxicated will not be allowed entry and sent back on the shuttle bus to their accommodation, the hotel staff informed prior to the coach departing. Guests arriving with alcohol (unless they are a gift for the couple) will see their drinks confiscated by Gosford staff. Estate staff will be chaperoning parking and access to the house on both days. Bar staff to implement cut-off policies to avoid intoxication. This event is considered a low risk event for crime and disorder.</p>
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<p>9. How will you secure Public Safety at the event?</p>	<p>A licensed bar manager will oversee all alcohol service and competent management will ensure oversight of guests behaviour at all times.</p> <p>Cut-off policies in place. Coach transport arranged to ensure guests will be leaving the premises safely and not by their own means.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>Due to the location of the event, the impact should not be felt beyond the immediate grounds around the house. There are no neighbors within 100m of Gosford House.</p> <p>Announcements will be made on a PA system, requesting guests to leave the premises and area quickly and quietly. Gosford staff to ensure all guests have departed and no guests are left in front of house or back of house areas.</p>
<p>11. How will you promote and protect Public Health at the Event?</p>	<p>All staff will be present until after guests have departed to oversee departures from the premises and to ensure everyone's safety.</p> <p>Up-lighting provided to avoid guests tripping on stairs.</p> <p>First aid trained staff will be present throughout</p> <p>Maps provided to coach companies to ensure they access the house and collect guests from the correct entrance to limit the risk of possible collisions</p>


12. How will you protect Children from Harm at the Event?	Children will be supervised by immediate family members alongside registered childminder services being provided on the evening
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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	16/02/24
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EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 1st March 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC131/24

BLYTH EWER, GOSFORD HOUSE, WEMYSS AND MARCH ESTATE, LONGNIDDRY,
EAST LoTHIAN, EH432 0PX

The applicant is Blyth Ewert who is a personal licence holder. Application has been made for an occasional licence for a wedding to be held at Gosford House as follows:

OCC131/24 – Saturday 10th May – Sunday 11th May 2025, 1200 (on Saturday) - 0300 (on Sunday morning)

I refer the board to section 20.1 and 22.12 of the Statement of Licensing Policy:

20.1 - For applications relating to premises licences and occasional licences, the Board's general policy on the licensed hours for the sale of alcohol for consumption on the premises is:

11.00 am to 11.00 pm Monday to Wednesday (inclusive)

11.00 am to 1.00 am Thursday to Saturday (inclusive)

11.00 am to 12.00 midnight on Sunday

Outside areas 11.00 am to 10.00 pm Monday to Sunday (inclusive)

22.12 - Applications for occasional licences should be within the on-sale hours stated in this policy or that of the associated premises. Any applications for times out with this will not be granted on delegated powers and will be required to be heard at a licensing board hearing for determination. Applicants will be required to provide a clear and detailed justification as to why hours out with policy have been requested. Applicants should be mindful of section 22.10 above as applications submitted no later than 42 day may not be processed in time for a Board hearing before the event.

The application submitted falls out with the permitted on-sales hours detailed within the Board's policy asking for on sales until 3am (Saturday into Sunday morning).

Although the applicant describes the event as a wedding that starts later and finishes later as per European customs, the commencement hour is 12 noon. The application details guests arrive around 12:30 for a 1pm ceremony and drinks reception. I would not consider this to be a later start compared to most weddings in the area, it is in line with normal practice and timings. The total on sales hours requested is 15 hours. The Board may wish to consider the following from Section 142 Licensing (Scotland) Act 2005: Guidance for Licensing Boards -

4.10 In considering applications relating to licensed hours, Licensing Boards may wish to consider applications for up to 14 hours continuous trading as being reasonable but local circumstances and views of those represented by Local Licensing Forums should always be considered. Any application for licensed hours for more than 14 hours should require further consideration of the effect of granting extra operating hours.

The application request that children and young persons can remain throughout the event. I refer the board to the following section of the Board's policy:

17.2 Each application for children and young person's access will be judged on its own merits and the Board may limit the hours that children and young persons are permitted to remain on the premises. Where there are no identified issues during the normal course of business children will only be allowed to remain on licensed premises until 22:00 hours. However, if any child is attending a pre-arranged function they may remain on the premises until the end of the function.

Given the terminal hour is 3am, and the normal terminal hour on a Saturday in Board policy is 1am, the Board may wish to consider the hours children and young persons are permitted to be on the premises. As far as I am aware, there is no suitable accommodation for any persons to rest. I am aware the supplementary information form details, that children will be looked after by registered child minders and taken back to the accommodation at midnight, but this is not stated on the application form to be part of the licence and the ages of the children that will leave is not detailed.

The supplementary information form has not provided clear details on timings with most marked as TBC. It also refers to dinner being served in a marquee and also dinner to be served in the saloon. It is unclear if this is an error or if there are two dinner services. There is no marquee indicated on the layout plan.

As the application requests hours beyond 1am, in line with the Licensing (Scotland) Act 2005 in relation to late night premises I recommend the following conditions be considered:

1. A person suitably trained in first aid must be present on the premises from 1am until closing time or 5am whichever is the earlier.
2. A personal licence holder will be present for the duration of the event.
3. There must be written policies in existence concerning—
 - (a) the evacuation of the premises; and
 - (b) the prevention of the misuse of drugs on the premises.
4. A CCTV system must be installed on the premises to the satisfaction of the appropriate chief constable and must be kept in good working order.
5. There must be persons responsible for checking on the safety and wellbeing of persons using any toilet facilities on the premises.
6. SIA Stewards are employed from 20:00 hours until all persons have vacated the premises.
7. Staff & Stewards are fully briefed prior to the event in relation to drunkenness offences and duty of care to customers. A record of this briefing should be retained detailing information

covered and names of staff briefed.

8. The staff ensure that guests are all advised to be considerate of others and leave in a quiet and orderly manner.
9. Any other reasonable request made by the police or council officials is complied with.

In accordance with board policy above, I refer the application to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licence.

Licensing Standards Officer

26/02/2024

Your Ref: OCC131/24
Our Ref: 798656

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



Catriona Paton
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
OCCASIONAL LICENCE APPLICATION
PREMISES: GOSFORD HOUSE, A198 (22) FROM GOSFORD SAWMILL,
ABERLADY, EAST LOTHIAN, EH32 0PX.
APPLICANT: BLYTHE MELANIE EWERT, [REDACTED]**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application, and recommend that it be subject to following conditions:

- 1. A Personal Licence holder will be present for the duration of the event.**
- 2. There must be a fully trained first aider on duty after 0100 hours.**
- 3. Appropriate stewarding will be in place to provide appropriate control of the premises and those persons engaged in such duties are registered as door stewards with the Security Industry Authority.**
- 4. Any other reasonable request made by the police or council officials is complied with.**

The occasional licence hours sought are Saturday 10th of May 2025 12:00 till Sunday 11th May 2025 03:00 which is out with board policy.

The venue does not hold a premises licence and has been managed by Occasional Licence applications. This reason specified for the application is to

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host a large wedding with 120 invited guests travelling from across Europe to attend. The applicant has supplied a detailed supplementary information sheet as to the running of the event. It provides that all bar staff will have the two hour mandatory training and that two personal licence holders will be in attendance. Private coaches will be transporting guests to and from their accommodation with no persons arriving or leaving on foot. Furthermore all children are expected to have left the venue by midnight, accompanied by registered childminders.

This representation is submitted for your attention in consideration of this application.

Yours faithfully



Catriona Paton
Chief Superintendent

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