

OCC158/25

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Police

LSO

7th June 2025

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

Advet 21/2

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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 Murray

Forenames Ross

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

2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

[REDACTED]

Post town

[REDACTED]

Post code

[REDACTED]

Telephone Numbers

Daytime Tel.

Evening Tel.

Mobile No.

[REDACTED]

Fax No.

Email

[REDACTED]

3. THE PREMISES

Description of premises

The event takes place on the Aberlady Playing Fields, we will have two large
marquees, one of which we are proposing will have a licensed bar.

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

Aberlady Gala Day has a number of events and activities, please refer to the
covering letter for details. We expect up to 700 people to attend gala day.

Full postal address of premises which this application refers to

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

4. DURATION OF LICENCE

Date: From 7th June 2025 To 7th June 2025

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 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 20th Feb 2025

NOTES

1. Section 56 of the Licensing (Scotland) Act provides that only: –

- The holder of a premises licence;
- The holder of a personal licence; or
- A representative of any voluntary organisation

is eligible to apply for an occasional licence

2. Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are, a statement of the terms on which they are allowed entry

3. Data Protection Act 2018

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

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

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

SUPPLEMENTARY INFORMATION

1. Event

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

The Aberlady Gala Day

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

There will be inflatables, games, races, face painting, tug-o-war, live music,

bubble artist, story telling, magician.

2. Attendance

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

We expect up to 700 attendees

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

Based on village population and previous years attendance

(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)

The event is un-ticketed and open to all members of the public

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.

As well as event leads, there will be at least 4 unpaid volunteers on duty at all times

- (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

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

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

Aberlady Gala Day, 1st Jun 2024

Festive Wreath Making , 1st Dec 2024

6. Will alternatives to glass receptacles be provided?

Plastic or polycarbonate glasses will be used where possible

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

Please provide details of any training certificate held.

We will have two experienced lead volunteers, both of whom have run the bar at several previous Aberlady Gala days. and will be responsible for briefing the other volunteers. At least one of the leads will be on duty at all times.

There will be a rota with up to a dozen other volunteers, most of whom will also have worked on the bar at either gala day or other village events.

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

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

Please see attached

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

Please see attached

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

Please see attached

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

Please see attached

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 20th Feb 2025

Aberlady Gala and Mini-Music Festival

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date : 7th June 2025

Time : 14:00 – 19:00

Location : Aberlady Playing Fields, School Road, EH32 0RL

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 a representative of the voluntary organisation will be responsible for authorising the sale of alcohol at the event.

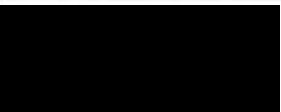
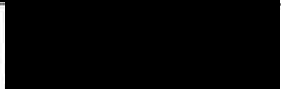
Name – Ross Murray

Tel No. [REDACTED]

3. In the event of some unforeseen circumstances that results in Ross Murray 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 either a can or or decanted from the glass bottle into a plastic jug or drinking vessel.
6. The extent of the outdoor licensed area will be clearly delineated by a 1.5m fenced off area clearly marked by lengths of coloured bunting. The entrance points will be permanently manned at all times by 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 condition are not in operation at this event
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.
14. 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).
15. All 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 licenced 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 Steven Polwart (Chair)
Registered Address	
Contact Numbers (including any mobile number)	

Email Address (use block capitals)	[REDACTED]
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21. General Authorisation of Sale of Alcohol

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

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

Personal Licence Holder Details

Name of Issuing Authority	
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.

We will have two experienced lead volunteers, both of whom have run the bar at several previous Aberlady Gala days and will be responsible for briefing the other volunteers. At least one of the leads will be on duty at all times.

There will be a rota with up to a dozen other volunteers, most of whom will also have worked on the bar at either gala day or other village events.

We will be operating a cash/card bar on the day.

Children will not be permitted within 1.5m of the bar area, and this will be clearly marked. We will also clearly display a product price list.

We will adhere to the Challenge 25 scheme, requiring anyone who looks under the age of 25 to provide valid proof of age before purchasing alcohol.

Drinking water will be available free of charge, alcohol sold will comply with Minimum Unit Pricing of Alcohol and where possible we will use plastic or polycarbonate glasses.

We plan to display the Section 110 Notice, and alongside it display Challenge 25 posters to make customers aware of our age verification policy.

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:

All volunteers will be briefed on the event risk assessment.

They will also be briefed on the Challenge 25 policy, including acceptable types of ID, and the "Ask for Angela" scheme.

We will advise volunteers how to refuse service politely to anyone who cannot produce valid ID, referring those customers to our Challenge 25 policy signage.

Volunteers will be asked to watch for adults purchasing alcohol for minors and refuse service if necessary. No large quantities will be sold to individuals to prevent sharing with under-age guests.

Volunteers will also be trained on our refusal, drugs and dispersal policies, as detailed below.

23. Policies

Age Verification Policy

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

We will politely ask anyone who looks under 25 years of age to provide acceptable ID such as passport, driving license or any PASS-accredited ID displaying the PASS hologram.

Guests will be politely refused service if they cannot produce valid ID if asked.

If the ID produced looks fake or invalid we will ask for another form of ID.

We plan to announce the policy in event materials beforehand so that guests can be prepared.

Volunteers will be asked to apply the rule uniformly to avoid complaints or legal risks.

Refusal Policy

Provide details on the refusal policy that is in place:

If service is to be refused, we shall politely explain the Challenge 25 policy and the importance of its use.

We shall also keep a refusal log, in case of later disputes.

If a customer becomes argumentative we will keep a friendly but firm tone and not engage in arguments to help de-escalate situations.

In the event that a customer will not be reasonable or remain calm, the bar lead and event organiser will be contacted for support, and the guest may be asked to leave.

Drugs Policy

Provide details on the Drugs Policy that is in place:

The event strictly prohibits the possession, use, or distribution of illegal drugs. Anyone found with drugs will be refused entry or asked to leave, and police may be informed.

Suspicious behaviour or excessive intoxication will be monitored discreetly. If volunteers suspect drug use, confrontation will be avoided and concerns reported to the event organiser, who will manage the situation.

If a volunteer witnesses drug use we will politely but firmly ask the person to leave.

If someone appears unwell due to drug use, volunteers will call first aid or emergency services, and the person will be kept calm and safe.

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

We will encourage gradual and orderly dispersal, paying particular attention to families with children. We will make a final call for drinks at the bar, and lower music volume to signal the event is winding down.

Volunteers will be placed at key exit points, and politely encourage anyone loitering or causing a disturbance to move on. Volunteers can provide information on local walking routes or public transport if necessary.

Anyone appearing too intoxicated or unwell will be assisted, by encouraging them to wait in a safe area with a responsible friend. First aid may be called and if needed a responsible person arranged to take them home safely.

Refusal to leave or aggression will be handled by the event organiser and police contacted if necessary.

Attendees will be reminded to keep noise to a minimum when leaving.

A clean-up team will ensure all litter is removed to leave the area in good condition. Security issues will be logged and reviewed for future improvements.

24. Alcohol Outlet(s)

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

Bar – Main (Music) Tent Bar

Name of Person Responsible on the day	Matthew McAdam
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	To brief and manage the team of volunteer bar staff. Ensure that appropriate signage is displayed. Manage all aspects of bar service.
Does the individual hold a Personal Licence?	Yes

If so, provide details of Personal Licence

Name of Issuing Authority	Aberdeenshire licensing Board
Personal Licence Number	AB-C-0755
Expiry Date of Licence	02/02/2033
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:

[illegible]

Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	Clear rules will be communicated to volunteers regarding alcohol consumption, drugs and anti-social behaviour. Volunteer stewards will wear hi-vis clothing and be located at key areas such as bars, entrances & exits. Limit alcohol sale to intoxicated guests.
Secure public safety	Risk assessment has been completed and volunteers will be briefed on it, as well as fire safety and evacuation procedures. First-aid station manned during the event. Avoid glass receptacles or bottles in bar sales. Regular collection of empty receptacles, general litter and appropriate recycling.
Prevent public nuisance	Monitor licensed area for suspicious or anti-social behaviour. Attempt to de-escalate situations. Noise levels kept to appropriate guidelines. Ensure sufficient litter bins available. Households bordering playing fields will be given contact details of suitable committee member. Ensure appropriate access to public toilets.
Protect public health	No drinks promotion at the event. Compliance with alcohol minimum pricing guidelines. Free access to drinking water at the bar. No spirits on sale at the event. Limit alcohol sale to intoxicated guests.
Protect children and young persons from harm	Children will not be allowed within 1.5m of the bar. Prominent display of "No-ID no-sale" and "Challenge 25" signage. Train volunteers on "Ask for Angela" scheme. Only passport, driving license or PASS-accredited ID accepted.

Appendix 1

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

Bar –

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/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

Bar –

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/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

Bar –

Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/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

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

Bar –

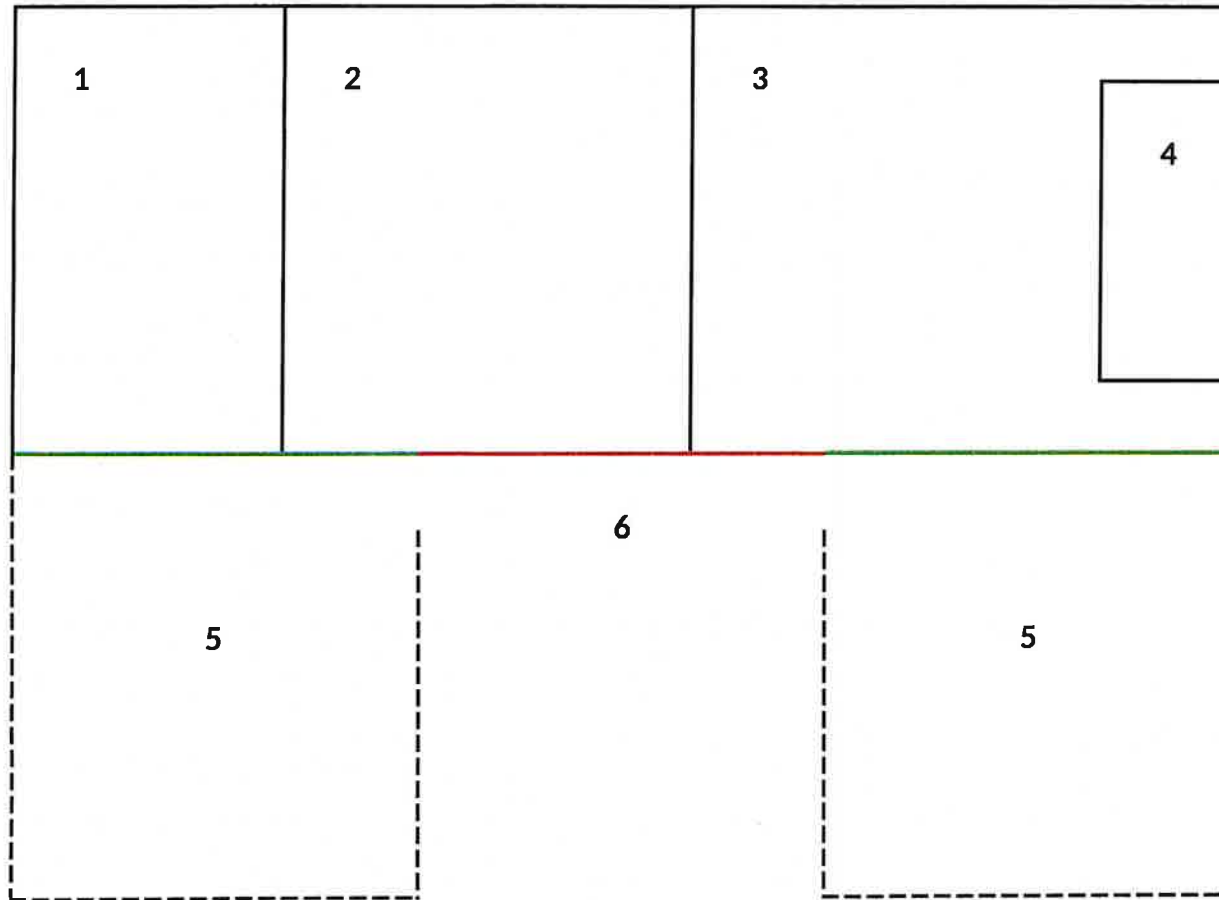
Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

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

DETAILED LAYOUT OF PROPOSED LICENSED AREA – MAIN TENT

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
Perimeter clearly marked

6 Clear entry/exit points

— Closed marquee walls

— Open marquee walls

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 26th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC158/25

ROSS MURRAY FOR ABERLADY GALA COMMITTEE, ABERLADY PLAYING FIELDS, EAST LoTHIAN

The applicant is Ross Murray 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:

OCC158/24 – Saturday 7th June 2025, 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.

The board heard the occasional licence application for this event in 2024. The occasional licence was granted however, the time was altered for sales to commence at 14:30 hours.

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 server.
 - 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

26/02/2025

Your Ref: OCC158/25

Our Ref: 900986

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



Gregg Banks
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: ABERLADY PLAYING FIELDS
SCHOOL ROAD, ABERLADY, EAST LOTHIAN, EH32 0UF.
APPLICANT: ROSS MURRAY, [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, and recommend that it be granted subject to following conditions:

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):

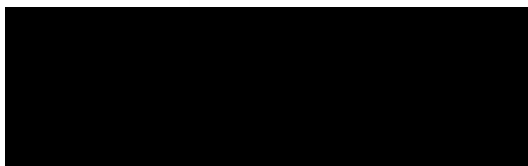
'It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees 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 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



Gregg Banks
Divisional Commander

For enquiries, please contact the Licensing Department on 0131 654 5557.

