



OCC 229/24  
Ad 514

1 June

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

# 5c

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) \_\_\_\_\_

Name of voluntary organisation (if applicable) Aberlady Gala Committee

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Begbie

Forenames Fraser James

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

**2. PERSONAL DETAILS** (cont)

Address where ordinarily resident to be used for correspondence purposes

[REDACTED]

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Post town [REDACTED] Post code [REDACTED]

Telephone Numbers

Daytime Tel. \_\_\_\_\_ Evening Tel. \_\_\_\_\_

Mobile No. [REDACTED]

Fax No. \_\_\_\_\_ Email [REDACTED]

**3. THE PREMISES**

Description of premises

the event takes place on the Aberlady Playing Field. We will have two large marquees, one of which

We are proposing will have a licenced bar.

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

Aberlady Gala Day has a number events and activities, please refer to the covering letter for more details.

We expect up to 700 people to attend Gala day.

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

Aberlady Playing Field, School Road, Aberlady, EH32 0RL

**4. DURATION OF LICENCE**

Date: From Sat 1st June 2024 To Sat 1st June 2024

Time: From 14:00 To 19:00

**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

14:00 - 19:00

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

12:00 - 19:00

**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 All ages

Times at which children or young persons permitted entry 12:30 - 19:00

Parts of premises to which children or young persons permitted entry

All areas except the immediate bar sales area

## 7. CHECKLIST

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

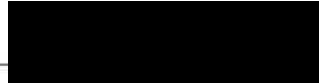
YES

## 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 \_\_\_\_\_

25/03/2024

### 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

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.)

Aberlady Gala Day 2024

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

Live Music, Games, Races, Tug-O-War, Bubble Artist, Face Painting, Story Telling, Bouncy Castle(s)

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Magician

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**2. Attendance**

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

c700

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

Based on village population and previous years attendance

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

Under 18

18 – 30

30 – 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)

Aberlady Gala Day is an un-ticketed event open to all

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**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.

In addition to events leads there will be a minimum of 5 stewards on duty at all times

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

All stewards are volunteers, none are SIA registered

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**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

Please see attached

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**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

An occasional licence was granted for the 2023 Aberlady Gala held on Saturday 4th June 2023

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**6. Will alternatives to glass receptacles be provided?**

Plastic, Paper or Polycarbonate glassware will be used

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

Please provide details of any training certificate held.

Our bar lead is a Scottish Personal Licence Holder and will be responsible for briefing all bar staff.

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**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?**

Please see attached.

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

Please see attached.

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

Please see attached

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

Please see attached

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

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**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



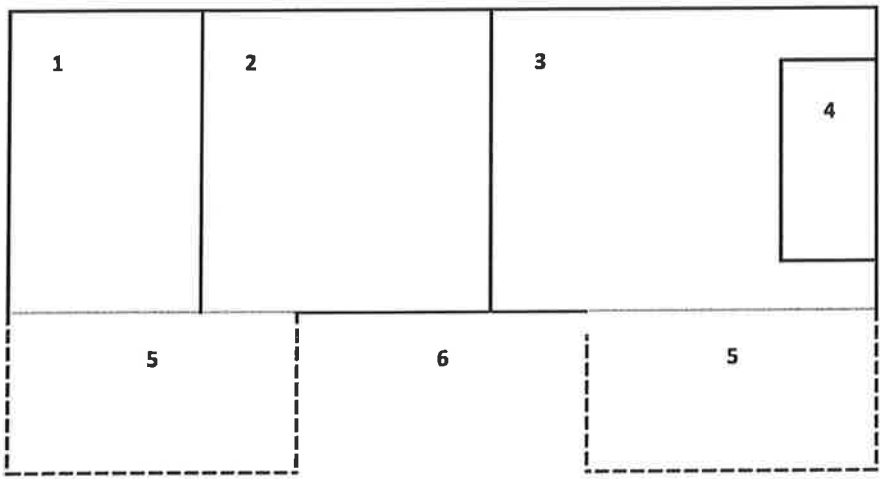
Date 25/03/2024

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**DETAILED LAYOUT OF PROPOSED LICENSED AREA**

Marquee Dimensions: 30 x 90 feet



- 1 Wooden floored bar service and sales area
  - 2 Open service and standing area
  - 3 Tables & chairs
  - 4 Stage
  - 5 Outdoor, roped off seated areas
  - 6 Clear entry/exit points
- Closed marquee walls  
- - - Open marquee walls

## **Aberlady Gala Day 2024**

### **Alcohol and Drug Management Plan**

#### **Occasional/Premises Licence –**

**Date**                    **01/06/2024**

**Time**                    **14:00 – 17:00**

**Location**            Aberlady Playing Field. We will have two large marquees, one of which We are proposing will have a licenced bar.

1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.

**Licence Holder -  
Tel No.**

3. In the event of some unforeseen circumstances that results in [INSERT LICENCE HOLDER NAME] not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from the licensed area.
5. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel (IF APPLICABLE).
6. The extent of the outdoor licensed area will be clearly delineated by a secure fixed barrier of at least 2m in height. This barrier should be screened and all emergency exits points must be permeant manned at all times by and SIA steward or suitably trained person.
7. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.

8. No alcohol shall be allowed to be removed from the licensed area.
9. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.
10. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
11. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event (detailed below).
12. Wrist band conditions – [INSERT IF APPLICABLE]
13. All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event (see Staff training policy below).
14. The event area will be supervised by a suitable number of SIA Licensed Stewards/Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company if utilised (see SIA policy below).
15. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
16. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see drugs policy below).
17. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area. Anyone ejected from the event will not be permitted re-entry.
18. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care must be provided through first aid services and/or emergency services.

19. Prior to the event all staff and volunteers will be briefed as to the contents of this Alcohol and Drugs Management Plan and a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.

**20. Overall control of the event will be in the hands of**

Name of Organisers and Responsible Person	Aberlady Gala Committee – Chair: Nikki Black
Registered Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	info@aberladygala.org.uk.

**21. General Authorisation of Sale of Alcohol**

Provide details of the individual who will be authorising the sale of alcohol:

Name of Individual	Fraser Begbie
Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	[REDACTED]

**Personal Licence Holder Details**

Name of Issuing Authority	n/a
Personal Licence Number	
Date of Expiry of Licence	

Copy of Personal Licence attached	Yes/No
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**Provide a brief description of how the bars will operate** i.e. will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

- A cash bar selling cans of beer or wine will be available and soft drinks. Wine will be offered in standard 125ml and 175ml measures and will be decanted into plastic glassware
- Strict adherence to minimum pricing, no drinks promotions or time limited promotions will be offered
- Drinking water will be readily accessible on the bar area
- Operate a strict 'No ID – No Sale' policy. 'Challenge 21' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.

## 22. Staff Training Details

Provide details of training any staff and/or volunteers recruited for the event will receive either prior to the event or on the day itself:

The Bar will be staffed by experience volunteers briefed by a re the safe selling of alcohol. Proof of age will be required. Challenge 21 ID in place.

A full briefing for all volunteer staff will be completed by a member of the Gala committee who is a Scottish Personal Licence holder. This includes the ability to competently check customers' identification where necessary.

## 23. Policies

### **Age Verfication Policy**

Provide details on the age verification policy that is in place:

- Operate a strict 'No ID – No Sale' policy. 'Challenge 21' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.
- Briefing on the age-related sections of the Licensing Act 2003 will be carried out to all volunteer staff. This includes the ability to competently check customers' identification where necessary.

### **Refusal Policy**

Provide details on the refusal policy that is in place:

Refusing entry or continued attendance to anyone who appears to be showing signs of drunkenness or drug use and contacting the emergency services in appropriate circumstances.

### **Drugs Policy**

Provide details on the Drugs Policy that is in place:

Volunteer staff briefing on the effects of alcohol and drugs how to spot early signs of intoxication will be carried out to give them the knowledge and

confidence to deal with intoxicated patrons. Any level of intoxication will be deemed inappropriate at this event.

### Dispersal Policy


Provide details on the Dispersal Policy that is in place:

Last orders will be called at 18:30 at which point a volunteer will visit each group or individual in the premises advising them in a friendly manner that the bar is closing soon. At 18:45 the bar will close and the live music will stop. Bar volunteers will collect empty glassware will be collected from each table and announcements may be used to both encourage a gradual dispersal and to remind customers to be considerate to our neighbours.

### 24. Alcohol Outlet(s)

State names of bars if names i.e. main bar, hospitality bar etc

#### Bar – Marquee Bar

Name of Person Responsible on the day	Fraser Begbie
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	Ensuring the Bar operates in line with the Licence granted. Maintaining adherence to the 5 Licencing Objectives

Does the individual hold a Personal Licence?	No

If so, provide details of Personal Licence

Name of Issuing Authority	
Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

Use Appendix 1 if more there are any more than one outlets.

**25. SIA Security Details**

Provide Details of company who is providing security

Name of Company/Individual providing Security	N/A
Registered address	
Contact telephone number	
Brief Description of Roles and Responsibilities	
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:



## Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<ul style="list-style-type: none"> <li>• Ensure that all bar staff and stewards are briefed on the event risk assessment</li> <li>• Selected personnel given the duty to be vigilant for anything untoward happening in the vicinity of the licensed area</li> <li>• Any concerns about excessive drinking or drunken behaviour should be reported to the main event steward</li> <li>• Ensure that event stewards are easily identifiable by a printed high-viz vest</li> <li>• Attendees reminded to be careful with valuables and belongings</li> <li>• If necessary, police shall be notified</li> </ul>
Secure public safety	<ul style="list-style-type: none"> <li>• Comprehensive risk assessment carried out by gala committee</li> <li>• Ensure that all bar staff and stewards are briefed on the event risk assessment, fire safety and evacuation procedures</li> <li>• A first aid station will be manned for the duration of the event</li> <li>• Where possible we will try to avoid selling glass bottles opting instead for cans, plastic or</li> <li>• No glass drinking vessels will be used</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that there are regular collections of empties and appropriate recycling</li> </ul>
Prevent public nuisance	<ul style="list-style-type: none"> <li>• Continual visual awareness of the licensed area and any potential flash points dealt with at an early stage. If necessary, Police shall be notified</li> <li>• Ensure that noise levels from the live music are within the appropriate guidelines</li> <li>• Ensure that there are sufficient litter bins available across the site</li> <li>• Ensure that all households bordering the playing fields are given the contact details of the main event steward so that they know who to contact on the day, should there be any issues with public nuisance</li> <li>• Ensure there is the appropriate access to public toilets</li> </ul>
Protect public health	<ul style="list-style-type: none"> <li>• No drinks promotions available at the event</li> <li>• Ensure compliance with minimum pricing guidelines</li> <li>• Avoid the sale of strong beers or ciders above 5.5% ABV</li> <li>• Ensure there is access to free drinking water at the bar</li> <li>• No spirits will be on sale at the event</li> </ul>

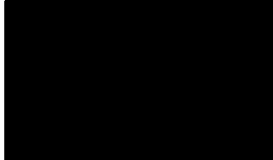
	<ul style="list-style-type: none"> <li>• Visual awareness to those who may be verging on excessive alcohol</li> </ul>
<p>Protect children and young persons from harm</p>	<ul style="list-style-type: none"> <li>• Children will not be allowed within 1.5m of the bar area</li> <li>• Prominent display of a strict 'No-ID no-sale' policy</li> <li>• Make sure all bar staff are aware of the extra support the Challenge 25 scheme offers</li> <li>• Only accept photographic driving license, passport or PASS card</li> <li>• Display posters stating it is an offence to purchase alcohol on behalf of an underaged person</li> </ul>

## Certificate of Insurance



**Policy No.:** AN00306853  
**Issue Date:** 13/03/2024 14:18:38

**FAO:** Samantha Robertson  
**Aberlady Gala Committee**



**Name of Insured:** Aberlady Gala Committee  
**Legal Title:** Committee  
**Contact Name:** Samantha Robertson  
**Insurance Date:** 14/03/2024 to 13/03/2025  
**Type of policy:** Multi Event Insurance  
**Maximum attendance per event:** Up to 500 attendance per event  
**Maximum number of events :** 15 Events  
**Types of Events :** in the run up to gala, a series of fundraising events including (but not limited to) Craft activities, discos, raffle, cinema nights, fun run, curry night, etc Gala events during the gala week comprise of (but are not limited to) outdoor family events including live music, BBQ, kids shows, inflatables and mechanical rides, tractor trailer tour of village

SECTION	COVER	SINGLE ITEM LIMIT	INDEMNITY LIMIT	EXCESS	PREMIUM
1	Public Liability	£0	£2,000,000	£250	£482.79
2	Employers Liability	£0	£5,000,000	£0	£225.72
3	Equipment Cover	£0	£0	£250	£0.00
4	Cancellation, Abandonment, Postponement excluding Adverse Weather	£0	£0	£0	£0.00
5	Cancellation, Abandonment, Postponement including Adverse Weather	£0	£0	£0	£0.00
<b>Net Premium</b>					<b>£632.60</b>
<b>I.P.T. @12%</b>					<b>£75.91</b>
<b>Total Premium</b>					<b>£708.51</b>

## Endorsements and special conditions

Section 1 has been extended to cover one event on the 01/06/2024 with up to 700 people attending. ;

Section 2 (Employers Liability) is extended to cover 20 volunteers/helpers/employees ;

**Event Insurance Services Ltd**  
 20a Headlands Business Park  
 Ringwood  
 Hampshire  
 BH24 3PB

**Tel:** 01425 470 360  
**Fax:** 01425 474 905

info@events-insurance.co.uk  
 www.events-insurance.co.uk

To Whom It May Concern:

This is a letter in support of the application for an Occasional Licence for the Aberlady Gala Day on Saturday 1 June 2024

## ABERLADY GALA

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*Creating fun, inclusive, and sustainable events for the whole community*

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The purpose of Aberlady Gala Day is to celebrate village life, to gather the community together to enjoy a day of entertainment and fun.

Our mission statement: *Creating fun, inclusive, and sustainable events for the whole community* is in place to ensure Aberlady Gala day is an event for the whole community and not just a day for families with school aged children.

The committee was delighted that Gala Day 2023 was a huge success, with many village residents attending and embracing 'Gala'. The 2024 Gala committee are committed to building on this success.

The focus of the early part of the day is a ceremony and parade around the village, welcoming Primary 1 into the life of the village school and celebrating Primary 7, as they prepare to continue their journey to high school. As a committee, we do not believe it is appropriate for the Bar to be open during these events. As a result, we have amended our application from previous years for the Licenced Bar to operate from 14:00 to 19:00, following the conclusion of these events.

As the day unfolds there are many events and activities for all ages. These will include traditional games and challenges, tug-o-war, entertainers and live music. Food and drink will be available from our own barbeque, tea-tent and a separate bar situated within the live music tent.

With reference to ELC Licensing policy:

19.6 *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 license 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 license is required and may be required to attend a Licensing Board hearing for a determination.*

We are committed to ensuring that there is something in place during Gala day to attract all members of the community, and do not approach Gala day as being "predominantly

organised for children". During the year the Aberlady Gala Committee organises several events, some aimed solely for children or at primary school age children and their families (where a licensed bar would not be appropriate), and some for over 18s only. However, we believe that Gala day is a highlight of the village calendar where the whole community can gather in this way.

Supported by our conversations with village residents, as a committee we are of the view that without a licensed bar, it may be impossible to overcome the perception of gala day as an event for primary school families only, which would be a huge loss for our whole community. We have given this matter considerable thought, and do not consider a licensed bar would be inappropriate at this event, but rather would be in line with the inclusive social day for the entire village community which we seek to run.

We fully agree that it is vital to make sure that only safe and sensible alcohol consumption takes place, whilst ensuring the safety of our children and young people. We are confident (supported by our experience on previous Gala days) that with the appropriate planning and staffing, it will be entirely possible to host an event at which you can buy a burger, a beer and enjoy meeting and chatting with friends, neighbours, and relatives.

We have completed a thorough Event Plan and full Risk Assessment, in accordance with the guidance to Licensing Boards in respect of the Five Licensing Objectives. The Gala Committee are fully aware of the responsibilities of the License Holder at our event. The Aberlady Gala day has always been granted an occasional license and to date we are not aware of any incidents that have occurred that have required the presence of the police.

From the ELC bylaws prohibiting consumption of alcohol on designated places (Aberlady) 2008. These Bylaws shall not apply –

*In respect of the Playing Fields, Aberlady, bounded on the south by School Road, on the west by Aberlady Primary School, on the north by Back Lane, and on the east by the gardens or Rig Street, during the Aberlady Gala period, which usually extends for a period of eight days beginning on the final Saturday in June, each day between 1pm and 7pm*

If we are not able to offer a licensed bar, it is entirely possible that people would bring their own alcohol to the playing fields, and we would then be faced with the issue of having to manage that situation. This is something which we would strongly discourage (with or without a licensed bar), but if we are unable to offer alcohol for sale, it will inevitably be more difficult to dissuade people from bringing their own. We believe that a more appropriate outcome is if we can manage this issue by doing the following:

- Restricting the area where alcohol purchased on site can be consumed
- Promoting sensible drinking by ensuring minimum pricing and limiting what alcohol is available
- Have control of what receptacles are used to hold alcohol with the appropriate recycling
- Having full control over who can purchase and consume alcohol on site by adhering to strict age restrictions including the Challenge 25 scheme

In addition to the items above we have taken into consideration the observations shared by the Licencing Standard Officer following a site visit during Aberlady Gala day 2023 and commit to the following changes this year.

1, Improved signage at the Entrance/Exit to the designated bar area and at the serving area that drinks purchased at the licenced bar must not be taken out of the licensed area.

2, Appointing an event steward to monitor entrance/exit to the licenced area to ensure drinks purchased at the bar are not taken out of the licenced area.

By making these changes we will ensure strict adherence to the terms of our licence and local bylaws.

We thank you for your consideration in this matter and would welcome the opportunity to discuss our event further, should it be necessary.

Fraser Begbie  
2024 Aberlady Gala Committee



# Aberlady Gala

*Creating fun, inclusive and sustainable events for the whole community*

**ABERLADY GALA DAY**  
**Saturday 1st June 2024**

**KIRKIN SUNDAY**  
**Sunday 9<sup>th</sup> June 2024**

**EVENT PLAN**



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## INFORMATION

### Introduction

*Creating fun, inclusive and sustainable events for the whole community.*

The Aberlady Gala Day is an annual event. It is an un-ticketed village celebration including a children's ceremony and float parade, inflatables, family games and activities, BBQ, tea-tent, bar, face-painting, magician, live music, dancing etc. It is open to anyone in the village to attend.

Kirkin Sunday is a traditional part of Gala week activities; it involves a procession of the primary school children, especially those in the Gala Court in P1/7, from the Aberlady Village Hall, along the Main Street to attend a special service at Aberlady Church. The event will disperse from the church grounds after the service.

### Timeline

All equipment to be delivered/erected on Friday 31<sup>st</sup> May by Myreton Marquees and removed on Sunday 2nd June 2024.

<b>Saturday 1st June 2024</b>	
<b>Time</b>	<b>Activity</b>
08:30	Set up of stalls, bar etc
12:30	Open to the public: Gala Ceremony
13:00 – 13:30	Float Parade
13:30 – 15:30	Games & Activities, magician, storytelling etc
14:00	Bar Opens
14:30 – 15:30	Tug-o-war & races
14:30 – 19:00	Live Music
16:30	Raffle & Prize Giving
18:45	Last orders at the bar
19:00	Event end and clean up begins

## INTENTION

### Strategy

The overall strategy for this event is to deliver a gala day in keeping with our mission statement – *“Creating fun, inclusive and sustainable events for the whole community.”*

Aberlady Gala 2024 will be delivered to ensure:

- A wide variety of activities, events, and stalls, including those to provide refreshments, catering for as many as possible.
- Health and safety of those in attendance is maximised and any risks minimised.

- Minimise the disruption to the people and traffic in the relevant event areas, enabling day to day movements to continue as freely as possible, with a return to normality as soon as possible.

#### Event Style

- All volunteers involved in Aberlady Gala 2024 should be aware that their interactions with members of the public can have a significant impact upon their perception of the event overall. Any engagement with the public should be positive and helpful. As such, all volunteers should be approachable, accessible and fair.

## METHOD

Event Organisers – Aberlady Gala Committee

Overall Event Lead – Nikki Black

Event day co-ordinator – Sam Robertson

Float Parade – Holly Clark

Barbeque – Mark Jandell

Tuck Shop – Karen Fraser and Kirsty Odds

First Aid Lead – Sam Robertson

Tea Tent – Karen Polwart and Angela Latto

Bar – Alison Walker and Jenny Collins

Raffle – Lucy Muir

Games & Activities – Gordon Allan

Live Music – Stephen Polwart

Kirkin Sunday – Caroline Humphreys and Claire Black

Float Parade:

- There will be two tractors with trailers, headed by North Berwick Pipe Band.
- The sides of the trailers will be lined with haybales.
- Children will be seated on benches/bales in the centre of the float; there will be two adults on each float. Children will not be permitted to stand at any time.
- There will be four adults in high-viz vests walking at the corner of each float.
- Two volunteer stewards will be allocated roles to support the police with the road closures during the float parade.

### Games & Activities / Tug-o-war & Races

A variety of traditional games will be in place at this year's gala. These games will include, beat-the-goalie, tin-can alley, splat the rat and many more.

- Tug-o-war rope is hired from Beez Kneez Bouncy Castles
- Lots of fun matches involving kids and adults

### BBQ

- 400 burgers & rolls from Gosford Bothy
- 8 tables and a Gazebo if the weather looks poor
- 60 Vegan/veggie burgers
- 2 large BBQs owned by Phil Notley and used by Gala Committee
- Service from 1-5pm

### Bar

- Usually in the main marquee
- Set up on the two large fold-up double tables from the village hall
- 2 under-counter beer fridges from the hall
- Generator hired from Myreton
- Serving area should be floored
- Ice ordered and stored by Margiota, picked up on the day
- Requires Occasional License from ELC (cost of £10)
- Children not allowed within 1.5m of the service area

### Tea Tent

- Selling a range of tea/coffee/juice and home baking, which is donated often as a part of a bake-off competition
- Two large urns from the village hall, with a generator for each
- Large water refill cartons under the stage
- Serving area should be floored

### Tuck Shop

The tuck shop will sell a variety of confectionary, crisps and soft drinks. In addition, the tuck shop will be responsible for:

- Administering the free drink and crisps to Aberlady Primary pupils in exchange for their supplied vouchers. These vouchers will be printed by the gala committee and provided to the school ahead of gala day.
- Sales of gala wristbands
- Sale of raffle tickets
- Guess the number of sweets in the jar (1 free guess included with gala wristband)

### Wristband system

In a similar vein to last year, Aberlady Gala will operate a wristband system allowing unlimited use of the bouncy castles, game/activities and even includes a shot at guessing how many sweeties are in a jar! The wristbands will be on sale at the tuck shop on gala day. There are two tiers of wristband as follows

Under 2s - free

Under 5 - £5

5 and over - £10

There will also be tickets available for individual use at £2 per ticket.

Early sales of the wristbands will take place ahead of Gala Day

#### Live Music

- Takes place in the main marquee from 4.00pm onwards.
- Staging & PA from the village hall
- All electrical equipment to be PAT tested prior to the event
- Musical items by kids and adults from Aberlady

#### Raffle & Prize Giving

- A selection of prizes donated by local businesses and producers
- Tickets sold from the raffle stall
- No license required if raffle draw on the day

#### RVP and Contingencies

In the event of disruption, the Event Lead and Event Coordinator will discuss options. Options considered will depend on the reason for disruption.

In the event of high wind or other adverse weather, it is unlikely the inflatables will be able to operate and will be taken out of action. This would also likely lead to the whole event being cancelled.

The village hall is available and can be used for the gala ceremony if required.

In the event of fire, the Fire Service should be contacted and visitors asked to disperse. All leads should ensure their respective areas are evacuated if safe to do so.

Gala representatives should meet at the pavilion, or if this area is unsafe, adjacent to the Jubilee tree.

#### Medical Arrangement

First Aid Tent – there will be a constant presence at the First Aid tent while the gala event is ongoing.

Full access to all areas of the site for emergency vehicles will be maintained throughout the event.

#### Lost Property / Unattended items

Lost Property should be directed to the First Aid tent. Unattended items of any concern should be brought to the attention of Gala Committee volunteers who will carry out the initial assessment of the items, its risks and consider any appropriate action.

#### Missing People

Reports of missing children should be made to the first aid tent, who will complete the missing person form located at APPENDIX B

All found children should be taken to the First Aid tent, where volunteers will arrange for an announcement to be made, where required. All parents should be encouraged to put their phone numbers on their child's event wristband, if they have one.

Traffic Control / Road Closures  
TTRO for Gala Day pending

## ADMINISTRATION

Supervision

Overall event lead is Nikki Black, supported by Gala committee volunteers.

The event day co-ordinators are Fraser Begbie and David Bowen.

Briefings

A full event briefing will take place during the final Gala Committee meeting prior to Gala Day, scheduled for 22/05/2024. In addition, for those unable to attend, will be asked to self-brief using this event plan. All volunteers are reminded to seek advice wherever required.

Toilet Facilities

Toilet facilities are available at the sports pavillion and include port-a-loos supplied by Myreton.

See Event map at Appendix E

Stand Down

Stand Down will be at the conclusion of the event and on completion of the required tidy up, or at a time determined by the event organiser (if earlier), which will be communicated separately if relevant.

## RISK ASSESSMENT

All event organisers and volunteers should be alert to Health and Safety legislation and consider all apparent risks associated their particular duties and responsibilities. All those involved with this event should make themselves familiar with their working environment and with the general risk assessments for their roles.

Further details and risk assessments are available in appendices.

## COMMUNICATION

- 750 full colour A3 fold-out flyers with gala programme details and contacts, delivered free to every house in the village and environs.
- Facebook, Instagram, WhatsApp, school e-mailing, posters around the village
- Residents on the streets adjacent to the site, School Road and Rig Street, have been informed about the general plan for the day including any planned traffic/parking restrictions

and any possible sources of noise pollution. A contact number will be provided for any concerns about any aspect of Gala Day.

- On Gala Day, all representatives will be in possession of a mobile phone and a list of appropriate contact numbers to be utilised, such as in case of emergency etc.

#### Event Contacts

A full list of contacts relevant for this event are available at Appendix D.

#### Social Media

Photos from the event should be obtained and shared with Kirsty and Grahm Odds who will consider their use within Aberlady Gala Social Media profiles, such as Facebook and Instagram.

#### Debrief

A post event debrief will be circulated after the conclusion of the event to ensure feedback can be considered in future events.

## KIRKIN SUNDAY

- Gala Court and other participants to meet inside the Aberlady Village Hall at 10.30am
- Procession, led by pipers, to depart from Aberlady Village Hall at 10.45am. The procession heads west along Main Street to the Aberlady Church
- Kirkin Sunday Service starts at 11.15am
- Following the service the congregation & Gala Court assemble to lay a wreath at the War Memorial
- Event disperses from the church grounds
- Stewards required to enforce TTRO at Sea Wynd, Haddington Road and junction of Kirk Road and Main Street

#### Traffic Control / Road Closures

TTRO pending

#### Contingency

In the event of inclement weather, the procession from Aberlady Village Hall to Aberlady Church will be cancelled, the service will take place as a strand alone event.

#### Risk Assessment

See Appendix C

# APPENDIX A

TTROs Pending

DRAFT



APPENDIX B – MISSING PERSON FORM


<b>MISSING PERSON REPORT – ABERLADY GALA 2023</b>		
Full Name of missing person		<b>Age:</b>
Time last seen and who were they with? What direction were they travelling?		
Description ( <i>e.g., age, gender, height, hair colour and style, clothing etc</i> )		
Address of missing person		
Mobile number of missing person ( <i>if available</i> )		
Any further relevant information, ( <i>e.g., have they been missing before – if yes, where were they found previously?</i> )		
Name and address of person reporting		
Contact number(s) of person(s) reporting		
Have Police been contacted? If yes, who contacted them and what is their reference number?		
Time and date missing person found		
Found by who?		
Have the police been updated and who updated them ( <i>if they were made aware</i> )?		

## APPENDIX C – RISK ASSESSMENTS

Please see attached for risk assessments for:

1. Aberlady Gala Day
2. Kirkin Sunday

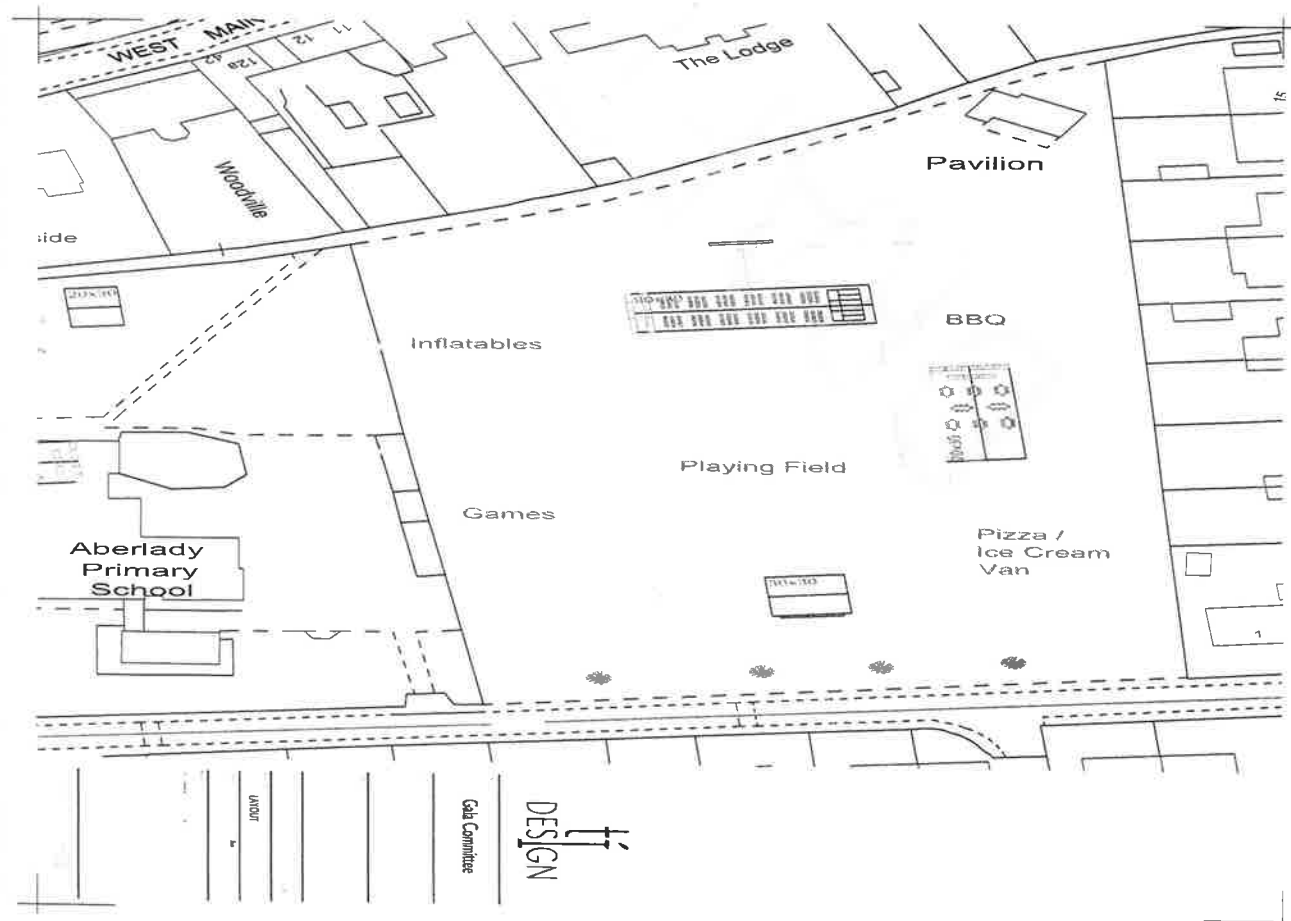
## APPENDIX D – GALA DAY CONTACT LIST

Event Area	Name	Contact Number
Event Lead	Nikki Black	
Event Day Coordinator	Fraser Begbie David Bowen	
Local Police Scotland Contact	PC Dalgetty	
Tuck Shop	Karen Fraser Kirsty Odds	
BBQ	Mark Jandell	
Tea Tent	Karen Polwart Angela Latto	
Bar	Alison Walker Jenni Collins	
First Aid	Elspeth Fawcett Sam Robertson Anna Holland Simone Forbes	
Treasurer	Sam Roberston	
Beez Knees Bouncy Castle	Shaun Leonard	
The Big Blu Pizza Van	Jose Navarro	
Ice Cream Van	Robert Doris	
Plant Man	Colin Jeffries	
Bubble Artist	Pop The Bubble Man	
Face Painter	Andrea Spink	
Myreton Marquees	Linda Harkness	
ELC Pavilion	Enjoy Leisure – Liam Mowat	
Raffle	Lucy Muir	

## KIRKIN SUNDAY CONTACT LIST

Event Lead	Caroline Humphreys Claire Black	
Piper	Louise Potter	
Aberlady Church	Jackie Thomas	
First Aid	TBC	
Lead Marshall	Steven Polwart	
Local Police Scotland Contact	TBC	

APPENDIX E – SITE PLAN



## Event Risk Assessment Form

<b>Event Name:</b>	Aberlady Gala Day	<b>Date:</b>	Sat 1 June 2024	<b>Venue:</b>	Aberlady Playing Fields
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(1) Activity / Area of Concern  <small>ie: what is taking place as part of the event?</small>	(2) Hazards Identified  <small>ie: what can cause harm?</small>	(3) Persons at Risk  <small>ie: who could be harmed by the hazard?</small>	(4) Current Risk Factor (high, medium or low)  <small>ie: determine the level of risk</small>	(5) Actions to be Taken to Minimize each Risk  <small>ie: what action can you take to lower the level of risk</small>	(6) New Risk Factor (high, medium or low)  <small>ie: risk factor after action taken to minimize the risk</small>
<b><u>SITE</u></b>	<b><u>MANAGEMENT:-</u></b>				
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Low	The gala site is a wide-open playing field, there is no specific entry gate, access is available from the open space to the north and south of the playing fields.	Low
Emergency evacuation procedure	Fire Storm	Members of the public	medium	In the event of an emergency an announcement will be made on the PA system alerting members of the public about where to go. Emergency services will be contacted by the Gala Day Co-ordinator. All volunteers will have the mob phone of the Gala Day Co-Ordinator on the day	Low
First Aid	Minor injuries – insect bites, heat stroke, general accidents	Members of the public	Medium	We will have a certified first aider(s) available on site all day. A fully stocked first aid kit will be on site. An announcement will be made on the PA system at the start of the event indicating where to go in the event of a minor injury. First Aid station will be clearly signposted	Low

	Major injuries	Members of the public	High	Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. Ensured open access is kept for emergency vehicles.	Medium
Care of children	Lost children	Members of the public – children	Medium	An announcement will be made at the start of the event through the PA, about the location to bring a lost child. An announcement will then be made on the PA to alert the parent/guardian of that child.	Low
Risk of crime or wider disruption	Violence, aggressive or antisocial behaviour	Members of the public	Medium	Events stewards to remain vigilant to crowd behaviour. Any incident should be reported immediately to the gala day co-ordinator who will engage local police if necessary. Gala co-ordinator to ensure they have the name and contact for the local police officer in charge on that day	Low
Toilet provision	Not enough toilets	Members of the public	Medium	We will ensure enough toilets are present at site for numbers attending. There will be one public toilet on site with an additional three port-a-loos hired from Myreton Marquees	Low
Car Parking	Injuries caused by moving vehicles	Members of the public – especially children / competitors	Medium	There will be no car parking on site. The only vehicles on site will be an ice cream van and a pizza van, both will be in place before the event is open to the public. Two marshals will be assigned to help both vehicles leave the site safely. We will ensure that there is open access to the site for emergency vehicles.	Low

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	<ul style="list-style-type: none"> <li>- Most of the activities on site will be outdoors</li> <li>- Fire extinguishers will be provided by Myerton Marquees in each of the marquees. Volunteers will be made aware of the locations of fire extinguishers</li> <li>- Fire extinguisher/bucket of sand will be stationed at the BBQ in case of fire</li> <li>- We will ensure that roads/emergency exits are kept clear at all times</li> <li>- A PA system is available to broadcast any evacuation instructions</li> </ul>	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	In the event of very wet weather the event will be cancelled.	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 24mph then event must be cancelled or postponed by the event organiser due the risks involved.	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	<ul style="list-style-type: none"> <li>- 10 refuse bins and bags will be provided by Myerton Marquees and located across the site.</li> <li>- All bagged and sealed refuse will be removed from the site on Sun 5<sup>th</sup> June.</li> <li>- A team of volunteers will be assigned to ensure the site is clear of litter at the end of the event</li> </ul>	Low

Use of companies/ operators to provide any service as part of the event (eg: bouncy castle, marquee, bungee run, etc)	Various	Various	Medium	- We are in discussion with Bees Knees Bouncy Castles to provide us with a range of inflatables. - - We will obtain a copy of their Public Liability Insurance and risk assessment -Myreton Marquees will be providing all other gala day infrastructure; marquees, tables, chairs, flooring, power supply etc	Low
Working with children	Ensuring children are protected	Children / people working with children	Medium	There will be no unsupervised activities with children	Low
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place. All electrics checked by qualified electrician.	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
Moving vehicles	Injuries caused by moving vehicles	Members of the public / competitors	Medium	All vehicles will be in place before the site is open to the public.	Low
<b>ACTIVITIES:-</b>					
Face Painting	Allergy to paints	Members of the public - children	Medium	Erect sign: If child has allergy / skin condition then must not have face painted.	Low

Catering – food / drink	Food poisoning	Members of the public	Medium	We will ensure all external caterers are registered with their local authority re Food Hygiene Certificate etc.  We will ensure that food handlers have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used.	Low
	Allergic reaction	Members of the public – especially children	Medium	Ensure that caterers clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
	Fire	Staff / members of the public	Medium	We will ensure that catering units have appropriate fire extinguishers	
Cash Collectors	Risk of theft / injury to cash collectors	Competitors / members of the public	Medium	Where possible, we will aim to have a cashless event. Cash will be collected at regular intervals and stored in a secure place. Police have been notified of the event.	Low



Barbeque-	Fire hazard / burns (people/property/trees)	Members of the public especially children	High	Barbecue will be secured off to public & supervised at all times. Ashes to be removed from site when cold. Gloves to be worn. Fire extinguisher and/or bucket of sand to be placed next to barbecue area. Situate barbecue away from any trees or other combustible materials.	Medium
	Food uncooked	Anyone consuming food	High	Ensure food hygiene. Use a food thermometer probe to ensure thoroughly cooked. Clean surfaces with antibacterial spay.	Low
	Hand Hygiene	Those preparing food	Medium	Ensure hand sanitiser, serving gloves and portable hot water hand washing unit are all in place and available for use at all times.	Low
	Ingesting fire lighting products	Children	Medium	Barbecue to be supervised at all times.	Low
Children's races	Slipping / tripping / falling	Children	Medium	Inspect prior to races to ensure no stones, pot holes, mounds are in actual race area. Clear the area of any litter, glass or dog faeces	Low

Bouncy Castle / other inflatable activity	Falling / tripping/ colliding with other users	Members of the public – children / supervisor	Medium	We will ensure that the operator complies with all of the Bouncy Castle Regulations specifically sections on anchorage, weather, damage, overcrowding, supervision, training, etc.	Low
	Inflatable not secured properly - accidents	Members of the public – children / supervisor	Medium	Event organiser also to obtain copy of operator's Public Liability Insurance.  We will ensure that the operator complies with all of the above Bouncy Castle Regulations – this includes sections on numbers, weight/size/age, footwear & cables.	Low
	Children or vandals accessing generator or fuel and causing fire hazard or having accident	Members of the public especially children	Medium	The event organiser must ensure that the operator complies with all of the above Bouncy Castle Regulations – the section on generators (diesel only permitted) and fuel storage.	Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
Children's entertainer	Molestation / abduction	Children	Medium	Children to be supervised by parents at all times. No children left on own. Ensure entertainer qualified/certificated	Low
Coconut Shy	People getting hit by balls	Members of the public – adults / children / stall holder	Medium	Safety net positioned behind shy. Area fenced off. Event to be supervised at all times	Low

Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee company certificated and have PLI cover and provide copy of their Risk Assessment to event organiser – which must include marking stakes/rope with hazard tape; ensure adequate escape routes; ensure fire safety signs and fire fighting equipment in place and that ignition source issues are addressed. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo.	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions	Low
Float Parade	Falling from the float	Children/Supervising adults	High	Step ladders uses to get on and off floats. Ensure children are seated at all times on the float Two supervising adults to be on each float Hay bales to placed at the edges of trailers to minimise the risk of falling Children will not be seated on the hay bales	Low
	Injuries caused by moving vehicles	Members of the public – especially children	High	Tractors will be restricted to 5mph speed limit Road will be closed to other traffic Four marshals, in high-viz vests, will be assigned to each moving float to ensure	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) FRASER BEGBIE

Organisation: ABERLADY GALA COMMITTEE      Position: Gala Committee Member

Signature: .....      Date: 08/02/2024

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

**From:** Licensing Standards Officer

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

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Date: 15<sup>th</sup> April 2024

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

**OCCASIONAL LICENCE APPLICATION(S)**

**FRASER BEGBIE FOR ABERLADY GALA COMMITTEE, ABERLADY PLAYING FIELDS, EAST LoTHIAN**

The applicant is Fraser Begbie who is a representative of Aberlady Gala Committee. Application has been made for an occasional licence for a bar at Aberlady Gala. The event is described as a gala day for the local community with live music, tug-o-war, bubble artist, face painting, storytelling, bouncy castle, magician. The Board should refer to the application and supporting documentation for further information. It is expected that there will be 700 people attend throughout the day and an Alcohol and Drug Management Plan has been submitted.

The duration of the application is:

OCC229/24 – Saturday 1st June 2024, 1400-1900.

A bar has been proposed in a designated marquee with two outside areas which will be cordoned off detailed on the submitted plan.

I visited the Gala in 2023 in relation to the occasional licence granted. During the 45 minutes I was there I observed numerous people taking alcohol out of the roped off licensed area into the wider park. This would not have been a breach of local byelaws by those persons however, the licence held was for on sales only and no off sales were permitted. All alcohol should have stayed within the licensed area on the plan to be consumed.

Also, whilst at the event I saw 6 people leave the school field into the streets with alcohol purchased from the bar in open plastic glasses and cans. This was a breach of the local byelaw by those persons.

The information above was sent to the committee who have added some measures to the supporting documentation in relation to this.

I direct the board to the Statement of Licensing Policy Section 22.14

*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.*

Should the board wish to grant the application I recommend the following conditions are considered:

1. The marquee/outside area, must be clearly delineated with a barrier and stewarded by the organiser to ensure that there is no alcohol taken from this area.
2. No glass or cans permitted. All drinks should be served in alternative containers such as plastic or a reusable alternative.
3. Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and relevant conditions of the licence. Signage should clearly identify:
  - A sign prohibiting the entry of persons Under 18 to the licensed area.
  - A sign prohibiting sale or supply of alcohol to persons Under 18 to be clearly displayed at any bar serverly.
  - Challenge 25 policy and signage must be used.
  - The specific opening and closing times of the bar.
  - Responsible drinking message.
4. The serving of alcohol by all staff must be undertaken in a responsible and safe manner.
5. The Alcohol and Drug Management Plan submitted prior to the event will be adhered to for the duration of the event.

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 demonstrated promote the five licensing objectives for the grant of the occasional licence.

Licensing Standards Officer

## **Aberlady Gala Day 2024**

### **Alcohol and Drug Management Plan**

#### **Occasional/Premises Licence –**

**Date**                **01/06/2024**

**Time**                **14:00 – 17:00**

**Location**            Aberlady Playing Field. We will have two large marquees, one of which We are proposing will have a licenced bar.

1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.


**Licence Holder – Fraser Begbie**

**Tel No.** [REDACTED]

3. In the event of some unforeseen circumstances that results in Fraser Begbie not being available, Nikki Black, Chair Aberlady Gala Committee [REDACTED] will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from the licensed area.
5. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel (IF APPLICABLE).
6. The extent of the outdoor licensed area will be clearly delineated by roped off section. Exits points will be always manned by a suitably trained person.
7. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.
8. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.

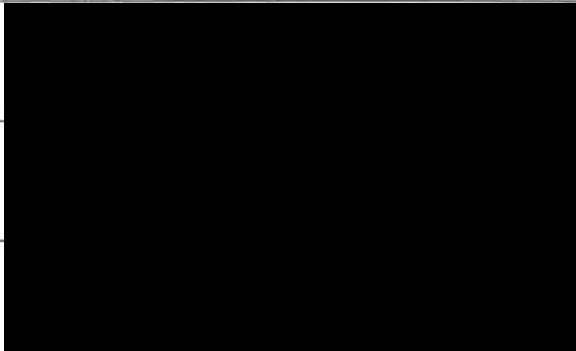
9. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
10. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event (detailed below).
11. All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event (see Staff training policy below).
12. The event area will be supervised by a suitable number of Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company if utilised (see SIA policy below).
13. All Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
14. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see drugs policy below).
15. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licenced area. Anyone ejected from the event will not be permitted re-entry.
16. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care must be provided through first aid services and/or emergency services.
17. Prior to the event all staff and volunteers will be briefed as to the contents of this Alcohol and Drugs Management Plan and a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.
- 18. Overall control of the event will be in the hands of**



Name of Organisers and Responsible Person	Aberlady Gala Committee – Chair: Nikki Black
Registered Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	info@aberladygala.org.uk.

### 19. General Authorisation of Sale of Alcohol

Provide details of the individual who will be authorising the sale of alcohol:

Name of Individual	Fraser Begbie
Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	

#### Personal Licence Holder Details

Name of Issuing Authority	n/a
Personal Licence Number	
Date of Expiry of Licence	
Copy of Personal Licence attached	Yes/No

**Provide a brief description of how the bars will operate** i.e. will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

- A cash bar selling cans of beer or wine will be available and soft drinks. Wine will be offered in standard 125ml and 175ml measures and will be decanted into plastic glassware
- Strict adherence to minimum pricing, no drinks promotions or time limited promotions will be offered
- Drinking water will be readily accessible on the bar area
- Operate a strict 'No ID – No Sale' policy. 'Challenge 25' scheme serves as a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.
- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.

## 20. Staff Training Details

Provide details of training any staff and/or volunteers recruited for the event will receive either prior to the event or on the day itself:

The Bar will be staffed by experience volunteers briefed by a re the safe selling of alcohol. Proof of age will be required. Challenge 25 ID in place.

A full briefing for all volunteer staff will be completed by a member of the Gala committee who is a Scottish Personal Licence holder. This includes the ability to competently check customers' identification where necessary.

## 21. Policies

### Age Verification Policy

Provide details on the age verification policy that is in place:

- Operate a strict 'No ID – No Sale' policy. 'Challenge 25' scheme serves as

a reminder to staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol.

- Only accept photographic driving licences, passports or PASS (Proof of Age Standards Scheme) cards approved as means of ID. Use till prompts to remind staff to ask for proof of age.
- Briefing on the age-related sections of the Licensing Act 2003 will be carried out to all volunteer staff. This includes the ability to competently check customers' identification where necessary.

### **Refusal Policy**

Provide details on the refusal policy that is in place:

Refusing entry or continued attendance to anyone who appears to be showing signs of drunkenness or drug use and contacting the emergency services in appropriate circumstances.

### **Drugs Policy**

Provide details on the Drugs Policy that is in place:

Volunteer staff briefing on the effects of alcohol and drugs how to spot early signs of intoxication will be carried out to give them the knowledge and confidence to deal with intoxicated patrons. Any level of intoxication will be deemed inappropriate at this event.

**Dispersal Policy**

Provide details on the Dispersal Policy that is in place:

Last orders will be called at 18:30 at which point a volunteer will visit each group or individual in the premises advising them in a friendly manner that the bar is closing soon. At 18:45 the bar will close and the live music will stop. Bar volunteers will collect empty glassware will be collected from each table and announcements may be used to both encourage a gradual dispersal and to remind customers to be considerate to our neighbours.

**22. Alcohol Outlet(s)**

State names of bars if names i.e. main bar, hospitality bar etc

**Bar – Marquee Bar**

Name of Person Responsible on the day	Fraser Begbie
Telephone/Mobile Number	<div style="background-color: black; width: 100px; height: 15px;"></div>
Brief Description of Roles and Responsibilities	Ensuring the Bar operates in line with the Licence granted. Maintaining adherence to the 5 Licencing Objectives
Does the individual hold a Personal Licence?	No

If so, provide details of Personal Licence

Name of Issuing Authority	
---------------------------	--

Personal Licence Number	
Expiry Date of Licence	
Copy of Personal Licence attached	Yes/No

**Use Appendix 1 if more there are any more than one outlets.**

### **23. SIA Security Details**

Provide Details of company who is providing security

Name of Company/Individual providing Security	N/A
Registered address	
Contact telephone number	
Brief Description of Roles and Responsibilities	
How many Stewards will be provided for the event?	
How many are SIA Registered	

Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

## Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<ul style="list-style-type: none"> <li>• Ensure that all bar staff and stewards are briefed on the event risk assessment</li> <li>• Selected personnel given the duty to be vigilant for anything untoward happening in the vicinity of the licensed area</li> <li>• Any concerns about excessive drinking or drunken behaviour should be reported to the main event steward</li> <li>• Ensure that event stewards are easily identifiable by a printed high-viz vest</li> <li>• Attendees reminded to be careful with valuables and belongings</li> <li>• If necessary, police shall be notified</li> </ul>
Secure public safety	<ul style="list-style-type: none"> <li>• Comprehensive risk assessment carried out by gala committee</li> <li>• Ensure that all bar staff and stewards are briefed on the event risk assessment, fire safety and evacuation procedures</li> <li>• A first aid station will be manned for the duration of the event</li> <li>• Where possible we will try to avoid selling glass bottles opting instead for cans, plastic or</li> <li>• No glass drinking vessels will be used</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that there are regular collections of empties and appropriate recycling</li> </ul>
Prevent public nuisance	<ul style="list-style-type: none"> <li>• Continual visual awareness of the licensed area and any potential flash points dealt with at an early stage. If necessary, Police shall be notified</li> <li>• Ensure that noise levels from the live music are within the appropriate guidelines</li> <li>• Ensure that there are sufficient litter bins available across the site</li> <li>• Ensure that all households bordering the playing fields are given the contact details of the main event steward so that they know who to contact on the day, should there be any issues with public nuisance</li> <li>• Ensure there is the appropriate access to public toilets</li> </ul>
Protect public health	<ul style="list-style-type: none"> <li>• No drinks promotions available at the event</li> <li>• Ensure compliance with minimum pricing guidelines</li> <li>• Avoid the sale of strong beers or ciders above 5.5% ABV</li> <li>• Ensure there is access to free drinking water at the bar</li> <li>• No spirits will be on sale at the event</li> </ul>

	<ul style="list-style-type: none"> <li>• Visual awareness to those who may be verging on excessive alcohol</li> </ul>
<p>Protect children and young persons from harm</p>	<ul style="list-style-type: none"> <li>• Children will not be allowed within 1.5m of the bar area</li> <li>• Prominent display of a strict 'No-ID no-sale' policy</li> <li>• Make sure all bar staff are aware of the extra support the Challenge 25 scheme offers</li> <li>• Only accept photographic driving license, passport or PASS card</li> <li>• Display posters stating it is an offence to purchase alcohol on behalf of an underaged person</li> </ul>



12/04/2024

Your Ref: OCC229/24  
Our Ref: 810932

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



**POLICE  
SCOTLAND**

Keeping people safe

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: ABERLADY PLAYING FIELDS  
APPLICANT: FRASER BEGBIE, [REDACTED] ABERLADY GALA COMMITTEE**

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:

This application relates to an alcohol licence for a gala event organised for children and families in the local area. This application may be appropriate to be heard at a licensing board as the East Lothian statement of licencing policy states the following at paragraph 22.14 (occasional licences):

*'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.'*

Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing Board, not with the Police. When the Police receive such applications we will

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assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

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 561 6136.