



**MINUTES OF THE MEETING OF
EAST LOTHIAN LICENSING BOARD**

**THURSDAY 27 MARCH 2025
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON
& HYBRID MEETING FACILITY**

1

Board Members Present:

Councillor L Bruce
Councillor F Dugdale
Councillor N Gilbert
Councillor G McGuire

Clerk of the Licensing Board:

Mr R Thompson (Acting Clerk)

Attending:

Ms K Harling, Licensing Standards Officer
Ms S Fitzpatrick, Team Manager – Licensing and Landlord Registration
Ms A Rafferty, Licensing Officer
Ms E Barclay, Committees Assistant
PC S Gibson, Police Scotland

Committee Clerk:

Ms B Crichton, Committees Officer

Apologies:

Councillor C Cassini
Councillor J McMillan

Declarations of Interest:

None

The clerk advised that the meeting was being held as a hybrid meeting; that the meeting would be recorded and live streamed; and that it would be made available via the Council's website as a webcast, in order to allow public access to the democratic process in East Lothian. She noted that the East Lothian Licensing Board was the data controller under the Data Protection Act 2018; that data collected as part of the recording would be retained in accordance with the Council's policy on record retention; and that the webcast of the meeting would be publicly available for six months from the date of the meeting.

The committee clerk recorded the attendance of Board members by roll call.

**1. MINUTES FOR APPROVAL
East Lothian Licensing Board, 27 February 2024**

Board members approved the minutes as an accurate record of the meeting.

**2. PROVISIONAL PREMISES LICENCE
18 Newbigging, Musselburgh**

A provisional licence application had been received. There had been no objections from statutory consultees, but one public objection had been received. The LSO had submitted a report with a suggested condition, noted below.

Alistair Macdonald, the applicant's agent, spoke to the application, and was accompanied by his client, Samir Khan. Mr Macdonald advised that the shop had operated under occasional licences since it had opened a few weeks previously. He reported that the shop had been well received by the community, and gave some background information on Mr Khan and his other business at the Musselburgh Post Office. He noted that there had been no adverse comment made by statutory consultees. He advised that the public objection had been made prior to the shop's opening; in response to the objector's concerns, Mr Khan had installed a CCTV camera facing the lane outside the shop, and Mr Macdonald reported that Police Scotland were content for the camera to be placed in this location. Mr Macdonald said there was an open line of communication between Mr Khan and nearby residents. Mr Macdonald also explained that the application had been made for a provisional licence because feedback was awaited from Building Standards.

Karen Harling, Licensing Standards Officer (LSO), reported that she had visited the premises before it had opened, but she had seen the shop's refit, and till and CCTV systems. She was pleased that a camera would cover the rear area of the shop because there were concerns that this area could attract proxy purchasing. She highlighted that similar premises within an 800m radius had been included in her report, and also highlighted her recommended condition relating to home deliveries.

PC Stephen Gibson had no further comment to make on the application, and said that Police Scotland could be contacted if any issues arose.

Responding to a question from the Convener, Mr Macdonald confirmed that Mr Khan was happy to accept the LSO's recommended condition.

Responding to a question from Councillor Gilbert, Mr Khan explained that the shop had a ramp which could be used when required; it was not a permanent fixture, and there was just one step to access the shop.

The Convener and Councillor Dugdale indicated that Mr Macdonald's presentation had answered any questions they may have had, and were content to support the application. The Convener formally proposed the LSO's recommended condition, and this was seconded by Councillor Dugdale.

The Convener moved to a roll call vote on the application, including the LSO's recommended condition, and Board members unanimously indicated their support.

Decision

The East Lothian Licensing Board granted the provisional premises licence, subject to the following condition:

- Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119, and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

3. OCCASIONAL LICENCES

b. Seton Garden, Seton Mains, Longniddry – Craig Wood (OCC160-OCC180/25)

The occasional licence applications had come before the Board on the basis of Section 23.1 and Section 23.2 of the Board's Statement of Licensing Policy. Section 23.1 related to repeated applications for occasional licences for the same premises. Section 23.2 related to grounds for refusal of an occasional licence application on the basis that the granting of the licence would be inconsistent with one or more of the licensing objectives, since the scrutiny given to a premises licence application was not available when a premises operated under a series of occasional licences.

Craig Wood, applicant, spoke to the applications. He referred to an appearance before the Board in 2024, and explained that there had been an intention to apply for a premises licence, but unfortunately, the landowner had subsequently passed away. However, an application had been made for a change of use for the premises; the outcome of this application was still awaited, despite follow up. Mr Wood explained that the application had been resubmitted in another colleague's name, and reported that SEPA had made a visit with regards to potential flood damage. He said he understood that the Board did not wish for premises to operate on a stream of occasional licences, and said he also did not wish for the current situation to continue.

The LSO said that Mr Wood had provided an accurate account of the situation. She advised that the applications had been made from April to September 2025 to cover weddings across the season, similar to the previous year's applications. She reported that Mr Wood had been knowledgeable when she had spoken with him; she had identified no compliance issues and understood the premises to be working hard to rectify the premises licence situation.

PC Gibson indicated that he had no concerns with the application.

Councillor McGuire and the Convener acknowledged the situation the business found itself in when trying to apply for a premises licence, and wished Mr Wood all the best.

The Convener moved to a roll call vote on the applications, and Board members unanimously indicated their support.

Decision

The East Lothian Licensing Board granted the occasional licence applications.

a. La Trattoria, 119 High Street, Tranent – Mauro Pacitti (OCC155-OCC157/25)

The occasional licence applications had come before the Board on the basis of Section 23.2 of the Board's Statement of Licensing Policy, which stated that where an occasional licence application was to allow a premises to trade on a regular basis prior to a premises licence application having been determined, the application would be referred to the Board for consideration in the first instance.

Mr Macdonald, the applicant's agent, spoke to the application, and was accompanied by his client, Natasha Pacitti. He made the Board aware of various persons involved in the business, and advised that Ms Pacitti would be the premises manager (DPM) and would run the restaurant with her mother and father. The initial applications had been made in the name of a family friend because Ms Pacitti had not yet been a personal licence holder at the time of application; since this time, Ms Pacitti had obtained her personal licence and had made applications in her own name. Mr Macdonald explained that the premises had previously been run by Ms Pacitti's former husband, but Ms Pacitti had worked there. Mr Macdonald also acknowledged that the premises had previously had issues with non-payment of annual fees; he said Ms Pacitti was committed to maintaining high standards and not causing any issue to the Board with regards to paperwork.

The LSO reported that she had visited the premises after having written her report, and advised that the provisional licence application had now been submitted. She confirmed that she had no recommended conditions to be attached to the occasional licences, but had discussed the outside area on the pavement with Ms Pacitti on her visit; she understood that Ms Pacitti did not intend to use this area until the restaurant was more established. She also understood that an experienced colleague would overlook the running in the first few weeks, but said that Ms Pacitti was well aware of her responsibilities with regards to the sale of alcohol.

PC Gibson noted that Ms Pacitti now held a personal licence, and said he had no adverse comment to make on the occasional licence applications.

Councillors Dugdale and McGuire both indicated that any questions they may have had had been answered in Mr Macdonald's presentation. They welcomed the restaurant and wished it every success.

The Convener moved to a roll call vote on the applications, and Board members unanimously indicated their support.

Decision

The East Lothian Licensing Board granted the occasional licence applications.

Signed

Councillor L Bruce
Convener of East Lothian Licensing Board

OCC 258/25.



Pdla / LSO
26/3/25.

Advert
28/3/25.

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

30th April - 1st May 2025
Wed - Thurs

2a

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) EL413

Name of voluntary organisation (if applicable) _____

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Mitchell

Forenames Paul Anthony

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. [REDACTED] Evening Tel. [REDACTED]

Mobile No. [REDACTED]

Fax No. _____ Email paul@broxmouth.com

3. THE PREMISES

Description of premises

Broxmouth Courtyard - purpose built venue with dining room, bar facilities, additional reception rooms, toilet facilities and associated car parking within Broxmouth Park estate.

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

One private Wedding, to include family only, informal barbecue on the eve of the wedding (30/04/2025) followed by wedding breakfast & evening reception on the wedding day (01/05/2025) with up to 160 attendees by invitation only.~

Full postal address of premises which this application refers to

Broxmouth Courtyard, Broxmouth Park, Dunbar, EH42 1QW

4. DURATION OF LICENCE

From 30/04/2025 To 01/05/2025

5. Is alcohol to be sold on & off the premises YES NO

Provide relevant details as to hours requested when alcohol will be sold on/off the premises.

Times for sale of alcohol for consumption on premises

6pm until 11pm on the 30/04/2025 & 11am until midnight on the 01/05/2025.

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

The premises will have wedding related activity at the venue from 3pm on the eve of the wedding (30/04/2025) until midnight on the wedding day itself (01/05/2025).

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 0 -17

Times at which children or young persons permitted entry 11am until Midnight

Parts of premises to which children or young persons permitted entry

Children and young persons will be permitted and supervised access to all public areas of the venue. Children will not be permitted to areas adjacent to bar servery and kept at least 1.5m from service points

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 21/03/2024

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.)

A private Wedding

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

Live Music and DJ Music

2. Attendance

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

A maximum of 160 guests

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

The event is organised privately, therefore by invitation only and numbers, names and details provided to the venue and license holder by the wedding couple.

(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)

Private invitation

3. Stewarding

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

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

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

Zero stewards

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

N/A

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

In reference to 4c, please see accompanying plans.

5. Applications Lodged by Voluntary Organisations or Members Clubs Only

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

6. Will alternatives to glass receptacles be provided?

YES, where applicable and appropriate.

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

Please provide details of any training certificate held.

All bar and waiting staff are trained to a minimum two hour requirement including completion of Responsible Alcohol Retailing workbook prior to serving alcohol additional PL Holders present.

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?

All guests will be privately invited, providing a register of attendees. The license holder, management and serving staff will ensure alcohol is responsibly served at all times.

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

Premises will be properly maintained. All areas will be properly illuminated including with emergency lighting in the event of fire or power failure. Fire suppressant systems will be on site and staff trained in their use. Trained first aiders will be present as will a technician for any unforeseen technical issues.

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

The events will be located within a permanent, purpose built building within a private estate, at least 500 metres from the closest neighbour. Equipment is utilised to ensure music volumes are controlled.

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

We will provide a broad range of soft and non-alcoholic drinks plus drinking water will be freely available at all times through the events.

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

Children will be closely supervised at all times and excluded from proximity to bar service points by at least 1.5 meters.

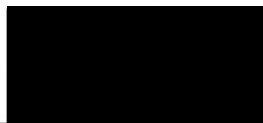
SIGNATURE AND DECLARATION BY APPLICANT

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

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

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

Signature



Date 21/03/2024

EAST LoTHIAN COUNCIL LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 2nd April 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC258-280/25

PAUL MITCHELL, BROXMOUTH COURTYARD, BROXMOUTH PARK, DUNBAR, EAST LoTHIAN, EH42 1QW

The applicant is Paul Mitchell who is a personal licence holder. Application has been made for 23 occasional licences at the premises which is run as a wedding venue. A provisional premises licence was granted for this premises on 31st March 2022 which will expire on 29th March 2026.

There are 23 applications for 2-day periods covering dates from 30th April – 1st July 2025 for on sales between 11am-12 midnight.

I refer the Board to Section 24.2 of the Statement of Licensing Policy:

24.2 Premises granted a provisional premises licence will only be permitted to sell alcohol when granted an occasional licence. Applications for occasional licences where there is a provisional premises licence, will be granted on delegated powers for a duration of 12 months. Following this period if the licence has not been confirmed the occasional applications will be required to be heard by the Licensing board and the applicant is expected to give an update on progress and an indication as to when the provisional premises licence will be confirmed. Should a report be received from the Licensing Standards Officer or Police at any time, the occasional licence application(s) will not be granted on delegated powers and will be required to be heard by the Licensing Board.

Occasional licences have been used at this premises from 2011 onwards. Occasional licences have been used for a period of 3 years since obtaining the provisional premises licence. A major variation to the provisional premises licence was granted on 25th April 2024, to increase the on sales hours and add additional activities to the premises licence. Since this time, there has been no update as to the progress towards confirming the premises licence.

I refer the application to the Licensing Board for determination.

Licensing Standards Officer

22nd May to 4th June 2025.
LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

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) EL1835

Name of voluntary organisation (if applicable) _____


2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname **Linklater**

Forenames **Eric Linklater**

Date of birth (Day / Month / Year) 

East Lothian Council
Licensing

31 MAR 2025

Received

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. [Redacted]

Evening Tel. [Redacted]

Mobile No. [Redacted]

Fax No. _____

Email [Redacted]

3. THE PREMISES

Description of premises

Conversion of farm building to a farm retail shop

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

Farm retail shop selling a range of food produce, gifts & alcohol with 70 people

anticipated over 2 weeks

Full postal address of premises which this application refers to _____

Carfrae Farm, Haddington, East Lothian EH41 4LP



4. DURATION OF LICENCE

From 22nd May 2025 To 4th June 2025

5. Is alcohol to be sold on & off the premises YES NO

Provide relevant details as to hours requested when alcohol will be sold on/off the premises.

Times for sale of alcohol for consumption on premises

Not applicable

Times for sale of alcohol for consumption off premises

Monday to Saturday inclusive 10am to 10pm, Sunday 10am to 10pm

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

Retail of non-alcoholic products from 8am to 10pm, 7 days per week

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 children under 18 years old

Times at which children or young persons permitted entry 8am to 10pm daily

Parts of premises to which children or young persons permitted entry

Public accessible retail display 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

[REDACTED]

Date 29th March 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.)

Farm Shop selling wide range of local & Scottish products

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

None

2. *Attendance*

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

150 people over 2 weeks

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

Projected number of people based on historical number of sales

(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)

Not applicable - public have free access to shop during opening hours

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.

Not applicable

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

4. *Layout Plans*

Please indicate if -

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

layout plan 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

Not applicable

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

Not applicable

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

Please provide details of any training certificate held.

Staff serving alcohol hold Scottish Certificate for Personal Licence Holders at SCQF Level 6 or have received a minimum of 2 hours training on alcohol licensing legislation

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?*

Staff training, CCTV, refusal to sell policy, under 25 years sign

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

Fire Safety Policy

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

CCTV installed

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

Adherence to minimum unit pricing policy

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

An under 25 years notice will be displayed & all under 25's will be challenged to provide ID.

Children will require to be supervised at all times by a responsible adult.

**SIGNATURE AND DECLARATION BY
APPLICANT**

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

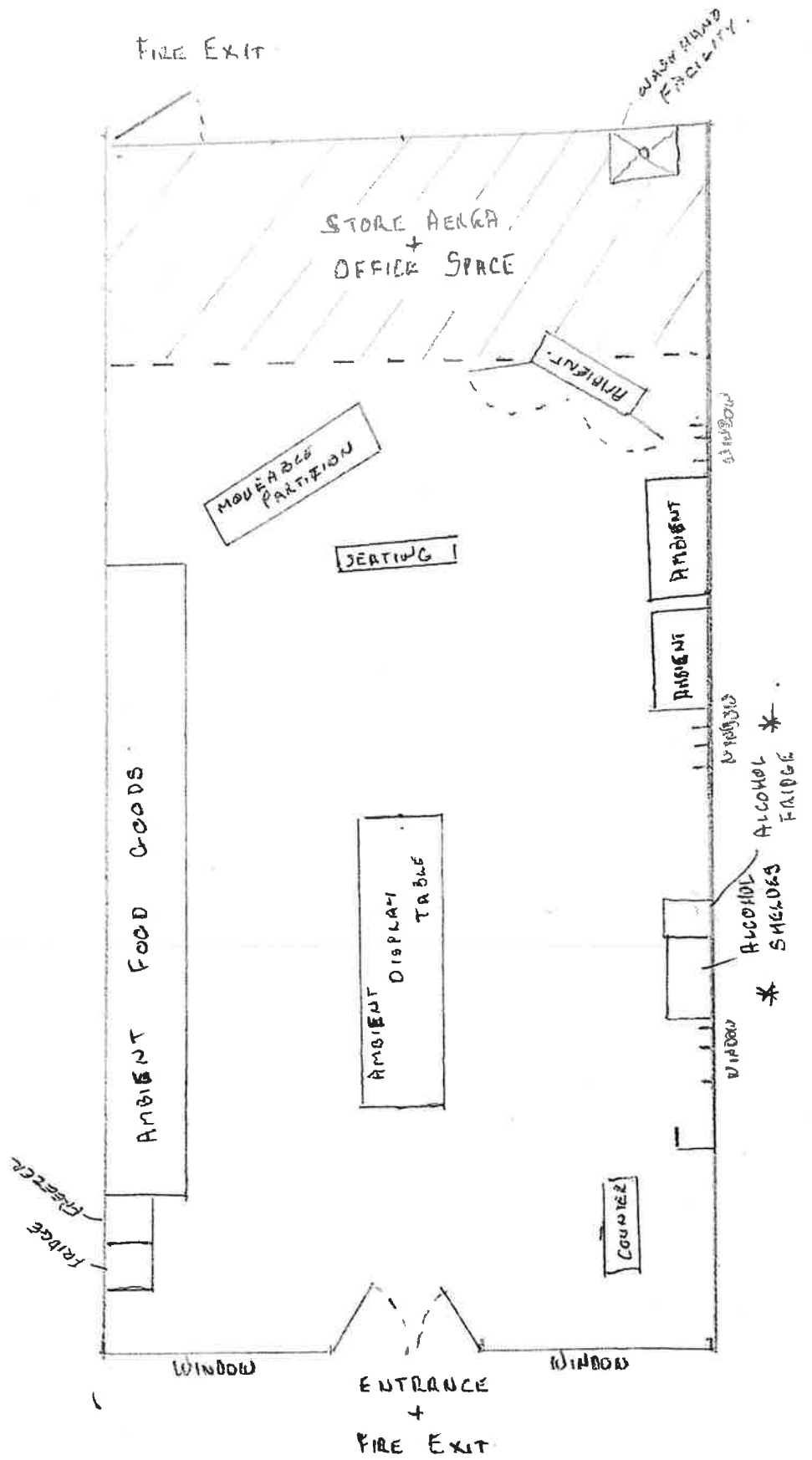
(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature



Date 29th March 2025



CARRAE FARM SHOP

**EAST LoTHIAN COUNCIL
LICENSING STANDARDS**

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 3rd April 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC286-291/25

**ERIC LINKLATER, CARFRAE FARM SHOP, CARFRAE FARM, HADDINGTON, EAST
LoTHIAN, EH41 4LP**

The applicant is Eric Linklater who is a personal licence holder. Application has been made for 6 occasional licences at the premises which is run as a retail shop. A provisional premises licence was granted for this premises on 28th September 2023 which will expire on 27th September 2027.

There are 6 applications for 2-week periods, on a continuous basis covering dates from 22nd May – 13th August 2025 for off sales between 10am-10pm.

I refer the Board to Section 24.2 of the Statement of Licensing Policy:

24.2 Premises granted a provisional premises licence will only be permitted to sell alcohol when granted an occasional licence. Applications for occasional licences where there is a provisional premises licence, will be granted on delegated powers for a duration of 12 months. Following this period if the licence has not been confirmed the occasional applications will be required to be heard by the Licensing board and the applicant is expected to give an update on progress and an indication as to when the provisional premises licence will be confirmed. Should a report be received from the Licensing Standards Officer or Police at any time, the occasional licence application(s) will not be granted on delegated powers and will be required to be heard by the Licensing Board.

Occasional licences have been used at this premises from 2011 onwards. Occasional licences have been used for a period of 1 ½ years since obtaining the provisional premises licence. There has been no update as to the progress towards confirming the premises licence.

I refer the application to the Licensing Board for determination in line with the policy above.

Licensing Standards Officer

1147

25th May 2025



East Lothian Council
Licensing

12 MAR 2025

Received

OCC 226/25

PC, LSO 12/3

Adv 14/3

Occasional Licence Application Form
EAST LOTHIAN LICENSING BOARD

2c

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) 498283	
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Mr	
Surname	ZIELINSKI
Forenames	Gregor
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post town Musselburgh	Post code [REDACTED]
TELEPHONE NUMBERS	
Daytime	[REDACTED]
Evening	[REDACTED]

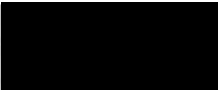
Mobile	[REDACTED]
FAX NUMBER	
E-MAIL ADDRESS gregor.zielinski@bellfieldbrewery.com	
3. THE PREMISES	
Edinburgh Marathon Festival (end point) - bars on Pinkie Playing Fields, Musselburgh	
Description of activities to be carried on in the premises – (including number of persons expected to attend) Serving of beer (alcoholic and non alcoholic) from 2 draught bars and one can bar (non alcoholic beer and soft drinks only). Participants purchase their entries online in advance. Their spectators can gain free access to watch them either in the finish area, or elsewhere on the route.	
Full postal address of premises which this application refers to Pinkie Playing Fields, Linkfield Road, Musselburgh, EH21 7LN	

4. DURATION OF LICENCE
From: Sunday 25 May 2025
To: Sunday 25 May 2024 (one day only)

5. Is alcohol to be sold on & off the premises NO* - Provide relevant details as to hours requested when alcohol will be sold on the premises-* delete as appropriate	
Times for sale of alcohol for consumption on premises 1000-1700hrs	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 Set up of the bars will take place the day before, on Saturday 24 May 2025 but there will be no alcohol on the premises until Sunday.	

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	Times at which children or young persons permitted entry
From babes in arms to 18 year olds	1000-1700hrs - accompanied by a responsible adult at all times and not permitted to approach the bar
Parts of premises to which children or young persons permitted entry	
The licensed area but only if accompanied by a responsible adult. Not permitted to approach the bar.	

7. CHECKLIST	
I have - Please tick for yes	
<ul style="list-style-type: none"> • 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
	Wednesday 12 March 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

SUPPLEMENTARY INFORMATION


<p>1. Event</p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) Edinburgh Marathon Festival</p> <p>(b) none within the licensed premises</p>
<p>2. Attendance</p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p style="text-align: right;"><input type="checkbox"/></p> <p>x <input type="checkbox"/></p> <p>x <input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p> <p>Participants purchase their entries online in advance. Their spectators can gain free access to watch them either in the finish area, or elsewhere on the route.</p>	<p>100,000</p> <p>previous events - figure supplied by EMF organisers</p> <p style="text-align: right;">Under 18</p> <p style="text-align: right;">18 - 30 X</p> <p style="text-align: right;">30 - 50</p> <p style="text-align: right;">over 50</p>
<p>3. Stewarding</p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	

<p>Unpaid volunteers performing this function are not covered by the Act. More information can be found at Security Industry Authority.</p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a) See separate Alcohol Management Plan</p> <p>(b) See separate Alcohol Management Plan</p>
<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a)</p> <p>(b)</p> <p>Plan attached, provided by organisers</p>
<p>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>Drinks will only be served in disposable, fully recyclable pint and half pint receptacles. Soft drinks and alcoholic and non alcoholic beer will be served in aluminium cans. No drink will be served in a glass.</p>
<p>7. To what standard those serving alcohol be trained?</p> <p>Please provide details of any training certificate held</p>	<p>See separate Alcohol Management Plan</p>

--	--

LICENSING OBJECTIVES **	
All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.	
8. How will you prevent Crime and Disorder at the event?	See Alcohol Management Plan
9. How will you secure Public Safety at the event?	See Alcohol Management Plan
10. How will you prevent Public Nuisance at the event?	See Alcohol Management Plan

11. How will you promote and protect Public Health at the Event?	See Alcohol Management Plan
12. How will you protect Children from Harm at the Event?	See Alcohol Management Plan

SIGNATURE AND DECLARATION BY APPLICANT DECLARATION			
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	7 March 2025

Edinburgh Marathon Festival

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date : Sunday 25 May 2025

Time : 1000-1700hrs

Location : Pinkie Playing Fields, Linkfield Road, Musselburgh, EH21 7LN

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 - Gregor Zielinski

Tel No. [REDACTED]

3. In the event of some unforeseen circumstances that results in Gregor Zielinski 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 is not delineated by a fixed barrier but the area directly behind the bars where alcohol is stored, is securely cordoned off.
7. 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. Signage will be provided at exits of the event to say no alcohol beyond this point.
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, nor will they be served.
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 – [n/a]

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 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	Edinburgh Marathon Festival/GSi Events Limited - Neil Kilgour, Director
Registered Address	[REDACTED]
mobile	[REDACTED]
Email Address (use block capitals)	events@gsi-events.com

21. General Authorisation of Sale of Alcohol

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

Name of Individual	Gregor Zielinski
Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	gregor.zielinski@bellfieldbrewery.com

Personal Licence Holder Details

Name of Issuing Authority	City of Edinburgh Council
Personal Licence Number	498283
Date of Expiry of Licence	16/05/2033
Copy of Personal Licence attached	Yes

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.

- Drinks will be sold from 2 cargo bars with 12 draught lines and 1 gazebo can bar.
- Drinks sold will include alcoholic and non alcoholic beers and payment will be taken via card only (no cash).
- Measures sold (draught beer only) will be 1 pint and half pint measures in marked, recyclable, disposable (plastic) glasses.
- Non alcoholic beer will additionally be sold in 330ml cans from the can bar.
- There will be a queuing system in operation.
- Service will be provided by 12 members of staff, supervised by Bar Manager, Gregor Zielinski (personal license holder).
- We will display mandatory signage Section 110 Notice and Age Verification Policy.
- Alcohol sold will comply with minimum unit pricing legislation.
- Drinking water will be available free of charge from drinking water dispensers on every bar.

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 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.

23. Policies

Age Verification Policy

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

1. It is company policy for staff to establish the age of any person attempting to buy alcohol when that person appears to be under the age of 25 years.
2. Staff will require such persons, before being served alcohol, to produce, on request, identification bearing their photograph, date of birth and a holographic mark.
3. The only valid identification shall be:-
 - A UK or European Union photo-card driving licence
 - A passport
 - An approved proof of age card bearing a PASS hologram
 - A Defence Identity Card issued by the MoD
 - An EU national identity card
 - A Biometric Immigration Document
4. The premises manager and other staff on the premises shall be alert to the use of false or altered identification and retain the right to decline to serve any person whether or not in possession of valid identification.
5. The premises licence holder will ensure that all relevant staff are made aware of the existence and content of this policy.

Refusal Policy

Provide details on the refusal policy that is in place:

- staff will decline to serve any person who appears to be under the age of 25, and not in possession of valid identification (as specified above)
- Staff will decline to serve anyone who is drunk or appears to be drunk
- staff will decline to serve anyone who appears to be purchasing alcohol on behalf of a drunk person
- Any drunk person or person exhibiting drunk and disorderly conduct who attempts to enter the licensed area or approach the bar, will be escorted from the premises by stewards
- Any refusal will be recorded in a refusal log: a refusal log will be kept on each of the two bars serving alcohol

Drugs Policy

Provide details on the Drugs Policy that is in place:

Bellfield Brewery does not tolerate the use of drugs on its premises. We are committed to the safety, security and comfort of our customers, and as part of that we have a role to play in sustaining a safe and friendly venue which is drug free.

- If staff have cause to believe that a person or group of people are involved in drug taking or dealing on the premises they will keep a discreet watch on the proceedings and contact the police immediately, ensuring they give a description of those involved and their location within the premises.
- Staff may ask such people to leave the premises, and may call on the stewards to assist anyone who refuses to leave when asked

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

- Last orders will be called 30 minutes before the end of service, to allow staggered dispersal
- Gregor Zielinski, the Personal License Holder will supervise staff to ensure this happens
- Gregor or another senior member of the team will encourage dispersal out of the licensed area and ensure people are moving on

24. Alcohol Outlet(s)

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

Bar – Main bars (2x serving alcoholic beverages) and can bar (serving only non alcoholic drinks)

Name of Person Responsible on the day	Gregor Zielinski
---------------------------------------	------------------

Telephone/Mobile Number	[REDACTED]
Brief Description of Roles and Responsibilities	<p>Gregor is the Personal License Holder. He will be on site from 0800 on each day and is responsible for managing the bar staff team on all the bars.</p> <p>He will</p> <ul style="list-style-type: none"> ● supervise the sale of alcohol by staff ● adjudicate in any disputes about age verification; suitable ID; service to anyone who appears to be drunk and disorderly ● ensure compliance with the legislation at all times ● liaise with the stewards who will control access and egress to the licensed area ● supervise the set up and take down of the bars within the licensed area ● ensure the area remains tidy and free of litter
Does the individual hold a Personal Licence?	YES

If so, provide details of Personal Licence

Name of Issuing Authority	The City of Edinburgh Council
Personal Licence Number	498283
Expiry Date of Licence	16/05/2033
Copy of Personal Licence attached	YES

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	Saltire Security limited
Registered address	28 Kingdale Gardens, Knoway, Leven, Fife, KY8

Contact telephone number	[REDACTED]
Brief Description of Roles and Responsibilities	<p>There will be stewards at each access point to the site, around the Charity Village, at the two Bellfield Brewery locations on site, at crossing points over the emergency vehicle access lane, at the points where the participants exit the runner only area, and in general roaming roles.</p> <p>The Security Stewards will be making sure no one exits the site with an alcoholic beverage in a non-sealed container, assisting in keeping people safe and secure when emergency vehicles are entering/ exiting from site, dispersing people from the busy exit points from the runner only area.</p>
How many Stewards will be provided for the event?	There will a Supervisor plus another 20 Security Stewards in the finish area at Pinkie Playing Fields
How many are SIA Registered	All the Security Stewards will be SIA registered. There will be additional Event Team Marshals on site who will not be SIA registered.

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

The Stewards will be briefed when they arrive on site by their Supervisor and the Event Finish Area Director. The Security Stewards will communicate with their Supervisor using radios, they will also have the mobile telephone number for Senior Event Organising Team on site, and the Event Control contact based in the MACC.

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"> ● Staff will decline to serve anyone who appears to be under 25 and who cannot provide suitable ID ● Staff will refuse service to anyone who appears drunk and/or disorderly ● Staff will refuse service to anyone who appears to be purchasing alcohol on behalf of a drunk person ● Stewards may be called to help escort such persons off the premises ● If staff have cause to believe that a person or group of people are involved in drug taking or dealing on the premises they will keep a discreet watch on the proceedings and contact the police immediately
Secure public safety	As above and via stewards controlling access and egress to the licensed area
Prevent public nuisance	As above and by ensuring the licensed area remains free of litter
Protect public health	As above and adherence to minimum unit pricing (company policy already)
Protect children and young persons from harm	<p>Not allowing children and young people to approach the bar area (unless babes in arms being carried by an adult waiting to be served)</p> <p>Challenging anyone who appears to be allowing a child or young person under 25 to partake of an alcoholic drink and ensuring they are escorted off the premises</p>

Appendix 1

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

Bar – Main Bar 1

Name of Person Responsible on the day	Gregor Zielinski
Telephone/Mobile Number	[REDACTED]
Brief Description of Roles and Responsibilities	Gregor is the Bar Manager on the day and the Personal License holder. He will be responsible for supervising staff working across both bars. See Section 27 above for full list of responsibilities
Does the individual hold a Personal Licence?	Yes

If so, provide details of Personal Licence

Name of Issuing Authority	The City of Edinburgh Council
Personal Licence Number	498283
Expiry Date of Licence	16/05/2033
Copy of Personal Licence attached	Yes/No

Bar – Main Bar 2

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

If so, provide details of Personal Licence

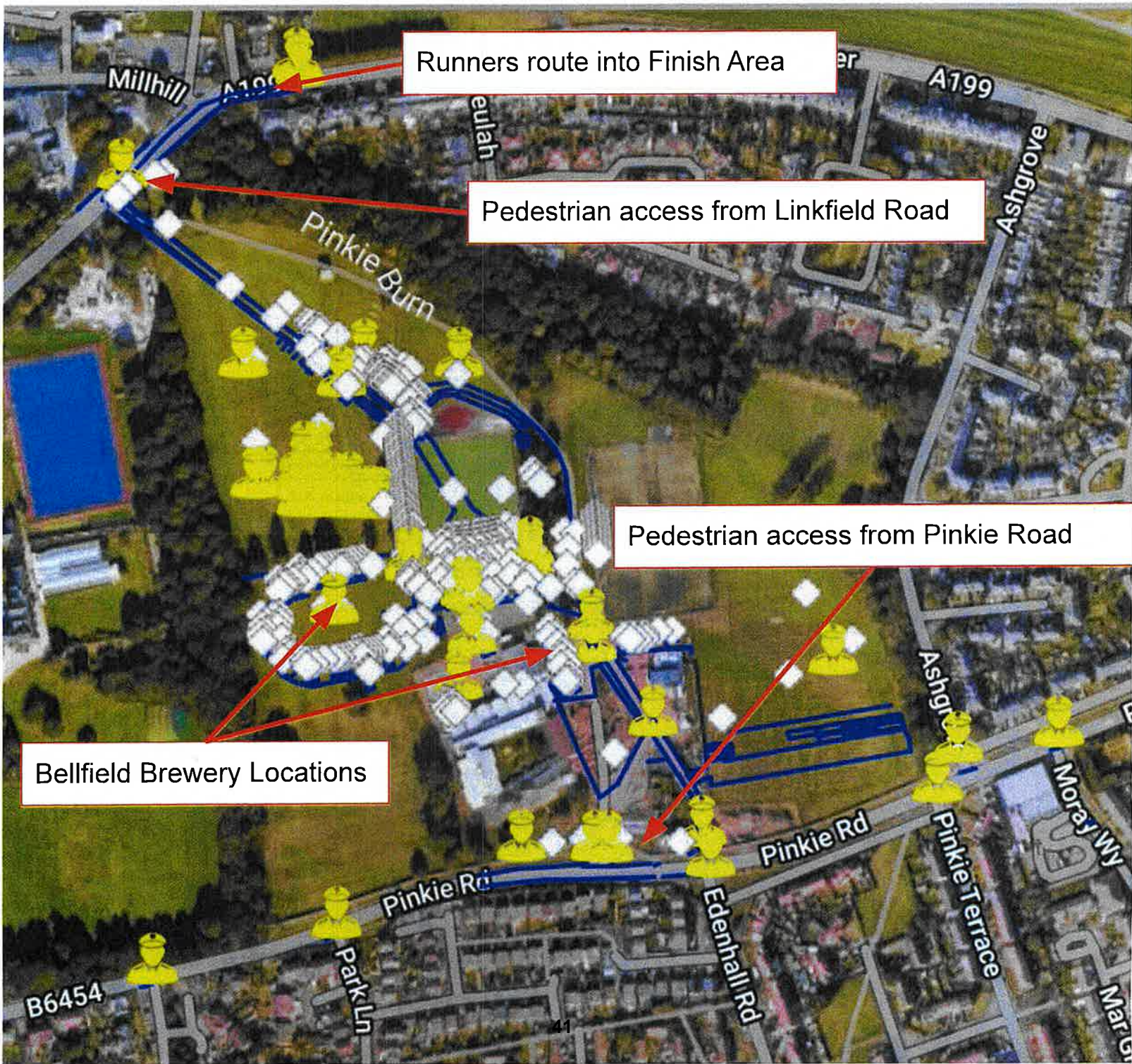
Name of Issuing Authority	as above
Personal Licence Number	as above
Expiry Date of Licence	as above
Copy of Personal Licence attached	Yes

Bar – Can bar (alcoholic and non alcoholic drinks)

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

If so, provide details of Personal Licence

Name of Issuing Authority	as above
Personal Licence Number	as above
Expiry Date of Licence	as above
Copy of Personal Licence attached	yes



Runners route into Finish Area

Pedestrian access from Linkfield Road

Pedestrian access from Pinkie Road

Bellfield Brewery Locations

• EDINBURGH •

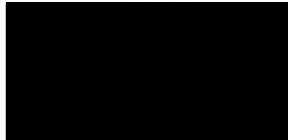
LICENSING BOARD

PERSONAL LICENCE

The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005.

Licence Number 498283

Name and address of licence holder Mr Gregor Zielinski



Name of issuing Licensing Board The City of Edinburgh Licensing Board
City Chambers
High Street
Edinburgh, EH1 1YJ



W000N

Licensing Board logo



Expiry date 16 May 2033



Training record

Dates of Training	Title of Course completed	Awarding/ Accrediting Body	Level attained
17/04/2023	Scottish Certificate for Personal Licence Holders	Highfield Awarding Body for Compliance	Pass



W000N

P12407403/000439/3/5

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 18th March 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC226/25

GREGOR ZIELINSKI, EDINBURGH MARATHON FESTIVAL, PINKIE PLAYING FIELDS,
MUSSELBURGH, EAST LoTHIAN, EH42 1QW

The applicant is Gregor Zielinski who is a personal licence holder. Application has been made for an occasional licence for the Edinburgh Marathon Festival finish area at Pinkie Playing Fields, Musselburgh. The applicant proposes 2 draught bars and one can bar within the licensed area as shown on the site plan.

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

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

*11.00 am to 11.00 pm Monday to Wednesday (inclusive)
11.00 am to 1.00 am Thursday to Saturday (inclusive)
11.00 am to 12.00 midnight on Sunday
Outside areas 11.00 am to 10.00 pm Monday to Sunday (inclusive)*

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

The application has a requested-on sales duration as follows starting before policy hours at 10am

OCC197/24 – Sunday 25th May 2024 1000-1700

As this is a large event with around 100000 people expected to attend made up of competitors and spectators. The applicant has submitted an Alcohol and Drug Management Plan.

I recommend the following condition be considered:

- 1) The Alcohol and Drug Management Plan and Event Plan submitted prior to the event will be adhered to for the duration of the event.

In accordance 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 licences.

Licensing Standards Officer

OCC 282/25



CAN 16510

14th June 2025

Police/ASO/
27/3/2

LICENSING (SCOTLAND) ACT 2005, SECTION 142

Advent
28/3/25

OCCASIONAL LICENCE APPLICATION FORM

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.

2d

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) East Linton Gala Association, SC053810

2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Thomas

Forenames Haydn

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 in East Linton Park. We propose to have three marquees, two of which will be for market stalls and food / non-alcoholic drinks. The third will be located at the far end of the park, situated next to the hill race, and we propose will have a licensed bar.

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

East Linton Gala is an annual event for the whole community and visitors to East Linton. It features activities for all ages, including a parade in the early afternoon, followed by a hill race (over 18s only) organised by an external club and afternoon / early evening food and music. We expect approx. 500 attendees and 100 hill race competitors. Further detail is provided in the supplementary information.

Full postal address of premises which this application refers to _____

East Linton Park, School Road, East Linton, East Lothian, Scotland, EH40 3AJ

4. DURATION OF LICENCE

Date: From Saturday 14th June 2025 To Saturday 14th June 2025

Time: From 14.00 To 18.00

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

14.30 - 18.00

Times for sale of alcohol for consumption off premises

NA

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

12.00 - 18.30

6. CHILDREN (see note 2)

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

Are children or young persons permitted entry? YES 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 12.00 - 18.30

Parts of premises to which children or young persons permitted entry

All areas except immediate bar sales area, which will be located separately to other activities

7. CHECKLIST

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

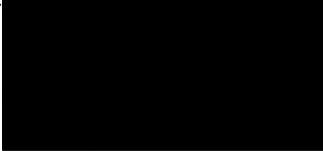
YES

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 24/03/25

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.)

East Linton Gala Day and Traprain Law Hill Race 2025

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

Live music, games, rides and other inflatables, mini zoo tent, hill race (over 18s only).

2. Attendance

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

Approx. 500 in attendance for gala day events

Approx 100 competitors for hill race, plus 30-50 family / spectators

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

Gala attendance numbers based on village population and previous years.

Hill race competitors based on previous entrance numbers, online race entries will provide more accurate numbers by May 2025.

(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)

East Linton Gala Day is an unticketed event, open to all in the village. There is no entry charge. The hill race is run by an external club (Carnethy Hill Running Club). Entry is available on the day but the majority of competitors enter in advance online. The race is free for club members and approx £10 for non-members.

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 event leads (for both gala day and hill race) and a bar manager, there will be a minimum of 2 stewards 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, so none will have active SIA registration. The bar manager and some stewards work in hospitality and catering so have professional experience of managing a licenced bar and public events.

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 map

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

None between 01 Jan and 31 Dec 2024

The Gala Day has previously held occasional licenses in all years that the gala has operated prior to 2024

6. Will alternatives to glass receptacles be provided?

Yes. Glass receptacles will not be provided and the bar intends to use plastic receptacles, ideally reusable drinkware. Single-use plastic receptacles will be provided as a reserve or if required to cater for specific health / accessibility needs. This is intended to mitigate health and safety risks associated with broken / shattered glass, reduce littering and use of single-use items, and provide additional assurance over the serving and consumption of drinks at the event. Provision of a license bar also seeks to reduce the health and safety and environmental risks associated with broken glass / littered drinks containers resulting from an increased number of attendees bringing their own alcohol to the gala in 2024 as no licensed bar was present.

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

Please provide details of any training certificate held.

The bar manager will be a Scottish Personal License Holder and will be responsible for briefing all bar staff. Some bar staff and stewards will also have experience in bar service and hospitality.

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. Note that we cannot prevent the personal consumption of alcohol at the event, regardless of whether an occasional license for the sale of alcohol on site is granted.

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.

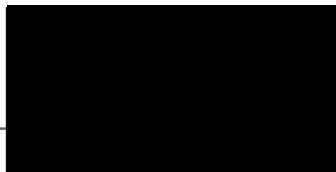
SIGNATURE AND DECLARATION BY APPLICANT

**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

24/03/25

East Linton Gala Day and Traprain Law Hill Race 2025: Alcohol and Drug Management Plan

Requested Occasional / Premises License:

Date: 14 June 2025

Time: 14.00 – 18.00

Location: East Linton Park. We propose to have three marquees, two of which will be for market stalls and food / non-alcoholic drinks. The third will be located at the far end of the park, situated next to the hill race and market stalls, and we propose will have a licensed bar.

Summary of management plan:

Alcohol will only be sold under and in accordance with and occasional / premises license granted by East Lothian Licensing Board.

No alcohol shall be allowed to be removed from the licensed area. Only alcohol that has been sold at the event in accordance with an occasional license will be allowed to be consumed within the licensed area.

All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel.

No person who is drunk or under the influence of drugs, or who appears to be drunk or under the influence of drugs, will be allowed to enter or remain in the licensed area.

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).

All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be trained and briefed 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.

The event area will be supervised by a suitable number of stewards. The number of stewards will be agreed by the gala committee in consultation with Police Scotland and the Licensing Standards Officer. All stewards must be properly briefed in relation to the content and conditions of any license.

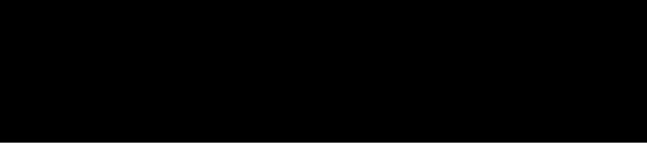
All points of entry and exit to and from the licensed area will be permanently manned at all time by a steward. Each point of entry must have a conspicuously displayed notice making clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.

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.

Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or under the influence of other substances, appropriate provisions and care must be provided through first aid and / or emergency services.

Overall control of the event will be the responsibility of:

East Linton Gala Association, SC053810



General Authorisation of the Sale of Alcohol

The bar will be managed by a personal license holder who will be responsible for authorising the sale of alcohol at the event. In the event that the nominated bar manager is not available, a suitable replacement person that holds a current personal license will assume the position of bar manager and responsibility for authorising sales of alcohol. In the event that no such person is available then sales of alcohol will not take place.

Event plan and sales policies

The proposed bar will operate within a small marquee located at the western end of East Linton Park (see attached map). The bar will be located away from rides and adjacent to market stalls and the hill race finish line. Alcohol sales can only be made within the marquee. There will be a roped and marked area outside the marquee where people may consume their drinks, forming part of the licensed area. No alcohol shall be allowed to be removed from this. Only alcohol that has been sold at the event in accordance with an occasional license will be allowed to be consumed within the licensed area. The area will be monitored at all times by designated stewards.

The bar may sell draught beer, along with cans / bottles of beer, cider, wine and soft drinks. Canned / bottled drinks will be decanted into reusable plastic drinking vessels upon sale. Wine will be offered in 175ml measures and will also be decanted into plastic drinking vessels. The bar will operate both cash and card.

Reusable plastic drinking vessels should be provided for a deposit which is redeemable upon the return of the container. This is intended to reduce littering at the event. If this is not possible, single use drinking vessels will be available as a back-up or if required for health / accessibility reasons.

Strict adherence to minimum unit pricing will be followed. There will be no drinks promotions or time limited promotions.

Drinking water will be readily available at the bar area. Other marquees will also provide drinking water and non-alcoholic drinks.

Age verification policy.

We will operate a strict 'No ID – No Sale' policy. We will only accept photographic driving license, passports or PASS cards approved as a means of ID.

Briefing on the age-related sections of the Licensing Act 2003 will be carried out as part of training for all volunteers and stewards. This includes the ability to competently check identification.

Refusal policy.

We will refuse entry to anyone who appears to be showing signs of drunkenness or drug use. We will contact the appropriate emergency services as required.

Drugs policy

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.

Volunteers and stewards will be briefed on the effects of alcohol and drugs in order to identify early signs of intoxication or drug use.

Dispersal policy

Last orders will be called at 17.45. Bar staff will advise any groups in the licensed area that the bar will close at 18.00. At 18.00 the bar will close; stallholders must depart, live music and other activities will also stop. If required, the committee will announce the end of the event and remind attendees dispersing to be considerate to neighbouring residents.

Volunteers will attend the bar area until 18.30 to collect / redeem any reusable cups.

Staff training

The bar will be managed by a personal license holder and staffed by volunteers with experience of hospitality / alcohol sales. All volunteers and stewards will undergo briefing and training prior to the event and a register of their names held by the bar.

Training will include:

- Operation of the ID policy. Persons will not be permitted to enter the licensed area, purchase a reusable cup or purchase alcohol without valid ID.
- Entry and exit requirements to the licensed area, including only permitting persons with a valid ID, ensuring that no alcohol is taken outside the licensed area, and that no alcohol purchased elsewhere is consumed within the licensed area.
- Sales policies, including pricing, weights and measures, drinking vessel requirements
- Event information
- Safety briefing

Licensing objectives

1. Prevent crime and disorder

- All bar staff and stewards to be trained and briefed on event policies, event plan and risk assessment
- Stewards and wider event volunteers to be given duty to be vigilant for any potential risks or activity in the vicinity of the licensed area and wider event
- Any concerns about excessive drinking or drunken behaviour should be reported to the bar manager and / or event stewards. Individuals should be noted to ensure entry and sales are restricted.
- Event stewards shall be easily identifiable e.g. by wearing high-viz
- Attendees reminded to be careful with valuables and belongings
- Police Scotland will be present at the event and notified if necessary

2. Secure public safety

- Comprehensive risk assessment carried out by Gala Committee
- All bar staff and stewards to be trained and briefed on event policies, event plan and risk assessment
- Professional first aid provision arranged for the event and a first aid station will be manned for the duration of the event
- No glass to be sold for consumption on the premises; cans and bottles to be decanted at the bar

3. Prevent public nuisance

- Stewards and wider event volunteers to be given duty to be vigilant for any potential risks or activity in the vicinity of the licensed area and wider event
- Noise levels for live music (outside the licensed area) to be within the relevant guidelines
- All households bordering the park will be notified in advance of the event and provided with contact details of the gala committee and stewards should they need to raise concerns of public nuisance. Dunder Community Council has also been notified and consulted.
- No glass to be sold for consumption on the premises; cans and bottles to be decanted at the bar
- Drinking vessels ideally to be reusable (sold with deposit). Ensure that there are sufficient bins and recycling facilities in licensed area and wider site.
- Ensure access to public toilets on site

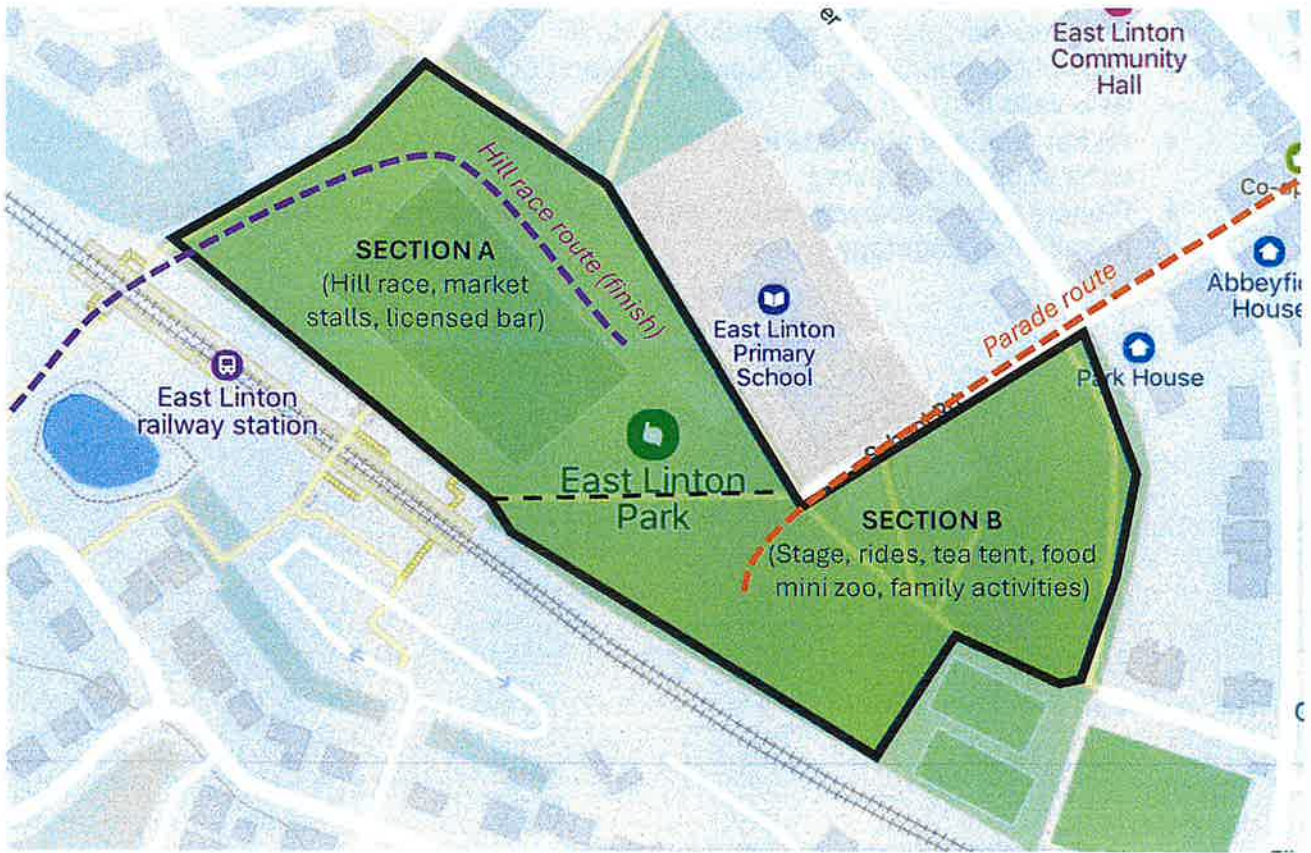
4. Protect public health

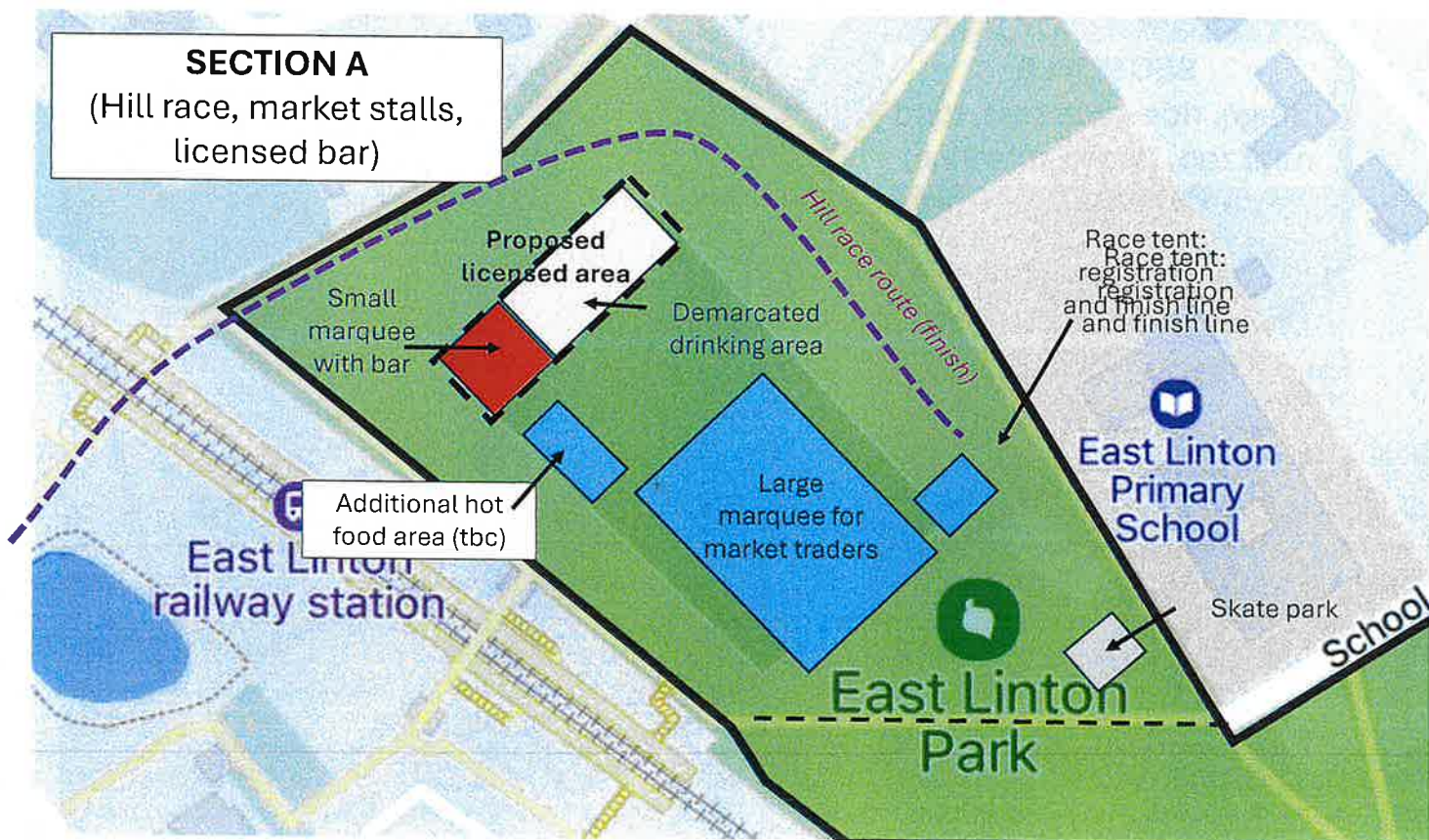
- Sales will follow strict adherence with alcohol law including minimum unit pricing and promotion requirements.
- Avoid sale of beers / ciders above 5.5%.
- Drinking water to be provided at the bar and around the event

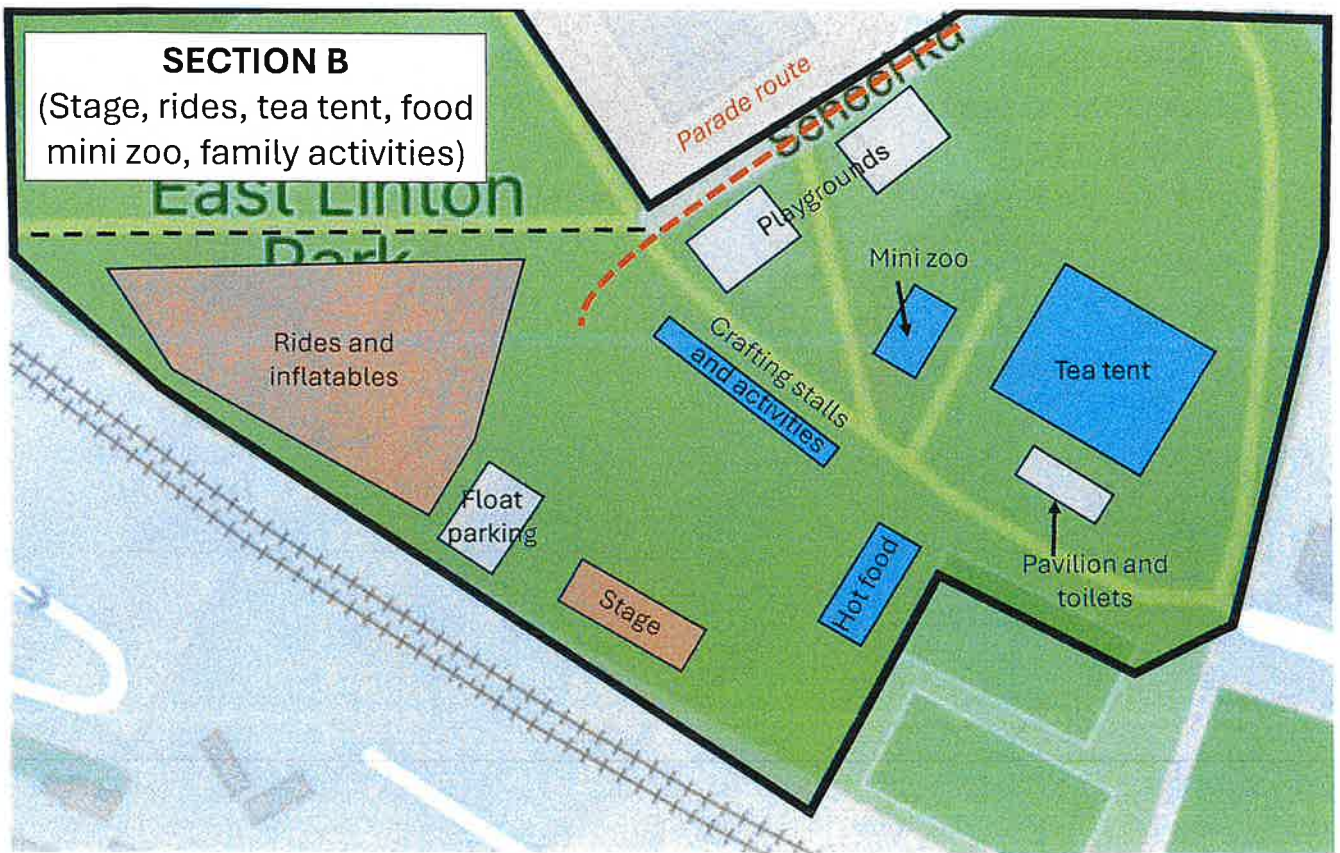
- Any concerns about excessive drinking or drunken behaviour should be reported to the bar manager and / or event stewards. Individuals should be noted to ensure entry and sales are restricted.
- Wider event risk assessment considers environmental / weather risks.

5. Protect children and young people from harm

- Children and young people will not be allowed to enter the licensed area.
- The bar area will be located separately from other marquees, being located next to the hill race and market stalls.
- The bar area will not be open for the first two hours of the gala, where the focus is on the parade and other children's activities. The bar will open to coincide with activities aimed at adults including live bands and the hill race.
- Prominent display and adherence to No ID - No Sale policy
- Only photographic driving license, passport or PASS cards will be accepted as a valid ID
- All bar staff and stewards to be trained in age-related policies and offered extra support if required
- Posters to be displayed stating that it is an offence to purchase alcohol on behalf of an underage person







Application for an occasional license for East Linton Gala Day 2025

To whom it may concern.

I am writing to set out some additional information to support our application for an occasional license for this year's East Linton Gala Day. This responds to feedback from East Lothian Licencing Board in 2024, and taking into account best practice from other East Lothian Gala Days, notably Aberlady Gala Day for which an occasional license was granted in 2024.

The East Linton Gala Association is a registered charity, whose purpose is to bring together the community of East Linton through an annual Gala event in order to foster positive community connection and social interaction, uphold and share our traditions and culture, and celebrate our local area.

We are incredibly proud of what the organisation has achieved after the near-loss of the event following Covid-19 and financial pressures. The committee has worked hard to expand community activities throughout the year, and ensure that all members of the community, and beyond, are welcome.

In 2025, we have expanded our programme to include additional live performances that cater to those without school-aged children, worked with Carnethy Hill Running Club to more closely integrate the annual hill race with the Gala Day, and increased the number of market traders to showcase local businesses. We have also received support from East Lothian Community Rail Partnership to take advantage of opportunity now offered by East Linton station to bring in additional people to the area. As part of the day, we are seeking to operate a licensed bar for a proportion of the event.

Event purpose and objectives

East Lothian Council Licensing policy states that:

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, applications 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.

As set out above and in our constitution, we are committed to ensuring that the annual Gala Day serves all members of our community – people of all ages, regardless of whether or not they are families of local children. We do not approach the event as being 'predominantly organised for children'; that is reflected in our event attendance

and the activities we run. For example, a core part of the Gala Day is the Traprain Law Hill Race, organised in partnership with an Edinburgh running club. Due to the nature of the race, it is exclusively for adults. The race draws in approximately 100 competitors from the local area and across the Lothians. While we run events throughout the year and during Gala Week for different age groups, including exclusively for children, young persons and families, the annual Gala Day is our focal event and intended to serve the whole community.

Reasons for license application

You may be aware that in 2024, East Linton Gala's occasional license application was unsuccessful. While we are pleased that the 2024 event was a success, the lack of a licensed bar did have a negative impact on the event for some members of the community. Following the 2024 event the committee assessed the impact associated with a license not being granted, taking into account both changes from previous years where a bar had been in place, and feedback from the local community.

First, the committee received feedback from some parts of the community that they either chose not to attend or leave early, perceiving the Gala Day as primarily aimed at young children or their parents. This is not our intention. It also meant that we could not provide the same welcome to hill race competitors, including some food vendors / stallholders leaving earlier due to a smaller turnout from those without children.

Second, since there is no bylaw preventing the personal consumption of alcohol in East Linton Park, many attendees also chose to bring their own alcohol. Refusal of an occasional license in 2024 had no impact on alcohol consumption at the Gala Day; the gala committee and volunteers have no way of preventing this. Instead of alcohol being primarily consumed in a separate, controlled area, there was widespread alcohol consumption throughout the day. We are thankful that 2024 saw no incidents – as has been the case at all previous Gala Days. However, our view is that this runs counter the stated concerns of the Licensing Board, since there is now no means to manage consumption and meet the five licensing objectives set out in the East Lothian Council Licensing Policy. Committee members were also required to liaise more closely with the local Co-op where some staff expressed concerns that they had become the de-facto bar for the Gala Day event, while volunteers had to deal with a large volume of littered drinks containers both during and after the event.

Taking these impacts into account, the Gala Day Association is of the view that provision of a licensed bar is important and proportionate to the running of an event of this type. We also believe that it would assist in achieving both the event's and the Licensing Board's objectives if operated in a safe and responsible manner. For that reason, we have made a number of significant changes to our event plan that takes into account the Board's feedback from 2024, as well as the successful application from Aberlady Gala.

Event plan and modifications

We fully agree that it is vital that only responsible alcohol consumption takes place. This helps ensure the safety of all event attendees, and in particular our children and young people. We have therefore updated our event plan, policies and risk

assessments, set out in the attached documents. We are fully aware of the responsibilities of the Licence Holder at the event and the need to meet the five Licensing objectives. Prior to 2024, the East Linton Gala Association had always been granted an occasional license and we are not aware of any incidents that have occurred.

Timing. We have modified the timing of activities on the day and do not intend to provide sales of alcohol during activities that are primarily provided for children, young persons and their families. The early part of the day (12.00-14.00) will feature a parade through the village and ceremony for primary age children. This will conclude at approx. 13.00 and games / rides will open. As a committee we agree it is not appropriate for the bar to be open at this time and have amended our application from last year to reflect this.

From 14.00 onwards the focus of the day will transition towards events for the whole community. This includes live music, food and market stalls and the start of the Traprain Law Hill Race (over 18s only), with registration from 13.30 and the race commencing at 15.00. From the conclusion of the race (approx 16.00) we consider that activities will primarily be aimed at adults. We propose that music and activities end at 18.00.

Activities. As detailed above, in 2025 we have sought to expand the range of live performances, the number of market traders, and have worked with Carnethy Hill Running Club to more closely integrate the race in response to last year's feedback. The result is that we believe that the Gala Day is even more focused on providing activities to the whole community, and those outside of the local area, rather than being focused on children's activities.

Location. We have changed the proposed location of the licensed area to locate it separately from other activities. Sales can only be made from within a designated marquee, with consumption only within an adjacent designated area. In previous years the bar was located centrally, but the Licensing Board raised concerns that this could increase the risk that children and young people could be put at risk. The bar will now be located away from children's rides and adjacent to market stalls and the hill race finish line. The change means that those looking to enjoy an alcoholic drink can still do so while experiencing Gala Day and hill race, but increases our ability to manage sales in a safe and responsible manner.

Risk assessment and policies. We have fully updated our risk assessment and alcohol management policies, included with this application. Those policies set out in detail how we will intend to manage sales and meet the five licensing objectives.

We thank you for considering this application and would welcome the opportunity to discuss our event further, including making any further modifications you think are necessary to ensure that we can run the event in a responsible and inclusive manner.

Kind regards
Haydn Thomas

Contents

Occasional License Application Form

Supplementary Information Form

Alcohol and Drug Management Plan

Event Map

EAST LoTHIAN COUNCIL

LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 4th April 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC282/25

HADYN THOMAS FOR EAST LINTON GALA ASSOCIATION, EAST LINTON PARK, EAST LoTHIAN, EH40 3AJ

The applicant is Hadyn Thomas who is a representative of East Linton Gala Association. Application has been made for an occasional licence for a bar at East Linton Gala Day and Traprain Hill Race. The event is described as a gala day for the local community featuring a parade, hill race (over 18's) afternoon and early evening food and drink. There will be live music, games, rides and inflatables, and a mini zoo. The Board should refer to the application and supporting documentation for further information. It is expected that there will be around 500 people attend throughout the day and an Alcohol and Drug Management Plan has been submitted.

The duration of the application is - OCC282/24 – Saturday 14th June 2025, 1400-1800.

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

The board heard the occasional licence application for this event in 2024, which was refused. Reviewing the application this year and having spoken to the applicant, there have been several changes submitted to the structure and timings of the event. These changes are detailed in the letter submitted by the applicant. The timings have been altered so that the sale of alcohol will not commence until the parade and gala court activities have finished. There has been work completed with the organiser of the Traprain Hill Race to provide facilities for those completing the race to have hospitality at the event, with a food provision. There is also a more structured offering of live music. The applicant advises me that there will be approximately 30 stall holders in attendance offering a range of goods including arts and craft, pet foods, jewellery etc. A marquee will be provided for the stall holders, with the village hall being used for additional stalls

The bar and licensed area are confined to a marquee and roped off area outside it. The marquee will be approx. 6m x 6m and the roped off area will be approx. 6m x 15m, a total licensed area of 126m². The marquee position has been assessed and moved to an area away from the rides, inflatables, playpark, tea tent, family activities and stage.

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 servery.
 - 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

28/03/2025

Your Ref: OCC282/025

Our Ref: 910277

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

14th June 2025



**POLICE
SCOTLAND**

Keeping people safe

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: EAST LINTON PARK
SCHOOL ROAD, EAST LINTON, EAST LOTHIAN, EH40 3AJ.
APPLICANT: HAYDN THOMAS**

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.

OCC158/25

78354.



Police

LSO

7th June 2025

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

Advert 2/2

2e

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 ORL

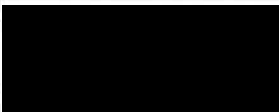
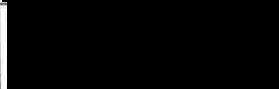
1. Alcohol will only be sold under and in accordance with any Occasional/premises Licence granted by East Lothian Licensing Board.
2. The after named who is a representative of the voluntary organisation will be responsible for authorising the sale of alcohol at the event.

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]
---------------------------------------	------------

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)	[REDACTED]
Email Address (use block capitals)	[REDACTED]

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	[REDACTED]
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:

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 –

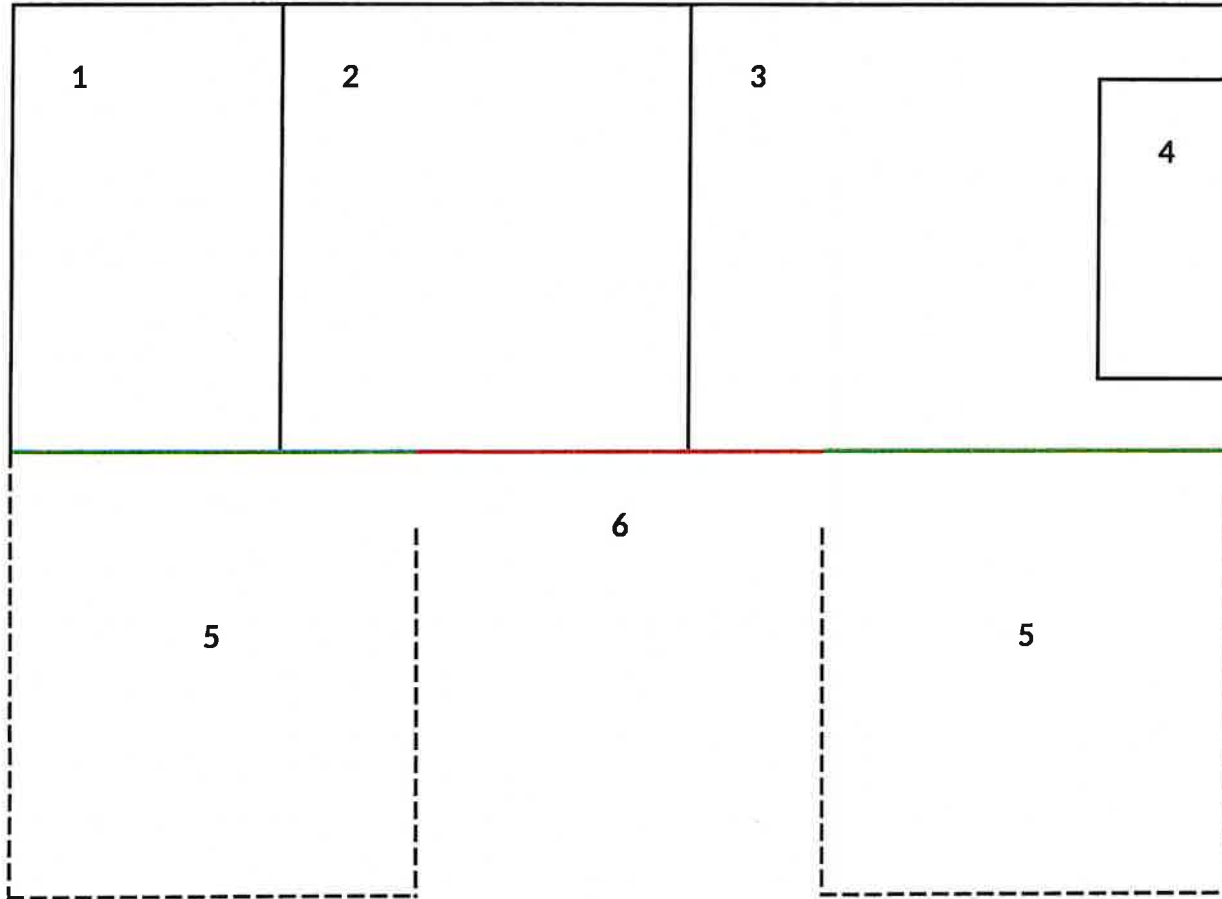
Name of Person Responsible on the day	
Telephone/Mobile Number	
Brief Description of Roles and Responsibilities	
Does the individual hold a Personal Licence?	Yes/No

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 servery.
 - 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



**POLICE
SCOTLAND**

Keeping people safe

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):

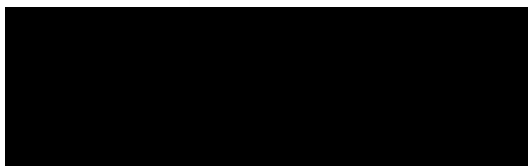
'It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees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

OCC293/25

24520



21st June 2025.
Occasional Licence Application Form
EAST LoTHIAN LICENSING BOARD

Pdica/h50
2/4/25

Advert
4/4/202

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): Dirleton Fete and Games Committee	

2f

2. PERSONAL DETAILS	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	Bruce
Forenames	Sonia
DATE OF BIRTH	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post town	[REDACTED]
Post code	[REDACTED]
TELEPHONE NUMBERS	
Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]

East Lothian Council
Licensing
31 MAR 2025
Received


FAX NUMBER	
E-MAIL ADDRESS	
3. THE PREMISES	
Description of premises	
Dirleton Fete and Games is a community event which takes place annually. This year it will take place on Saturday 21st June 1-5pm. Dirleton Village Green is the area to be licensed. Please see the attached Layout Plan. The plan also identifies the areas where consumption of alcohol will be permitted and the areas where it will not be permitted.	
Description of activities to be carried on in the premises – (including number of persons expected to attend)	
Dirleton Fete and Games usually has around 1000 participants between 1-5pm. The activities that take usually place include:	
<ul style="list-style-type: none"> • Food and Drink Stalls e.g. Tea Tent, BBQ, Bar, Ice-Cream Van. • Activities e.g. Dog Show; Baking Competition; Vegetable Art Competition; Races; Live Music; Vintage Cars; Fire Engine; Flight Simulator; Fairground rides; Family Games; Local History. • Stalls e.g. Books; Bric-a-Brac; Plants; Raffle/Tombola. 	
Full postal address of premises which this application refers to	
Dirleton Village Green, Dirleton, East Lothian, EH39 5FB	

4. DURATION OF LICENCE
From: 1pm, 21st June 2025
To: 5pm, 21st June 2025

5. Is alcohol to be sold on & off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-* delete as appropriate	
Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
YES - 1pm- 5pm	NOT APPLICABLE
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
12-6pm	

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 (if answered yes the remainder of this section must be completed)	
Ages of children or young persons permitted entry Adults, children and young people of all ages are permitted entry to the Village Green during the Fete and Games.	Times at which children or young persons permitted entry 1-5pm
Parts of premises to which children or young persons permitted entry Dirleton Fete and Games is a community event designed for adults and children of all ages. Adults, children, and young people are permitted within the Village Green. Children would not be permitted to be near the Bar Tent area. As outlined in the Layout Plan of the area, no alcohol will be allowed in the section of the Village Green which includes the Fairground Rides etc	

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 31st March 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

<p>1. Event</p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a) Dirleton Fete and Games is an annual community event designed for adults, children and young people of all ages.</p> <p>(b) Live Music is provided by various performers.</p>
<p>2. Attendance</p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Approximately 1000 people are expected to attend during the afternoon of the event.</p> <p>This number is estimated based on attendance at previous events.</p> <p style="text-align: center;"> <input type="checkbox"/> Under 18 <input type="checkbox"/> 18 - 30 <input type="checkbox"/> 30 – 50 x <input type="checkbox"/> over 50 </p> <p style="text-align: center;">The Event is open to the Public.</p>
<p>3. Stewarding</p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	

<p>Unpaid volunteers performing this function are not covered by the Act. More information can be found at <u>Security Industry Authority</u>.</p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a) All Committee Members in attendance will be monitoring event. Approximately 8 committee members will have role of stewards during the period of the event. Of these, there will be one committee member that has specific role of Green Marshall and two that have role of Safety Officers.</p> <p>(b) All Stewards are volunteers.</p>
<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application</p>	<p>(a)</p> <p>(b)</p> <p>(c) The Layout Plan is attached</p>
<p><u>5. Applications Lodged by Voluntary Organisations or Members Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>The Date of the previous Occasional Licence granted was for 24th June 2023.</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>Yes. We will be using Recyclable plastic receptacles and encouraging reuse or recycling.</p>

<p>7. To what standard those serving alcohol be trained?</p> <p>Please provide details of any training certificate held</p>	<p>All of those that are serving alcohol are volunteers. A local hotel manager has agreed to provide a training session to the volunteer group prior to the Fete and Games event. This will be an amended version of the mandatory training for Bar Staff and will include: the Licensing Objectives, what an occasional licence is, times for sale of alcohol that it permits; offences under the act in particular sale to a child or young person; purchase by or for a child or young person; consumption by a child or young person; drunk persons at the event; buying alcohol for a drunk person; disorderly conduct; age verification; refusing service and sensible drinking. A briefing will also be held on the day of the event.</p> <p>All Bar volunteers will be asked to sign an Age Verification Policy document.</p>
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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 objective.

<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>We work hard to create a family friendly atmosphere at the Fete and Games where people of all ages in our community can enjoy various activities.</p> <p>The stewards, committee members and volunteers on the bar will be aware of the potential link between alcohol use and crime/disorder. Volunteers on the bar will be vigilant about the sale of alcohol throughout the event to ensure moderate alcohol consumption. They will also be aware of their responsibility to refuse sale of alcohol.</p> <p>We appoint Safety Officers for the event and Stewards/committee members will monitor the event.</p> <p>The Local Police will be notified of the event.</p>
---	--

<p>9. How will you secure Public Safety at the event?</p>	<p>We have a clear Risk Assessment and Safety Plan for the event. We have had a meeting for Stewards/ Committee Members to ensure that they are familiar with their role, the Risk Assessment and Safety Plan and the actions to be taken. Our Stewards and Safety Officers will monitor behaviour on the Village Green throughout the event.</p> <p>All alcoholic and non-alcoholic drinks will be served in cans or in recyclable plastic or polycarbonate containers in the interests of public safety.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>Our Stewards and Safety Officers will monitor the Village Green throughout the event. We have not had any issues of anti-social behaviour during previous Fete and Games events, however we are aware that anti-social behaviour is a possibility. In the first instance we would politely ask the individuals to refrain from the behaviour. If this was unsuccessful the Safety Office would contact our Local Police who will have been made aware that the event is taking place.</p> <p>The event takes place in the afternoon and finishes at 5pm. We will complete a separate Music Licence to comply with guidance regarding noise levels.</p> <p>We arrange recycling facilities within the event and sufficient litter bins. Committee members and volunteers will be vigilant about litter throughout the event and at the end of the event ensuring that the Village Green is litter free.</p>
<p>11. How will you promote and protect Public Health at the Event?</p>	<p>We have a written Risk Assessment and Safety Plan for the event and it's contents have been reviewed by all our Committee Members.</p> <p>The committee are aware of the potential of alcohol related harm. The sale of alcohol is a very small part of the activities provided at the Fete and Games activities. It is an annual event therefore it does not add significantly to the provision of alcohol in the village.</p> <p>We will have two professional First Aiders at the event. The Village Green will be cordoned off by the Safety Tape.</p>

<p>12. How will you protect Children from Harm at the Event?</p>	<p>Dirleton Fete and Games Committee is aware that it is everyone's responsibility to protect children and young people from harm. Our aim is to provide a family friendly environment during the community event with the main focus on the activities provided. The moderate consumption of alcohol by adults attending the event will be well supervised. We work hard to ensure that the atmosphere at the Fete and Games is one which is non-threatening where children and young people can be in the company of adults who are consuming alcohol in a sensible way.</p> <p>Volunteers on the bar will be vigilant about the over 25 rule and children will be kept away from the bar. Signage will be clear around the bar. No alcohol will be allowed in the area of the Fairground Rides etc as outlined in the Layout Plan.</p> <p>We have a written Risk Assessment and Safety Plan for the event and it's contents are reviewed by all our Committee Members.</p> <p>We will have two professional First Aiders at the event in case of injuries/health issues of all those attending, including children.</p> <p>The Village Green will be cordoned off by Safety Tape at the main road edge to ensure the safety of all those attending the event, including children/ young people.</p>
---	--

<p>SIGNATURE AND DECLARATION BY APPLICANT DECLARATION</p>			
<p>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</p>			
<p>(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))</p>			
<p>The contents of this Application are true to the best of my knowledge and belief.</p>			
<p>Signature</p>		<p>Date</p>	<p>31st March 2025</p>

DIRLETON FETE AND GAMES

Alcohol and Drug Management Plan

Occasional/Premises Licence –

Date : 21st June 2025

Time : 1-5pm

Location : Dirleton Village Green

Sections 1-19 are provided as guidance and should be modified to suit your event.

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

Sonia Bruce, Dirleton Fete and Games Committee Member delegated responsibility by the Chair of the Dirleton Fete and Games Committee (as noted in separate email form Chair)

3. In the event of some unforeseen circumstances that results in Sonia Bruce not being available, a suitable replacement person 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 will be supplied in plastic drinking vessels or cans.
6. The extent of the outdoor licensed area is Dirleton Village Green, please see attached Layout Plan. Volunteer Stewards will monitor the event.
7. There will be a 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.
12. 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).
13. The event area will be supervised by a suitable number of Volunteer Stewards.
14. All Volunteer Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
15. 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).
16. 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.
17. 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.
18. Prior to the event all 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.
- 19. Overall control of the event will be in the hands of**

Name of Organisers and Responsible Person	Lucy Miller, Committee Chair. Fred McClintock, Committee Treasurer and Secretary.
---	--

Registered Address	[REDACTED]
Contact Numbers (including any mobile number)	[REDACTED]
Email Address (use block capitals)	[REDACTED]

21. General Authorisation of Sale of Alcohol

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

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

Personal Licence Holder Details

Name of Issuing Authority	
Personal Licence Number	
Date of Expiry of Licence	
Copy of Personal Licence attached	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.

Alcohol will be sold at the Bar via cash or card.

Bar measures will be:

Wine/Prosecco - 175ml

Pimms and Lemonade - 250ml (one part alcohol to two parts lemonade)

Beer/Cider - either 440ml or 330ml

Alcohol from glass receptacles will be decanted into plastic/polycarbonate glasses or sold in cans as outlined in guidance.

Mandatory signage will be used around the bar area. A conspicuously displayed notice which is at least A4 in size will make it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area. There will also be sign 'No Alcohol Beyond this Point' where the fairground rides are.

Alcohol sold will comply with minimum pricing and drinking water will be made available free of charge on request.

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:

A training session for volunteers will be provided by Cormac Lovett, Manager Castle Inn. Licence No. 296118 prior to the Fete and Games. Volunteers will also be briefed on the day.

The training session will be based upon the mandatory training required for Bar Staff at the Castle Inn. It will include: the Licensing Objectives, what an occasional licence is, times for sale of alcohol that it permits; offences under the act in particular sale to a child or young person; purchase by or for a child or young person; consumption by a child or young person; drunk persons at the event; buying alcohol for a drunk person; disorderly conduct; age verification; refusing service and sensible drinking. A briefing will also be held on the day of the event.

All Bar volunteers will be asked to sign an Age Verification Policy document.

23. Policies

Age Verification Policy

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

Please see attached document which Bar Volunteers will be required to sign to confirm understanding of age verification policy.

Signage will be visible at the Bar, this will include that children will not be permitted near the Bar and that volunteers will be trained to request proof of age documentation.

Refusal Policy

Provide details on the refusal policy that is in place:

All volunteers will be aware of the need to verify age where required and refuse to sell alcohol if they do not have the required evidence. Refusal due to being under the influence will also be enforced. Any concerns about this will be managed by the lead volunteers on the Bar and other Stewards for the event can also support the Bar volunteers.

It should be noted that we have not had any challenges regarding this area at the Fete and Games and are not aware of any concerns being raised by the Police in relation to alcohol and drug management at the event. The committee are committed to remaining vigilant however and take our responsibilities seriously.

Drugs Policy

Provide details on the Drugs Policy that is in place:

The selling or consumption of drugs is not permitted at the event. We have not had any concerns raised in previous events however we take our responsibility to attend to concerns seriously. Stewards and committee members are responsible for attending to concerns raised.

If Stewards were concerned that drugs were being used then they would in the first instance politely speak to the individual(s). If the individual did not act upon the request then we could contact the Police for assistance.

Dispersal Policy

Provide details on the Dispersal Policy that is in place:

The Fete and Games ends at 5pm. Announcements are made to ensure that the public are aware. No alcohol is sold after this time and all activities will have ended. We then clear the Village Green of litter, stalls with the support of the local community. The wider public disperse during this period and the committee work hard to limit the impact on local residents.

24. Alcohol Outlet(s)

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

Bar – _____

Name of Person Responsible on the day	Sonia Bruce
Telephone/Mobile Number	[REDACTED]
Brief Description of Roles and Responsibilities	Sonia is overseeing the application for Occasional Licence, supporting the organisation of the Bar and the lead volunteers for the Bar for the Fete and Games 2025.
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	No

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

25. SIA Security Details

Provide Details of company who is providing security

Name of Company/Individual providing Security	We do not have a Security Company. Volunteer Stewards/committee members support the security of the event.
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:

The Fete and Games takes place in a small area. A PA system is in place to make announcements during the event. Stewards/Committee Members will be located in various areas around the Green. Stewards will also have mobile numbers to be able to contact each other during the event. The Lead Bar Volunteers will have access to those mobile numbers to ensure that they can request support during the event. We are hoping to source some walkie talkies to provide another source of communication in an area where phone signal can be intermittent.

Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<p>We work hard to create a family friendly atmosphere at the Fete and Games where people of all ages in our community can enjoy various activities.</p> <p>The stewards, committee members and volunteers on the bar will be aware of the potential link between alcohol use and crime/disorder. Volunteers on the bar will be vigilant about the sale of alcohol throughout the event to ensure moderate alcohol consumption. They will also be aware of their responsibility to refuse sale of alcohol.</p> <p>We appoint Safety Officers for the event and Stewards/committee members will monitor the event.</p> <p>The Local Police will be notified of the event.</p>
Secure public safety	<p>We have a clear Risk Assessment and Safety Plan for the event. We have had a meeting for Stewards/Committee Members to ensure that they are familiar with their role, the Risk Assessment and Safety Plan and the actions to be taken. Our Stewards and Safety Officers will monitor behaviour on the Village Green throughout the event.</p> <p>All alcoholic and non-alcoholic drinks will be served in cans or in recyclable plastic or polycarbonate containers in the interests of public safety.</p>

<p>Prevent public nuisance</p>	<p>Our Stewards and Safety Officers will monitor the Village Green throughout the event. We have not had any issues of anti-social behaviour during previous Fete and Games events, however we are aware that anti-social behaviour is a possibility. In the first instance we would politely ask the individuals to refrain from the behaviour. If this was unsuccessful we would contact our Local Police who will have been made aware that the event is taking place.</p> <p>The event takes place in the afternoon and finishes at 5pm. We will complete a separate Music Licence to comply with guidance regarding noise levels.</p> <p>We arrange recycling facilities within the event and sufficient litter bins. Committee members and volunteers will be vigilant about litter throughout the event and at the end of the event ensuring that the Village Green is litter free.</p>
<p>Protect public health</p>	<p>We have a written Risk Assessment and Safety Plan for the event and it's contents are reviewed by all our Committee Members.</p> <p>The committee are aware of the potential of alcohol related harm. The sale of alcohol is a very small part of the activities provided at the Fete and Games activities. It is an annual event therefore it does not add significantly to the provision of alcohol in the village.</p> <p>We will have two professional First Aiders at the event. The Village Green will be cordoned off by the Safety Tape.</p>

<p>Protect children and young persons from harm</p>	<p>Dirleton Fete and Games Committee is aware that it is everyone's responsibility to protect children and young people from harm. Our aim is to provide a family friendly environment during the community event with the main focus on the activities provided. The moderate consumption of alcohol by adults attending the event will be well supervised. We work hard to ensure that the atmosphere at the Fete and Games is one which is non-threatening where children and young people can be in the company of adults who are consuming alcohol in a sensible way.</p> <p>Volunteers on the bar will be vigilant about the over 25 rule and children will be kept away from the bar. Signage will be clear around the bar. No alcohol will be allowed in the area of the Fairground Rides etc as outlined in the Layout Plan.</p> <p>We have a written Risk Assessment and Safety Plan for the event and it's contents are reviewed by all our Committee Members.</p> <p>We will have two professional First Aiders at the event in case of injuries/health issues of all those attending, including children.</p> <p>The Village Green will be cordoned off by Safety Tape at the main road edge to ensure the safety of all those attending the event, including children/young people.</p>
---	---

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

Premises Age Verification Policy

The Licensing (Scotland) Act, 2005 requires by virtue of mandatory condition that every premises operates an Age Verification Policy.

Extract from Mandatory Conditions

Age verification policy

9A(1) There must be an age verification policy in relation to the sale of alcohol on the premises.

(2) An "age verification policy" is a policy that steps are to be taken to establish the age of a person attempting to buy alcohol on the premises ("the customer") if it appears to the person selling the alcohol that the customer may be less than **25 years of age** (or such older age as may be specified in the policy).

The following Age Verification Policy will be applied to all sales of alcohol made on these premises

Name of premises:

Dirleton Fete and Games

Address of premises:

Dirleton Village Green, Dirleton, East Lothian, EH39 5FB

Name of Occasional licence holder:

Sonia Bruce

Any individual who appears to the person selling or serving alcohol to be under the age of **25 years** will, prior to any sale or service of alcohol taking place be asked to produce identification bearing their photograph, date of birth, and if relevant a holographic mark.

The Following documents are the only acceptable forms of identification at these premises.

- An EU Photo Card Driving Licence
- A Current Passport
- A Proof Of Age Card Bearing the PASS Hologram

Bar volunteers must not rely on the entry checks carried out by Stewards as proof of age. It is the responsibility of persons making sales of alcohol to carry out age verification checks where a customer appears to be under the age of 25.

Further Information for Staff and Training Record

By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer. On Conviction **you** could be fined up to £5,000 and or be imprisoned for up to 3 months.

In addition selling Alcohol to someone under 18 could result in the occasional licence holder being prosecuted

1 The licence holder, if prosecuted and if found guilty can be fined up to £5,000

2 On conviction it is possible that the Licensing Board will refuse future applications.

The occasional licence holder must ensure that all volunteers who are involved in the supply of alcohol are made aware of the existence and content of the age verification policy applied by the premises.

All volunteers must consistently apply the same policy when considering whether or not to make a sale of alcohol.

Signed:On Behalf of Occasional Licence Holder

Date.....

I acknowledge having been made fully aware of the Age Verification Policy in operation at :

<i>Description,, date and time of event</i>

and I can confirm that I have received full training in its use at this premises.

Name of Bar Volunteer	Signature

Continue on separate sheet if necessary *

Additional Measures in used by Event Organiser in relation to Age Verification Process should be detailed here

Signage will be visible at the Bar, this will include that children will not be permitted near the Bar and that volunteers will be trained to request proof of age documentation.

Stewards will also monitor the Village Green during the event.

Dirleton Fete & Games Committee

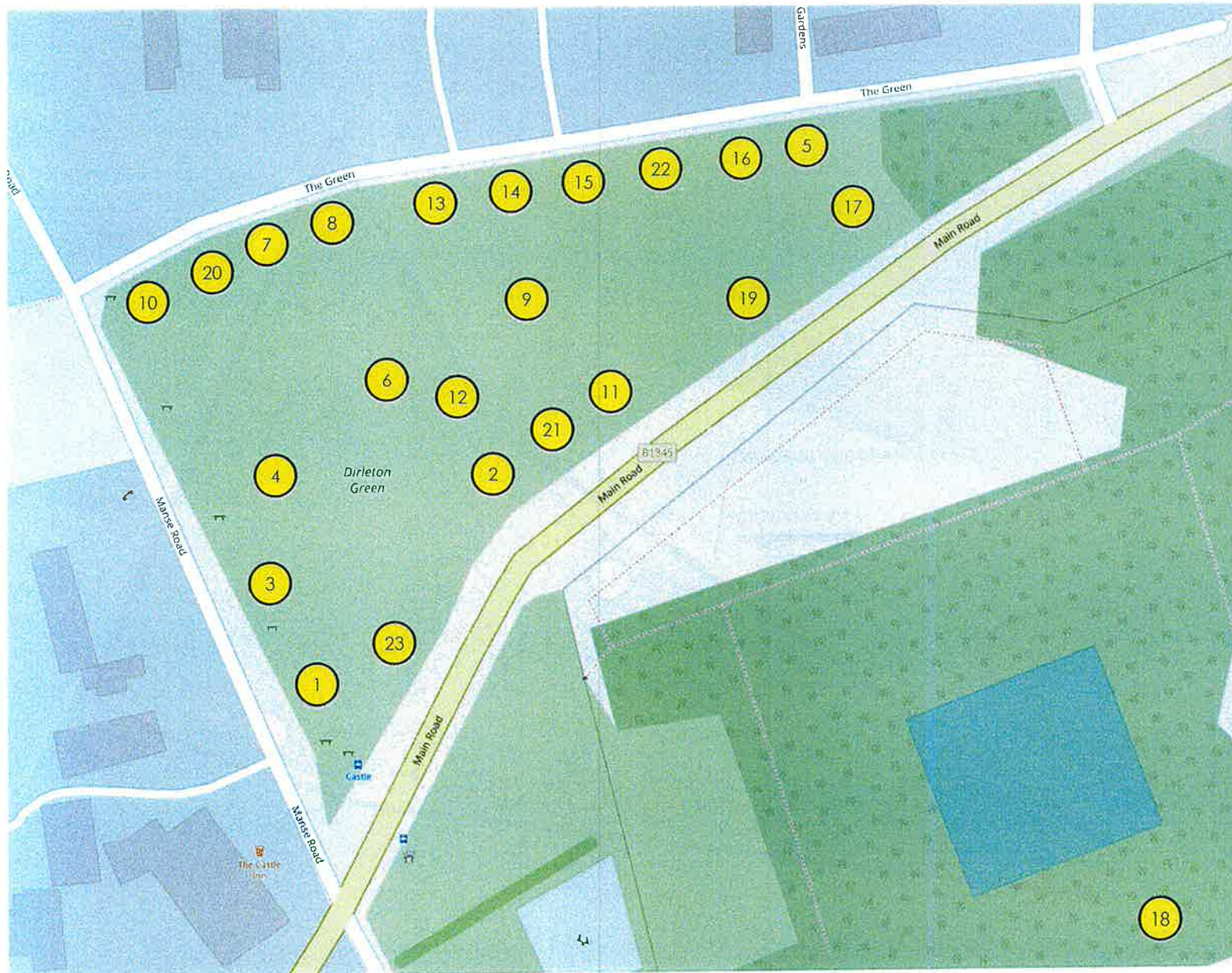
(as of 26th March 2025)

Office Bearers – 2025/26

- Chairperson: Lucy Miller
- Treasurer: Fred McClintock
- Secretary: Fred McClintock

Committee Members – 2025/26

- Bob Waddell
- Sonia Bruce
- Penny Jackson
- Margaret Chynoweth
- Valerie Nimmo
- Felicity Dingwall
- Amy Kerr
- David Cunningham
- Ian Oliver
- Rhona Campbell
- Nicola McTaggart
- Miranda Mayes
- Keith Aitchison



1. FUN FIRE ENGINE
2. MUSIC TENT
3. MARQUEE (TEAS & CAKES)
4. BBQ & HAMBURGERS
5. FAMILY SIDESHOWS
6. DOG SHOW BOOKINGS
7. TOMBOLA
8. HISTORY SOCIETY
9. MAIN AREA / DOG SHOW / FUN RUN
10. BOWLING CLUB
11. AIR CADETS
12. EAST COAST FM / PUBLIC ADDRESS
13. BRIC-A-BRAC
14. BOOK STALL
15. PLANT STALL
16. DIRLETON PLAYGROUP
17. FAIRGROUND
 1. BOUNCY CASTLE
 2. BOUNCY SLIDE
18. XXX
19. CLASSIC CARS
20. AMBULANCE SCOTLAND (FIRST AID)
21. DRINKS TENT (LICENCED)
22. RAFFLE
23. ICE CREAM

02/04/2025

Your Ref:

Our Ref: 911653

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



**POLICE
SCOTLAND**

Keeping people safe

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: DIRLETON VILLAGE GREEN
DIRLETON VILLAGE GREEN, DIRLETON, EH39 5FB.
APPLICANT: SONIA BRUCE, [REDACTED]**

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

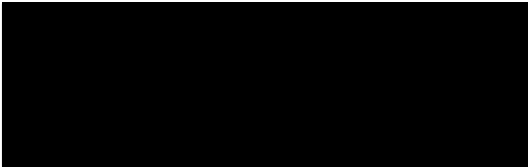
'It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees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

Herkes, Gillian

From: Licensing Standards Officer
Sent: 08 April 2025 16:53
To: Licensing
Subject: RE: Occasional Licence Dirleton Fete and Games

Hi,

No objections to OCC293/25 with the added approved condition below.

- The Alcohol and Drug Management Plan and Event Plan submitted prior to the event will be adhered to for the duration of the event.

Thanks,

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships

Email: LSO@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Tel: 01620 827827 (switch board)

I am working in an agile way – the best way to contact me is by email

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 02 April 2025 09:10
To: Licensing Standards Officer <lso@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: FW: Occasional Licence Dirleton Fete and Games

Good Morning, please find attached occasional licence & relevant documents for Dirleton Fete & Games on 21st June for report.

Regards

Arlene

| Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664
| E. licensing@eastlothian.gov.uk

OCC 255/25



CAN 6506

Police LSO

Advert 2813

LICENSING (SCOTLAND) ACT 2005, SECTION 142

OCCASIONAL LICENCE APPLICATION FORM

2g

14th to 15th June

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) PK4344

Name of voluntary organisation (if applicable) _____

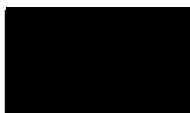
2. PERSONAL DETAILS

Title (delete as appropriate: Mr)

Surname Stevenson

Forenames Craig George

Date of birth (Day / Month / Year)



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

craig.stevenson1@haven.com

3. THE PREMISES

Description of premises

Outdoor area located within the grounds of the holiday park as shown on the plan attached to this application

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

An annual summer festival held exclusively for owners of caravans at the holiday park and their invited guests. Entry is limited to ticket holders only. There will be approx 400 people at any one time at the festival. There will be live music, kids entertainment, food, alcoholic and soft drinks served in plastic vessels. This will be a ticketed event with the area cordoned off as well as wrist bands worn to identify our owners and access as well as security on the entry points and patrols throughout the whole event. First Aiders will also be present throughout the event.

Full postal address of premises which this application refers to _____

Seton Sands Holiday Village, Seton Sands, Longniddry, East Lothian, EH32 0QE

4. DURATION OF LICENCE

Date: From 14 June 2025 To 15 June 2025

Time: From 1200 To 2200

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

1200 - 2200

Times for sale of alcohol for consumption off premises

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

1200 - 2200

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 0-17 years

Times at which children or young persons permitted entry 1200 - 2200

Parts of premises to which children or young persons permitted entry

Due to the family-friendly nature of this event children will have access to the whole area throughout the event. However children will not be allowed to stand at any bar.

7. CHECKLIST

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

YES

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

DECLARATION

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

Signature


AGENT of Poppleston Allen Solicitors for the applicant

Date 20 March 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.)

Summer Festival for owners of caravans on the holiday park and their invited guests.
This is an annual event held each year and will be operated in the same way as
previous years

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

Live music, recorded music, family entertainment and games

2. Attendance

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

Throughout the day approximately 600 people but approx 400 are likely to attend at
any one time.

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

It is based on previous years attendance and registration for tickets

(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)

Entry is limited to caravan owners and their guests. Tickets must be obtained prior to entry to the event

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.

20-25

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

5 SIA and 20 other employees

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

Plan attached to this application showing the location of the event.

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

N/A

6. Will alternatives to glass receptacles be provided?

All plastic bottles/cups

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

Please provide details of any training certificate held.

There will be at least 2 employees who hold the SCPLH. Other employees will have mandatory 2 hours training prior to the event

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?

Entry will be limited to ticket holders who are caravan owners and their guests. SIA security will monitor each entry/exit point and will patrol the event. Risk assessments will be completed to address this.

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

As above

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

Prior notification of the event will be given to neighbouring properties and community council including details of a manned complaint hotline which will operate throughout the event.

A noise management plan will be prepared prior to the event and submitted to East Lothian Council for review. The best practice guidelines contained within the Code of Practice on Environmental Noise Control at Concerts will form part of the noise management plan.

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

As above

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

As above

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



AGENT of Poppleston Allen Solicitors for the applicant

Date 20 March 2025

PERSONAL LICENCE

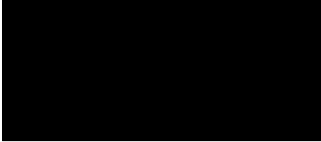
The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005

Licence number

PK4344

Name and Address of Licence Holder

Craig George Stevenson



Name of Issuing Licensing Authority

Perth and Kinross Licensing Board

213

Sent to Perth + Kinross
to check.

Expiry Date

24 February 2035



TRAINING RECORD

Personal Licence Number PK4344

Dates of Training	Title of Course Completed	Awarding /Accrediting Body	Level Attained
02/12/2024	Scottish Certificate for Personal Licence Holders	BIIAB	SCQF Level 6

CONVICTIONS FOR RELEVANT AND FOREIGN CONVICTIONS

Personal Licence Number PK4344

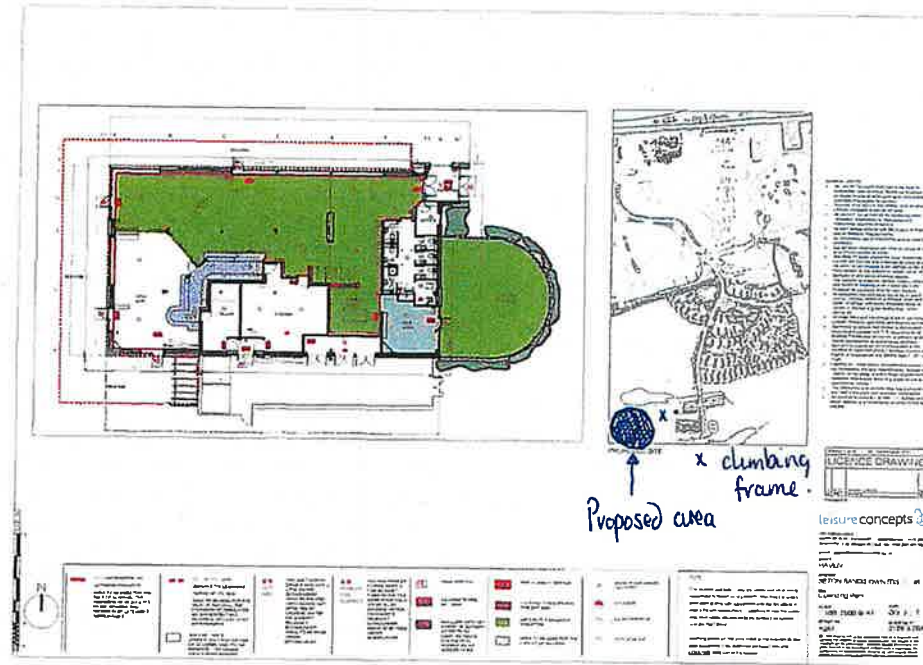
Offence	Court	Date	Penalty
----------------	--------------	-------------	----------------

ENDORSEMENTS

Personal Licence Number PK4344

Reason for Endorsement	Name of Licensing Board	Date of Commencement	Expiry Date
-------------------------------	--------------------------------	-----------------------------	--------------------

The plan is to have the grass area in front of the Decking area. There is a climbing frame immediately in front so it will be just in front of that. I have roughly circled on the plans in the right hand corner.



**EAST LoTHIAN COUNCIL
LICENSING STANDARDS**

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 3rd April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) OCC255/24

CRAIG STEVENSON FOR OUTDOOR AREA AT SETON SANDS HOLIDAY PARK, SETON SANDS HOLIDAY VILLAGE, SETON SANDS, LONGNIDDRY, EAST LINTON, EAST LoTHIAN, EH32 0QE

The applicant is Craig Stevenson who is currently a personal licence holder. Application has been made for one occasional licence for and outdoor area at Seton Sands Holiday Village for a caravan owners' event.

The duration of the application is - Saturday 14th June – Sunday 15th June, 1200-2200 hours each day.

Historically over the last two years the event has attracted several complaints in relation to noise. Last June 2024 complaints were sent in from 4 complainers.

Following this an officer from the Environmental Health Team contacted the holiday park and discussed the complaints. Several measures to mitigate the potential for noise nuisance were communicated:

- Produce a noise management plan prior to the event and submit it to this office for review.
- The operators should be adopting the best practice guidelines contained within Code of Practice on Environmental Noise Control at Concerts. This includes ensuring amplified music and speech does not exceed 65dbA at the façade of the nearest sensitive receptors. This is to be verified by pre-event soundchecks and periodic noise monitoring throughout. Records to be kept.
- Give prior notification of the event to neighbouring properties, community council etc. Also to have a manned complaint hotline during the event. Both of these will reduce the likelihood of annoyance and complaint.

I am aware that contact has been made with Seton Sands from Environmental Health to ask for the above as no documents which have been submitted for review.

An alcohol and drug management plan has been submitted as part of this application the capacity could be up to 600 people. I recommend the following condition:

- The Alcohol and Drug Management Plan and Noise Management plan submitted prior to the event will be adhered to for the duration of the event.

I submit this for the Board's information in determining the occasional licence applications.

Licensing Standards Officer

Licensing

From: Stephen Gibson <Stephen.Gibson@scotland.police.uk>
Sent: 26 March 2025 08:04
To: Licensing *255*
Subject: ~~OCC225.25~~ - OCC LIC APP - SETON SANDS 14/06/25-15/06/25
Attachments: ~~OCC255.25~~ - OCCASIONAL LICENCE APPLICATION.PDF
255

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Morning,

No police objections

PSOS ref 909210

Regards

Stephen

EL416



East Lothian Council
Licensing
04 MAR 2025
Received

APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE*

3a

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

Question 1 – Name, address and postcode of premises to be licensed

Graze

65 High Street

Dunbar

East Lothian

EH42 1EW

Question 2 – Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

Lattino Ltd

47-49 The Square

Kelso

TD5 7HW

Company Number SC428289

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

Martin Ferguson, [REDACTED]

[REDACTED]

Lorraine Ferguson, [REDACTED]

[REDACTED]

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details _____

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES

Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5 – Description of premises

(where application is submitted by a members' club, please also complete question 6)

Cafe premises located on the ground floor of a building on High Street, Dunbar together with a courtyard area.

Question 6 – To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature _____ * (see note below)

Date 5/5/21

~~APPLICANT~~ / AGENT (delete as appropriate)

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

Telephone number and email address of signatory _____

0131 229 6181

alistair@macdonaldlicensing.com

I have enclosed the relevant documents with this application – please tick the relevant boxes

Operating plan

Layout plan (highlighting the area where alcohol is sold/consumed)

Planning certificate

Building standards certificate

Food hygiene certificate

* Data Protection Act 2018

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

EAST LoTHIAN LICENSING BOARD

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Name, address and postcode of premises to be licensed.

Graze 65 High Street Dunbar East Lothian EH42 1EW

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

<i>1(a) Will alcohol be sold for consumption solely ON the premises?</i>	NO
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	NO
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	YES
<i>*Delete as appropriate</i>	

Question 2

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11am	9pm
<i>Tuesday</i>	11am	9pm
<i>Wednesday</i>	11am	9pm
<i>Thursday</i>	11am	9pm
<i>Friday</i>	11am	11pm
<i>Saturday</i>	11am	11pm
<i>Sunday</i>	11am	9pm

Question 3

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11am	9pm
<i>Tuesday</i>	11am	9pm
<i>Wednesday</i>	11am	9pm
<i>Thursday</i>	11am	9pm
<i>Friday</i>	11am	10pm
<i>Saturday</i>	11am	10pm
<i>Sunday</i>	11am	9pm

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>YES</i>
--	------------

**If YES – provide details*

The premises would like to take advantage of general extensions granted by the Licensing Board, particularly during the Festive period, plus other special events that the Board have considered this appropriate.

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours - please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Accommodation	No	N/A	N/A
Conference facilities	No	No	No
Restaurant facilities	Yes	Yes	Yes
Bar meals	No	No	No
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours - please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Receptions including Weddings, funerals, birthdays, retirements etc.	Yes	Yes	Yes
Club or other group meetings etc.	Yes	Yes	Yes
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours - please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Recorded music - see 5(g)	Yes	Yes	Yes
Live performances - see 5(g)	Yes	Yes	Yes
Dance facilities	No	No	No
Theatre	No	No	No
Films	No	No	No
Gaming	No	No	No
Indoor/outdoor sports	No	No	No
Televised sport	No	No	No

5(d) <i>Activity</i>	<i>Please confirm</i> YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Outdoor drinking facilities</i>	Yes	Yes	Yes
5(e) <i>Activity</i>	<i>Please confirm</i> YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Adult entertainment</i>	No	No	No

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

The premises may open from 8am for breakfasts, takeaways, hot and cold food, but no alcohol will be sold or supplied until the commencement of licensed hours. Activities answered “yes” in column 4 may take place during this period.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

Takeaways (which may include alcohol).

The premises will operate a deli counter and as part of this offering there may be specialist wines and other products available for purchase.

The courtyard may be used as an outside drinking facility, but customers must vacate this area by 8pm.

5(g) Late night premises opening after 1.00am

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	YES/NO*
--	----------------

<i>When fully occupied, are there likely to be more customers standing than seated?</i>	YES/NO*
<i>*Delete as appropriate</i>	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES
	<i>*Delete as appropriate</i>	

6(b) *Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry*

Children and young persons will be welcomed. Children must be accompanied by an adult unless they are in the premises simply for the purchase of a takeaway, or children aged 11-15 may have access without an adult until 4pm, subject to management discretion. Young persons may be unaccompanied at any time.

6(c) *Provide statement regarding the **AGES** of children or young persons to be allowed entry*

No restriction (0-17 years).

6(d) *Provide statement regarding the **TIMES** during which children and young persons will be allowed entry*

No restriction.

6(e) *Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry*

All public areas.

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

On sales – 48 customers Off sales – 2.21 square metres

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) *Name*

--

8(b) *Date of birth*

--

8(c) *Contact address*

--

8(d) *Email address and telephone number*

--

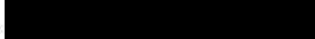
8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents  e to the best of my knowledge and belief.

Signature ...  ... * (see note below)

Date 17/01/05

Capacity APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 229 6181
alistair@macdonaldlicensing.com

*** Data Protection Act 1998**

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

LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

**SECTION 50
PLANNING CERTIFICATE**

APPLICANT:	Lattino Ltd
NAME AND ADDRESS OF PREMISES:	Graze, 65 High Street, Dunbar, EH21 2BB

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref:.....) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

I confirm that planning permission is not required.

SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref:) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	7 th February 2025
Keith Dingwall Chief Planning Officer			

“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

Licensing (Scotland) Act 2005, section 20(2)(b)(iia)

Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	YES
1(b)	Do you have facilities for those with a disability	YES
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES
<i>*Delete as appropriate</i>		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

Entry should be possible for a wheelchair user through the front door but if not there is a wider door to the side of the premises, through the courtyard which can be accessed. Photo attached.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

There is an accessible toilet, as shown on the Layout Plan.

Consideration is given to customers in wheelchairs for example as to a suitable place for them to sit, taking into account the facilities.

There is table service. To the front of the property will be a deli counter and again management and staff will be aware of any customer who may require additional attention, such as a customers with mobility, sight or hearing issues. Staff will be trained accordingly as well.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

Once again this matter has been brought to the attention of our clients and they will now do an assessment of what facilities they may be able to provide, and in particular assistance for other types of disability, beyond mobility difficulties, including mental health, sight, hearing and other types of illness.

It is hoped to provide staff with guidance as to how to identify such people and what assistance can be provided.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

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

Signature * (see note below)

Date 3/3/04

Capacity APPLICANT/AGENT

Telephone number and email address of signatory.....

*** Data Protection Act 1998**

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





SUPPLEMENTARY APPLICATION INFORMATION

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

BUSINESS PROFILE

Please describe your business offering
--

This is a café/ restaurant located on High Street, Dunbar. Up until now it has been very much a café but with a Licence they would look to provide more substantial meals, probably going into the evening.

There would be a deli counter as well so there could be wine sold by means of off sales at that, or with a takeaway.
--

ON CONSUMPTION

(a) Please describe the type of business you intend to operate in respect of On consumption.
--

As explained above, café facilities, particularly during the day and main meals available as well. They would like to be able to offer customers a glass of wine or beer for example with their snack or meal.
--

OFF CONSUMPTION

(b) Please describe the type of business you intend to operate in respect of Off consumption & deliveries

There is to be a deli counter at which wine might be sold by means of off sales, or just generally with takeaways.

CLARIFICATION IS REQUIRED IN RELATION TO THE CONTENT OF YOUR PROPOSED OPERATING PLAN

To what extent do you intend to use any of the following:
Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

Accommodation, Conference Facilities and Bar Meals are not applicable.
Restaurant Facilities as explained, to augment the café and restaurant facility.

Social Functions – Weddings; Birthdays; Retirements ; Other:
If you intend to provide for any of these functions please describe the nature and extent and likely frequency of each:

There may be small parties take place – these are not large premises. Tables may be booked for special occasions. It is possible that someone could ask to take on the whole property, but it is anticipated that that would be unusual.

Entertainment – Recorded Music; Live Performances; Dance Facilities;
Theatre; Films; Gaming; Indoor/outdoor sports; Televised Sport - If you intend to provide for any of these facilities please describe the nature and extent and likely frequency of each:

There will be Background Music and there might, for special events, be some form of Live Performances but that would be very unusual, and would be of a type of performance that should not interfere with the amenity of residential premises nearby.

Dance Facilities, Theatre, Films, Gaming, Indoor/ Outdoor Sports and Televised Sport are not applicable.

Outdoor Drinking Facilities - If you intend to provide outdoor drinking facilities please describe where and what the facilities will be used for. You will also be required to provide a statement in the objectives section how you intend to prevent public nuisance from use of such facilities:

The premises have a courtyard, as shown on the Layout Plan, where customers will be able to sit and enjoy a snack or meal with an alcoholic beverage if desired.

Our clients accept that there will be a time restraint on this which they will be happy to comply with. They certainly do not want to annoy the neighbours.

The courtyard is presently used, on an unlicensed basis, and has not caused problems.

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

Not applicable.

Activities Outwith Licensed Core Hours - In your Operating Plan, at 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

The premises may open from 8am for snacks, breakfasts, takeaways, teas and coffees etc but no alcohol will be sold or supplied until the commencement of licensed hours.

Any Other Activities - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

Takeaways, including the deli counter as explained.

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

Children and young persons will be welcomed onto the premises. Children must be accompanied by an adult unless they are in simply to purchase something from the deli/ takeaway. Children age 11-15 may have access without an adult until 4pm submit to management discretion. Young persons do not need to be accompanied at any time. Baby changing facilities will be available.

It is not considered that there would be any activities taking place that would be prejudicial to the Licensing Objective.

LICENSING OBJECTIVES

Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023

Preventing Crime and Disorder

Our clients have had no issues while operating up until now. This is a café/ restaurant on the High Street in Dunbar and is very much part of the local community with good relationships with local businesses and neighbours.

There have been no awkward customers, and our clients do not anticipate these premises being used as a focal point for alcohol consumption. The alcohol would be very much ancillary.

Our clients would expect customers to behave in a responsible manner and if the customers do so in the café they would be expected to do so when they leave the café as well.

There is certainly no intention to allow people to consume a large amount of alcohol which might contribute towards bad behaviour, and anyone arriving in a state of intoxication would be refused.

Our clients will be happy to liaise with the local Police and any recommendations that they may have.

Securing Public Safety

The safety of our client's customers is paramount. Care will be taken to look after customers, including any with mobility, sight, hearing etc issues.

The premises clientele is a mix of local people and visitors to Dunbar and there is no doubt that some of these customers may have mobility issues.

Preventing Public Nuisance

There are residential properties nearby and therefore the use of the outdoor area will be restricted to 8pm.

The playing of background music should not be an issue – that happens at the moment and there have been no problems. Live Music would be very occasional and our clients would ensure that this does not disturb the neighbours.

Any expressions of concern by neighbours for any reason will be dealt with either directly or via the Licensing Standards Officer in a proactive and responsible manner. It is not anticipated however.

Protecting and Improving Public Health

Our clients pride themselves on providing good healthy food and if a Licence was to be granted customers would be expected to drink in a responsible fashion and not prejudice their health. That would ruin the ambience of the premises in any case.

Mr and Mrs Ferguson have no wish to adversely affect the health of their clientele, many of which are local and both food and drink will be sold in a responsible manner.

Protecting Children and Young Persons From Harm

We have explained above what the rules on children and young persons that we have requested is, but if there are any concerns about this our clients will of course comply with whatever the Board grant.

This has always been a family friendly business and will continue to be. As explained alcohol will be sold in a responsible fashion, and ancillary to the main food driven purpose of the business. There are bars in Dunbar that the public can use if their demand is more alcohol driven.

APPLICATION SUPPORTING COMMENTS**Additional Information**

Our clients are well known and well respected in Dunbar and have been operating this café for several years without issues.

They see this as a natural progression of the business, both in terms of the addition of alcohol and the provision of full meals.

Supporting Comments

i.e. reasons why the Board should support your application.

Our clients would ask the Board to support their business in Dunbar and assist its progress in being an integral part of the community and an asset to the town.

They do not consider that the granting of the Licence would be prejudicial to any of the Licensing Objectives and would give both locals and visitors to the town a place to visit where they would be well looked after and appreciated by the owners.

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)

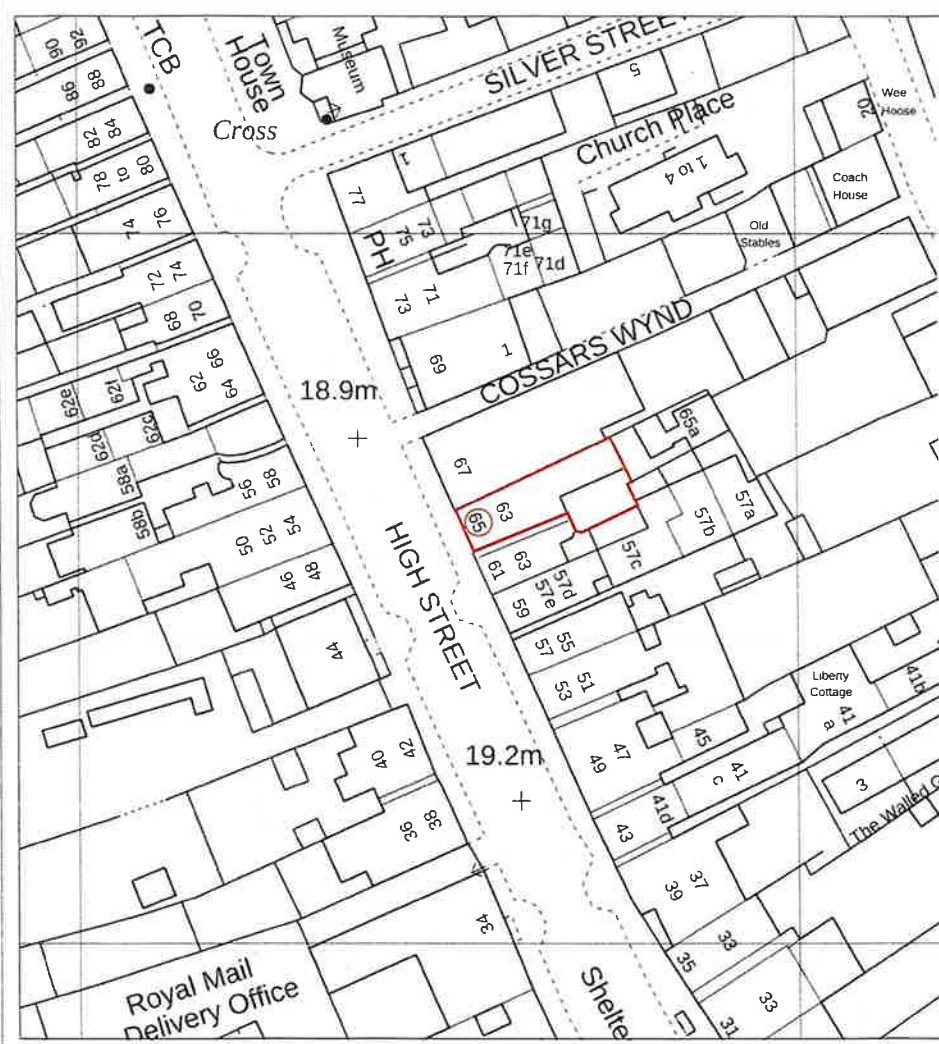
The contents of this Application are true to the best of my knowledge and belief.

Signature	[Redacted]
Date	3/3/05

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 229 6181
alistair@macdonaldlicensing.com





Coffee & Chocolate House

65 High St, Dunbar EH42 1EW

Drawing 01 Location Plan



Scale 1:500 @ A3

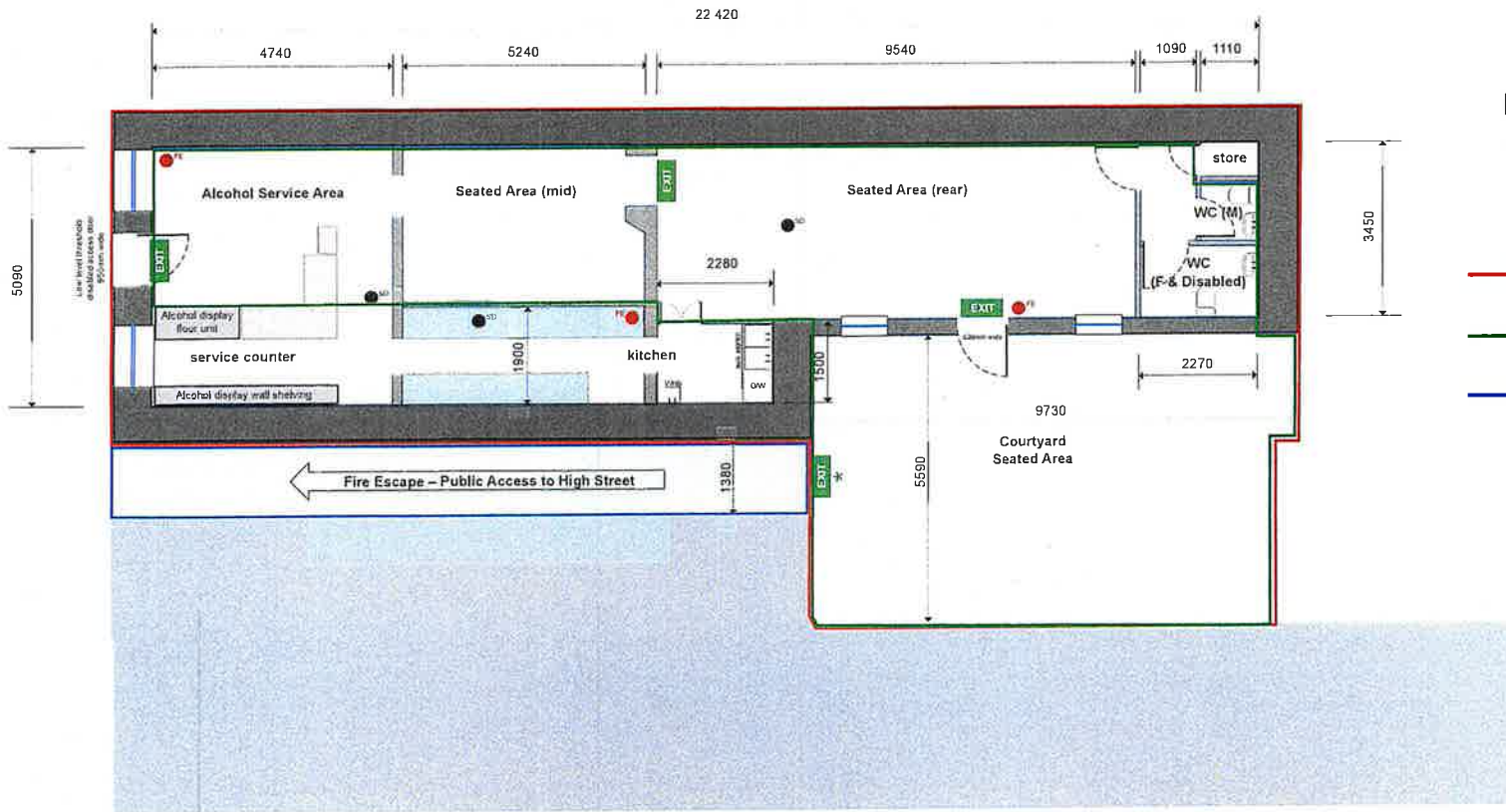













Coffee & Chocolate House

65 High St, Dunbar EH42 1EW

Drawing 02 Licencing Plan



LEGEND

-  Fire Exit sign (illuminated)
-  Fire Exit sign (non-illuminated)
-  Fire Extinguisher
-  Smoke Detector
-  Dishwasher
-  Alcohol displays:
floor unit L 1.65m x H 1.34m x D 0.64m
wall shelving L 2.00m x H 1.35m D 0.42m
-  Licensing Area
-  Access for children and young persons
-  Common area

Scale 1:100 @ A3



EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 11th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

GRAZE, 65 HIGH STREET, DUNBAR, EAST LoTHIAN EH42 1EW

I refer to the above subject and can confirm that the applicant has liaised with the LSO in relation to this application. I have visited the premises, and the site notice was correctly displayed. I met with Martin Ferguson who explained the operation of the premises.

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

The premises is an established café that has been operating in the location for over 15 years. The addition of alcohol appears to be ancillary to the main food business.

I can confirm that the application is compliant with the act.

The off sales capacity applied for is 2.21 m². This will be for the inclusion of a deli style counter for people to buy alcohol from an inaccessible display.

Within an 800m radius there are 25 other premises, ranging from restaurants, hotel, pubs and convenience shops.

I recommend the following conditions be considered in relation to the outdoor courtyard area:

1. No public entertainment, amplified music, amplified vocals or live music are to be played in the outdoor area to ensure the use does not cause nuisance to neighbouring residential properties.
2. The use of the outdoor area will cease by 8.00pm.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

06/03/2025

Your Ref: [Text]

Our Ref: 903901

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



**POLICE
SCOTLAND**

Keeping people safe

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 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE**

GRAZE

65 HIGH STREET, DUNBAR, EAST LoTHIAN, EH42 1EW.

MARTIN FERGUSON [REDACTED]

LORRAINE FERGUSON [REDACTED]

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully

[REDACTED]

Gregg Banks
Divisional Commander

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

Licensing

From: Robertson, Scott
Sent: 05 March 2025 13:27
To: Licensing
Subject: RE: 65 High St, Dunbar - Provisional

Hello,

Please note I have no comments or objections to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington
EH41 3HA
T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 05 March 2025 07:24
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer
<lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental
Health/Trading Standards <ehts@eastlothian.gov.uk>; torquil.cramer@firescotland.gov.uk;
kat.burke@nhs.scot; dunbarcommunitycouncil@gmail.com
Subject: FW: 65 High St, Dunbar - Provisional

Good Morning

Please find attached Provisional Licence for The Graze, 65 High Street, Dunbar for report/representation by 26th March 2025.

Kind regards

Gillian
Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council
01620 820114
gherkes@eastlothian.gov.uk



Herkes, Gillian

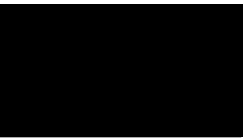
From: Dunbar Community Council <dunbarcommunitycouncil@gmail.com>
Sent: 20 March 2025 14:25
To: Licensing
Subject: Re: 65 High St, Dunbar - Provisional
Attachments: 65 High St-Supplementary Info Form.pdf; 65 High St-Provisional Application.pdf; 65 High St-Operating Plan.pdf; 65 High St-Disabled Access Statement.pdf; 65 High St-Section 50-Planning.pdf; GRAZE 01 Location Plan.pdf; GRAZE 02 Licencing Plan.pdf

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

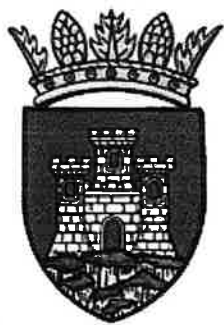
Dear Gillian

Dunbar Community Council considered this application at our meeting on Monday 17th March and are supportive of same. We recognise Graze as an established and very well run business and are confident that the applicant licensee will ensure that there is no risk of nuisance to neighbours.

Yours sincerely



Pippa Swan
Chair
t: [REDACTED]



DUNBAR
COMMUNITY
COUNCIL

On 5 Mar 2025, at 07:23, Licensing <licensing@eastlothian.gov.uk> wrote:

Good Morning

Please find attached Provisional Licence for The Graze, 65 High Street, Dunbar for report/representation by 26th March 2025.

Kind regards

EL 415

9185b



East Lothian Council
Licensing

04 MAR 2025

Received

APPLICATION FOR ~~PREMISES LICENCE~~ / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

3b

Question 1 – Name, address and postcode of premises to be licensed

119 High Street

Tranent

EH33 1LW

Question 2 – Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

Paola Caterina Crolla



2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details _____

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES

Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5 – Description of premises

(where application is submitted by a members' club, please also complete question 6)

Restaurant with takeaway facility, located on the ground floor of
a building on High Street, Tranent.

Question 6 – To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

The contents of this [redacted] to the best of my knowledge and belief.

Signature _____ * (see note below)

Date 3/3/20

APPLICANT / AGENT (delete as appropriate)

Macdonald Licensing
21a Rutland Square

Telephone number and email address of signatory

Edinburgh, EH1 2BB

0131 229 6181

alistair@macdonaldlicensing.com

I have enclosed the relevant documents with this application – please tick the relevant boxes

- Operating plan
- Layout plan (highlighting the area where alcohol is sold/consumed)
- Planning certificate
- Building standards certificate
- Food hygiene certificate

* Data Protection Act 2018

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

EAST LoTHIAN LICENSING BOARD

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Name, address and postcode of premises to be licensed.

119 High Street Tranent East Lothian EH33 1LW
--

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

<i>I(a) Will alcohol be sold for consumption solely ON the premises?</i>	NO
<i>I(b) Will alcohol be sold for consumption solely OFF the premises?</i>	NO
<i>I(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	YES
<i>*Delete as appropriate</i>	

Question 2

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11.00am	23.00pm
<i>Tuesday</i>	11.00am	23.00pm
<i>Wednesday</i>	11.00am	23.00pm
<i>Thursday</i>	11.00am	01.00am
<i>Friday</i>	11.00am	01.00am
<i>Saturday</i>	11.00am	01.00am
<i>Sunday</i>	11.00am	00.00midnight

Question 3

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	11.00am	22.00pm
Tuesday	11.00am	22.00pm
Wednesday	11.00am	22.00pm
Thursday	11.00am	22.00pm
Friday	11.00am	22.00pm
Saturday	11.00am	22.00pm
Sunday	11.00am	22.00pm

Question 4

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand	YES
---	-----

**If YES – provide details*

Would like to take advantage of general or special extensions granted by the Licensing Board, and may apply, on specific occasions, for extended hours, or example.

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>	No	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	Yes	Yes	Yes
<i>Bar meals</i>	No	No	No
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>	Yes	Yes	Yes
<i>Club or other group</i> <i>meetings etc.</i>	Yes	Yes	Yes
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music – see</i> <i>5(g)</i>	Yes	Yes	Yes
<i>Live performances –</i> <i>see 5(g)</i>	Yes	Yes	Yes
<i>Dance facilities</i>	No	No	No
<i>Theatre</i>	No	No	No
<i>Films</i>	No	No	No
<i>Gaming</i>	No	No	No
<i>Indoor/outdoor sports</i>	No	No	No
<i>Televised sport</i>	Yes	Yes	Yes

5(d) <i>Activity</i>	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Outdoor drinking facilities</i>	Yes	Yes	Yes
5(e) <i>Activity</i>	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Adult entertainment</i>	No	No	No

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Activities may take place from 9am if the premises open for coffees, teas, snacks etc, but no alcohol would be sold until the commencement of core hours.

No activities will take place after core hours unless under the authority of an Extended Hours Application, during Seasonal Variations, or with the benefit of a Late Hours Catering Licence in the case of the sale of food.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

Takeaways

Deliveries

Outside Catering

Off sales – alcohol will only be sold with a takeaway meal

Outside Area will not be used for the consumption of food and drink after 10pm and subject to compliance with the Permit

May permit BYOB on certain special occasions, but it would be unusual.

5(g) Late night premises opening after 1.00am

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	<i>YES/NO*</i>
--	----------------

<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<i>YES/NO*</i>
---	----------------

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES
	<i>*Delete as appropriate</i>	

6(b) *Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry*

The premises will be family friendly and children and young persons will be welcomed. Children will require to be accompanied by an adult in the restaurant. No restriction in the takeaway section.

6(c) *Provide statement regarding the **AGES** of children or young persons to be allowed entry*

No restriction (0-17 years).

6(d) *Provide statement regarding the **TIMES** during which children and young persons will be allowed entry*

No restriction, subject to management discretion.

6(e) *Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry*

All public areas.

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

70 plus takeaways

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) *Name*

8(b) *Date of birth*

8(c) *Contact address*

8(d) *Email address and telephone number*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

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

Signature (see note below)

Date 3/3/25

Capacity APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 229 6181, alistair@macdonaldlicensing.com

*** Data Protection Act 1998**

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



East Lothian Council

LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

SECTION 50 PLANNING CERTIFICATE

APPLICANT:	Paola Crolla
NAME AND ADDRESS OF PREMISES:	119 High Street, Tranent, EH33 1LW

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref:.....) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

I confirm that planning permission is not required.

SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref: 14/00311/P) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	21 st February 2025
---------	---	-------	--------------------------------

Keith Dingwall
Chief Planning Officer



SUPPLEMENTARY APPLICATION INFORMATION

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

BUSINESS PROFILE

Please describe your business offering

This is an Application for premises that previously operated as Giancarlo's, but the Licence was revoked for non-payment of the Annual Fee. They have been lying empty for some time now.

The premises are situated on High Street, Tranent close to the junction with Ormiston Road.

It is hoped to open the business on 1st April.

The Applicant has been involved in owning and operating licensed restaurants and businesses in the Lothians for many years. Members of her family will be involved in this.

We are not aware of any particular issues previously. It is not the type of business that will cause problems in general. Our clients appreciate that administration was the problem the first time, such as the payment of the Annual Fees. They will make sure that they have a grip on this from the start.

Full and part time jobs will be created by this business.

It is considered that this restaurant provided an important outlet for food and drink in Tranent. Whilst our client and her team have been tidying the premises up etc a lot of people have passed and expressed interest as to when it will open again. They all seem very pleased!

The position under the Statement of Licensing Policy with regard to overprovision in East Lothian had been explained to our clients and their requirement to show how the granting of this Licence would not be prejudicial to the Licensing Objectives.

ON CONSUMPTION

(a) Please describe the type of business you intend to operate in respect of On consumption.

On sales would be for the provision of alcohol to customers who come in for a meal or a snack. It is possible that a group might come in and not all eat but the emphasis of the business will be the provision of good quality of food.

OFF CONSUMPTION

(b) Please describe the type of business you intend to operate in respect of Off consumption & deliveries

Off sales will be for the provision of alcohol with takeaways and possibly deliveries. It is also possible that a customer might particularly enjoy a wine or beer that they have consumed with their meal and ask if they can purchase a bottle to take away. This would of course require to be prior to 10pm.

CLARIFICATION IS REQUIRED IN RELATION TO THE CONTENT OF YOUR PROPOSED OPERATING PLAN

To what extent do you intend to use any of the following:
Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

Accommodation, Conference Facilities and Bar Meals are not applicable.

This is a restaurant and therefore Restaurant Facilities are the integral part of this Application. There will be food available at all times.

Social Functions – Weddings; Birthdays; Retirements ; Other:

If you intend to provide for any of these functions please describe the nature and extent and likely frequency of each:

The premises could certainly cater for functions of these types, although it would be a small wedding. Otherwise our clients would like local people to consider this as somewhere to have their birthday celebrations, retirement parties, and indeed Christmas parties etc.

Just what the frequency of this will be our clients are not sure until they open but they would like to think that these will be on a regular basis but they will generally be held in an allocated part of the premises but there will still be customers coming in in the usual ways, either by bookings or walk ins. It would need to be a fairly large function for our clients to close the business to other potential customers.

Entertainment – Recorded Music; Live Performances; Dance Facilities; Theatre; Films; Gaming; Indoor/outdoor sports; Televised Sport - If you intend to provide for any of these facilities please describe the nature and extent and likely frequency of each:

There will certainly be Background Music and there might very occasionally be Live Performances but these would be of a nature that should not cause disturbance.

There are not Dance Facilities, and Theatre, Films, Gaming, and Indoor/ Outdoor Sports are not included.

Televised Sport is as there may be occasions where our clients want to show the golf (particularly if it is from East Lothian), the tennis and perhaps football such as Match of the Day. It is not envisaged that they would have a satellite channel however.

Outdoor Drinking Facilities - If you intend to provide outdoor drinking facilities please describe where and what the facilities will be used for. You will also be required to provide a statement in the objectives section how you intend to prevent public nuisance from use of such facilities:

Not applicable.

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

Not applicable.

Activities Outwith Licensed Core Hours - In your Operating Plan, at 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

The premises may open from 9am for breakfasts, snacks and takeaways, but no alcohol will be sold until the commencement of licensed hours.

Background Music will take place during that period and of course Restaurant Facilities by way of the food provision.

There may be occasional functions, such as funerals, which would start before licensed hours. No alcohol will be sold or supplied until the commencement of licensed hours unless an Extended Hours Application has been applied for and granted.

Any Other Activities - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

Deliveries, which our clients would like to provide. Again this depends on demand, and whether our client's staff would do the deliveries or they employ another company. In any case they would comply with any Conditions added to the Licence by the Board.

There could be takeaways as well which might include alcohol by way of off sales but that would only be during the relevant hours.

May permit BYOB on certain special occasions, but it would be unusual.

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

Children and young persons will be welcomed onto the premises. This will be a family friendly restaurant.

Our firm dealt with the previous Application and we have repeated the rules on children and young persons from that. Hopefully it did not present any problems and our client is confident that she and her team would be able to continue on that basis.

Again local conditions on children and young persons will be complied with.

Staff Training will include the monitoring of children and young persons, to ensure that there is nothing taking place on the premises that would be inappropriate.

LICENSING OBJECTIVES

Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023

Preventing Crime and Disorder

This was previously a successful licensed restaurant and our client would like the opportunity of reinstating that, rather than to operate BYOB.

It is considered that the granting again of the Licence under these circumstances does not prejudice this objective.

We think it would be generally accepted that restaurants in general do not cause the issues that other types of licensed premises might. People are seated, in a civilised environment, and often, certainly during the day and in the earlier part of the evening, in a family orientated environment. The possibility of unruly behaviour, we would suggest leading to disorderly conduct either within the premises or after patrons have left the premises, is relatively slim.

Notwithstanding this, our clients accept the fact that they have an obligation to create a suitable environment. That means an environment that is pleasant for the consumer and is therefore conducive to people behaving in a civilised manner. Standards of behaviour will be set and people not prepared to accept these, or contravening in any way, will be asked to leave.

That includes overconsumption of alcohol and unruly or unsocial behaviour.

Securing Public Safety

These premises are fairly recent, and our clients have carried out a refurbishment since she took on the lease. Therefore there should be no possibility of danger or inconvenience to the public. Building Standards did of course grant a Section 50 Certificate for the original Licence but this has been applied for again. They will in due course carry out an inspection and if there were any issues that required to be addressed, these would be raised by them and attended to immediately by our client.

Public safety is paramount to our clients and the tables will be set out in such a way as to minimise possibilities of inconvenience to customers who may be disabled, elderly, or young.

Our clients would also wish their staff to work in a pleasant and safe environment.

Preventing Public Nuisance

It would be expected to patrons to behave as they are leaving. If waiting for taxis outside, or indeed people smoking outside will be asked to take into account the interest of the neighbours and to keep their voices down, including when they are on the telephone!

Music will be played, but it is not envisaged that there should be any noise escape that would cause inconvenience.

There is a CCTV system installed.

Protecting and Improving Public Health

These will be food orientated premises, as will be appreciated, with the consumption of drink ancillary, but people in certain circumstances can consume too much, particularly perhaps if they have already consumed alcohol earlier. The behaviour of clients will be monitored to ensure overconsumption, which could be a danger to their safety as well, is minimised.

Staff will be trained as to the signs of people being drunk. It can sometimes be more difficult in a restaurant than in a bar because people are generally seated and it is perhaps only when they are leaving, or possibly visiting the toilet, that this is noticed.

Overconsumption of alcohol in Scotland is an issue and East Lothian Licensing Board have recognised this by their overprovision policy. Notwithstanding this, alcohol will be consumed in these premises whether a Licence is granted or not, and it is considered more appropriate for this to be regulated by a Licence, where the Board, the Licensing Standards Officers, and Licensing Police, are involved, rather than the unregulated BYOB. We would contend that granting the Licence will promote public health in this respect.

Our client's speciality will obviously be Italian wines, with some Italian beers as well. Liqueurs will be on offer.

Protecting Children and Young Persons From Harm

Our clients wish to have a very child friendly restaurant, where children and young persons can feel at home and parents enjoy bringing their families along.

Everything will be done to promote this.

With regard to underage drinking, this does happen in restaurants, perhaps parents attempting to provide their children with alcohol, when they are not of the appropriate age. This will be closely monitored and staff will be trained in this respect.

They will of course operate a Challenge 25 Policy, and indeed a Refusals/ Incidents Book.

APPLICATION SUPPORTING COMMENTS

Additional Information

This is an opportunity by Paola to bring back to life this restaurant which did provide a facility to Tranent and the surrounding area.

Its demise was unfortunate, but the same mistakes will not be made again. Giancarlo has no involvement in the business. He and Natascia, his wife, separated and are not in contact anymore. She is the daughter of Paola, the Applicant.

She had no involvement in the financial side of the business and was always embarrassed by the non-payment of the Annual Fee. They hope that this can be taken into account. I have stressed to both Natascia and Paola that the administration here, both in terms of payment, and the general compliance with paperwork and administrative requirements, must be high up on their list of priorities.

Supporting Comments
i.e. reasons why the Board should support your application.

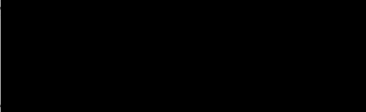
Bringing back this restaurant would be popular with the people of Tranent who have clearly missed it. It will be a similar facility to last time, when it had a good reputation for food, but the administrative side will be tightened up substantially.

The Police and your LSO will no doubt closely monitor the situation on opening and any shortcomings notified to our client or indeed ourselves, will be swiftly dealt with.

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 App  my knowledge and belief.

Signature	
Date	3/3/25

Macdonald Licensing
21a Rutland Square
Edinburgh
EH1 2BB

“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

Licensing (Scotland) Act 2005, section 20(2)(b)(iii)

Question 1

Disabled access and facilities

I(a)	Is there disabled access to the premises	YES
I(b)	Do you have facilities for those with a disability	YES
I(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES
*Delete as appropriate		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

There is a large entrance to the restaurant with double doors so access should not be an issue for a customer in a wheelchair for instance.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

There is an accessible toilet.

There will be table service and staff will be trained so as to deal with customers who may have a mobility issue and seat them somewhere appropriate.

For customers ordering or collecting a takeaway again a suitable area will be identified for the customer to wait.

Staff will be trained to look after customers with any kind of issue such as mobility, sight or hearing and to enhance the enjoyment of their visit to the restaurant.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

Once again this matter has been brought to the attention of our clients and they will now do an assessment of what facilities they may be able to provide, and in particular assistance for other types of disability, beyond mobility difficulties, including mental health, sight, hearing and other types of illness.

It is hoped to provide staff with guidance as to how to identify such people and what assistance can be provided.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

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

Signature (see name below)

Date 3/3/25

Capacity APPLICANT/AGENT

Telephone number and email address of signatory.....

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 229 6181, Alistair@macdonaldlicensing.com

*** Data Protection Act 1998**

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



Site Location Plan



Ground Floor Layout Plan

119 High Street
 Tranent
 East Lothian
 EH33 1LW

Scale 1:50 A1

119 High Street, Tranent



EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 13th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

119 HIGH STREET, TRANENT, EAST LoTHIAN EH33 1LW

I refer to the above subject and can confirm that the applicant has liaised with the LSO in relation to this application.

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

On my visit the premises was constructed but was in the process of being refurbished and was not yet operational. I spoke with Paola Crolla and Natascia Pacitti. Natascia has recently obtained her personal licence and will be running the business. It is intended that she will be the premises manager on confirmation. This premises was previously licensed and known as Giancarlo's. The premises licence was revoked in 2023 for non-payment of annual fees and as the company that held the licence had been dissolved. Natascia Pacitti was previously the premises manager and part of the management regime. She has assured me that the premises will be well run, and all annual fees will be paid on time.

I can confirm that the application is compliant with the act.

Within an 800m radius there are 16 other premises. Of this only 3 have the availability of dining/bar meals currently.

I recommend the following condition be considered in relation to deliveries of alcohol:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

I recommend the following conditions in relation to the outside pavement area:

- 2) The outside area must only be used by persons occupying the seats provided by the premises.
- 3) The outside area must be clearly delineated by means of removable barriers.
- 4) The barriers, tables and chairs must be removed at the end of the permitted hours for use of

the outside area and stored securely in an area off the footpath.

- 5) The area must be capable of being monitored by staff either physically or via an efficient and functioning CCTV system.
- 6) No public entertainment, amplified music, amplified vocals or live music played in the outdoor area to ensure the use does not cause nuisance neighbouring residential properties.
- 7) The premises licence holder must ensure that the defined area and neighbouring areas are kept clear of all waste, including cigarette litter, associated with their business and that may have been dropped.
- 8) If the outside area is on council land or a road/pavement then a valid permit/authorisation issued from the East Lothian Council Roads Department must be in place.
- 9) An authorised officer of the Council or Police Scotland may suspend the use of the area for reasons of public safety.
- 10) The use of the outdoor area must cease at 10pm.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

05/03/2025

Your Ref: La Trattoria

Our Ref: 903649

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



**POLICE
SCOTLAND**

Keeping people safe

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 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE**

LA TRATTORIA

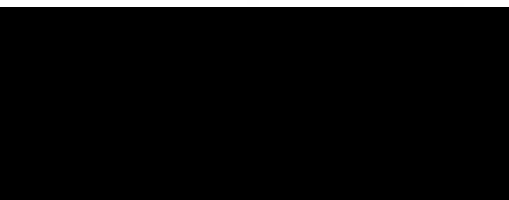
119 HIGH STREET, TRANENT, EAST LoTHIAN, EH33 1LW.

PAOLA CATERINA CROLLA [REDACTED]

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully



Gregg Banks
Divisional Commander

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

Licensing

From: Johnson, Darren
Sent: 05 March 2025 13:02
To: Licensing
Subject: FW: Provisional Licence - 119 High Street Tranent
Attachments: 119 High St-Provisional Application.pdf; 119 High St-Operating Plan.pdf; 119 High St-Section 50-Planning.pdf; Layout Plan 17.09.24.pdf; 119 High St-Location Plan.pdf; 119 High St-Supplementary Info Form.pdf; 119 High St-Disabled Access Statement.pdf

Hi

No objections subject to standard conditions.

Darren

From: Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>
Sent: 04 March 2025 11:36
To: Johnson, Darren <djohnson@eastlothian.gov.uk>
Subject: FW: Provisional Licence - 119 High Street Tranent

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 04 March 2025 10:51
To: Harling, Karen (Licensing) <kharling1@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>; Lothian Scot Borders Licensing East Mid Lothian <LothianScotBordersLicensingEastMid@Scotland.police.uk>; torquil.cramer@firescotland.gov.uk; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; tecc.secretary@aol.co.uk
Subject: Provisional Licence - 119 High Street Tranent

Hi

Please find attached application for Provisional licence for the above premises for report/representation by 26th March 2025.

Kind regards

Gillian
Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council
01620 820114
gherkes@eastlothian.gov.uk

Licensing

From: Robertson, Scott
Sent: 05 March 2025 11:02
To: Licensing
Subject: RE: Provisional Licence - 119 High Street Tranent

Hello,

Please note I have no comments or objections to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington EH41 3HA
T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 04 March 2025 10:51
To: Harling, Karen (Licensing) <kharling1@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Lothian Scot Borders Licensing East Mid Lothian <LothianScotBordersLicensingEastMid@Scotland.police.uk>; torquil.cramer@firescotland.gov.uk; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; tecc.secretary@aol.co.uk
Subject: Provisional Licence - 119 High Street Tranent

Hi

Please find attached application for Provisional licence for the above premises for report/representation by 26th March 2025.

Kind regards

Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council
01620 820114
gherkes@eastlothian.gov.uk



Accredited paralegal
liquor licensing

EL417
94899



APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

3c

Question 1 - Name, address and postcode of premises to be licensed

ASDA EXPRESS PFS HADDINGTON

HADDINGTON RETAIL PARK, HADDINGTON EH41 3FW

Question 2 - Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

2(c) Where applicant is a company, please provide name, registered office and company registration number.

ASDA EXPRESS LTD

ASDA HOUSE SOUTHBANK GREAT WILSON STREET LEEDS LS11 5AD

COMPANY NO; 04246195

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

PLEASE SEE ATTACHED

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details _____

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES

Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5 – Description of premises

(where application is submitted by a members' club, please also complete question 6)

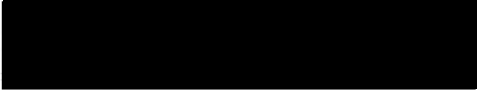
Question 6 – To be completed by members' clubs only

Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?

YES NO

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature  _____ * (see note below)

5TH MARCH 2025

Date _____

~~APPLICANT~~ AGENT (delete as appropriate)

Telephone number and email address of signatory _____ 01482 324252

janet_braithwaite@gosschalks.co.uk

I have enclosed the relevant documents with this application – please tick the relevant boxes

Operating plan

Layout plan (highlighting the area where alcohol is sold/consumed)

Planning certificate

Building standards certificate

Food hygiene certificate

* Data Protection Act 2018

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

Operating plan

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

Statement regarding alcohol being sold on premises/off premises or both

1(a) Will alcohol be sold for consumption solely ON the premises? Yes No

1(b) Will alcohol be sold for consumption solely OFF the premises? Yes No

1(c) Will alcohol be sold for consumption both ON and OFF the premises? Yes No

Question 2

Statement of core times when alcohol will be sold for consumption on premises

Day	On Consumption	
	Opening time	Terminal hour
Monday	N/A	N/A
Tuesday	N/A	N/A
Wednesday	N/A	N/A
Thursday	N/A	N/A
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

Question 3

Statement of core times when alcohol will be sold for consumption off premises

Day	Off Consumption	
	Opening time	Terminal hour
Monday	10.00	22.00
Tuesday	10.00	22.00
Wednesday	10.00	22.00
Thursday	10.00	22.00
Friday	10.00	22.00
Saturday	10.00	22.00
Sunday	10.00	22.00

Question 4

Seasonal variations
Does the applicant intend to operate according to seasonal demand? Yes No

*If yes – provide details

Question 5

Please indicate the other activities or services that will be provided on the premises in addition to supply of alcohol.

Col. 1 5(a) Activity	Col. 2 Please confirm yes/no	Col. 3 To be provided during core licensed hours – please confirm yes/no	Col. 4 Where activities are also to be provided outwith core licensed hours please confirm yes/no
Accommodation	NO	N/A	N/A
Conference facilities	NO	NO	NO
Restaurant facilities	YES	YES	YES
Bar meals	NO	NO	NO
5(b) Activity Social functions including:	Please confirm yes/no	To be provided during core licensed hours – please confirm yes/no	Where activities are also to be provided outwith core licensed hours please confirm yes/no
Receptions including weddings, funerals, birthdays, retirements etc.	NO	NO	NO
Club or other group meetings etc.	NO	NO	NO
5(c) Activity Entertainment including:	Please confirm yes/no	To be provided during core licensed hours – please confirm yes/no	Where activities are also to be provided outwith core licensed hours please confirm yes/no
Recorded music – see 5(g)	YES	YES	YES
Live performances – see 5(g)	NO	NO	NO
Dance facilities	NO	NO	NO
Theatre	NO	NO	NO
Films	YES	YES	YES
Gaming	NO		NO
Indoor/outdoor sports	NO	NO	NO
Televised sport	NO	NO	NO
5(d) Activity	Please confirm yes/no	To be provided during core licensed hours – please confirm yes/no	Where activities are also to be provided outwith core licensed hours please confirm yes/no
Outdoor drinking facilities	NO	NO	NO
5(e) Activity	Please confirm yes/no	To be provided during core licensed hours – please confirm yes/no	Where activities are also to be provided outwith core licensed hours please confirm yes/no
Adult entertainment	NO	NO	NO

Where you have answered **yes** in respect of any entry in column 4 above, please provide further details below.

RECORDED BACKGROUND MUSIC MAY BE PLAYED WITHIN THE STORE. SCREENS WITHIN THE PREMISES MAY DISPLAY MOVING IMAGES. THE STORE WILL OPERATE WITH CAFÉ FACILITIES.

5(f) Any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

THE PREMISES IS A CONVENIENCE STORE FORMING PART OF A PETROL FILLING STATION WITH CUSTOMER CAFÉ FACILITIES. IT WILL SELL A RANGE OF HOUSEHOLD GOODS, GROCERIES, MOTORING ACCESSORIES AND FUEL.

ALCOHOL DELIVERIES MAY BE FULFILLED EITHER BY THE PREMISES LICENCE HOLDER'S EMPLOYEES OR A THIRD PARTY TO FULFILL ORDERS PLACED ONLINE

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB? Yes No

When fully occupied, are there likely to be more customers standing than seated? Yes No

Question 6 (On-sales only)

Children and young persons

6(a) When alcohol is being sold for consumption on the premises will children or young persons be allowed entry Yes No

6(b) Where the answer to 6(a) is **yes** provide statement of the terms under which they will be allowed entry

N/A

6(c) Provide statement regarding the ages of children or young persons to be allowed entry

N/A

6(d) Provide statement regarding the times during which children and young persons will be allowed entry

N/A

6(e) Provide statement regarding the parts of the premises to which children and young persons will be allowed entry

N/A

Question 7

Capacity of premises

What is the proposed capacity of the premises to which this application relates?

CAPACITY – ALCOHOL DISPLAY FRONTAGE 19.05m²

Question 8

Premises manager (note: not required where application is for grant of provisional premises licence)
Personal details

8(a) Name

--

8(b) Date of birth

--

8(c) Contact address

--

8(d) Email address

--


8(e) Personal licence

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

Declaration by applicant or agent on behalf of applicant

If signing on behalf of the applicant please state in what capacity.

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

Signature * (see note)		
Date	5 th MARCH 2025	
Capacity (delete as appropriate)	Applicant	Agent
Telephone number and email address of signatory	01482 324252 janet_braithwaite@gosschalks.co.uk	

Name, address and telephone number of agent (if applicable)

Gosschalks Solicitors Queens Gardens Hull HU1 3DZ
--

* Data Protection Act 1998

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

SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

Licensing (Scotland) Act 2005, section 20(2)(b)(iia)

Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	NO*
1(b)	Do you have facilities for those with a disability	NO*
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	NO*
*Delete as appropriate		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

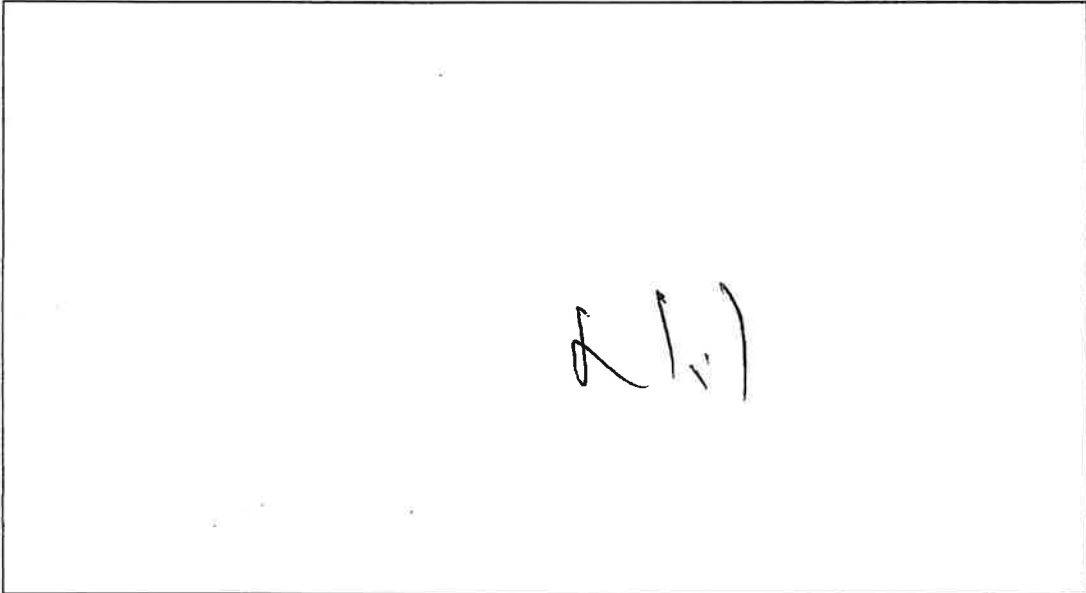
Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

Nil

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

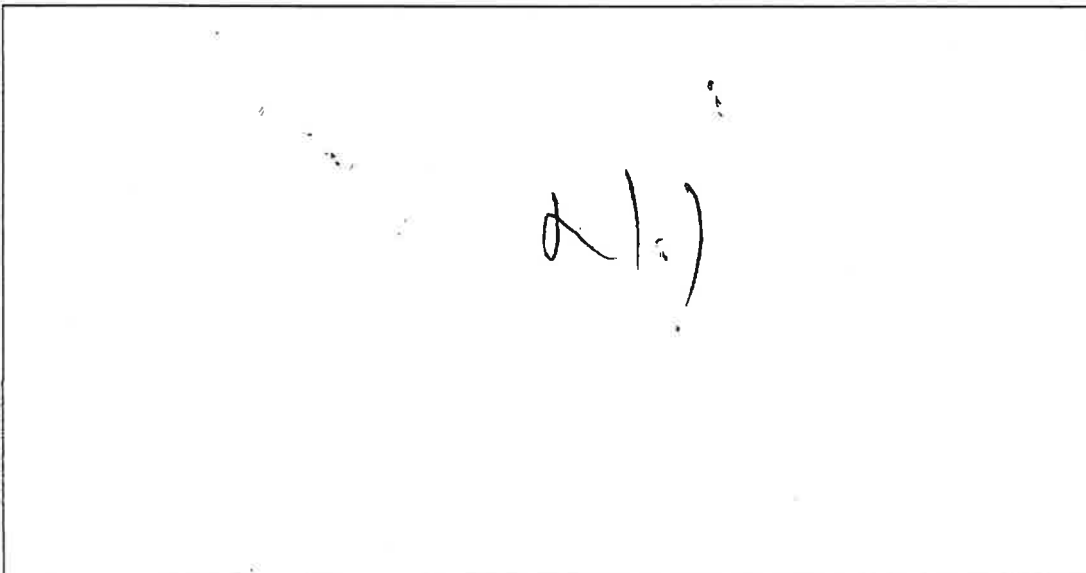


Handwritten text: N/A

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.




Handwritten text: N/A

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this disabled access and facilities statement are true to the best of my knowledge and belief.

Signature  * (see note below)

Date 09/09/29

Capacity APPLICANT/AGENT

Telephone number and email address of signatory.....

*** Data Protection Act 1998**

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



East Lothian Council

LICENSING (SCOTLAND) ACT 2005

For Office Use Only

Ref No:

Date Received:

Fee: £129.10

Certificate Issued:

APPLICATION FOR A SECTION 50 PLANNING CERTIFICATE

1) NAME AND ADDRESS OF APPLICANT:

Name: ASDA EXPRESS LIMITED, Address: ASDA HOUSE SOUTHBANK GREAT WILSON STREET LEEDS LS11 5AD, Tel No: 01482 324252, Mobile: , Email: LJB@GOSSCHALKS.CO.UK

2) NAME AND ADDRESS OF AGENT (if applicable)

Name: GOSSCHALKS LLP, Address: GOSSCHALKS LLP QUEENS GARDENS HULL HU1 3DZ, Tel No: 01482324252, Mobile: , Email: LJB@GOSSCHALKS.CO.UK

3) NAME AND ADDRESS OF PREMISES TO BE LICENSED:

ASDA EXPRESS HADDINGTON PFS HADDINGTON RETAIL PARK HADDINGTON Postcode: EH41 3FW

4) HAVE YOU BEEN ISSUED A PROVISIONAL PREMISE LICENCE? (check appropriate):

Yes No X

5) ARE YOU APPLYING FOR (check appropriate):

Premises Licence: Provisional Premises Licence: X

6) PROVIDE THE FOLLOWING INFORMATION:

Date and Planning Reference Number of Planning Permission: 02/07/2019, 19/00352/P, Date and Planning Reference Number of Certificate of Lawful Use or Development:

7) APPLICATION CHECKLIST:

I/We hereby certify that the operating and layout plan(s) as required by section 20 of the Act have been attached and that I intend to lodge exact copies with the Licensing Board (tick boxes) Operating Plan Attached Layout Plan Attached

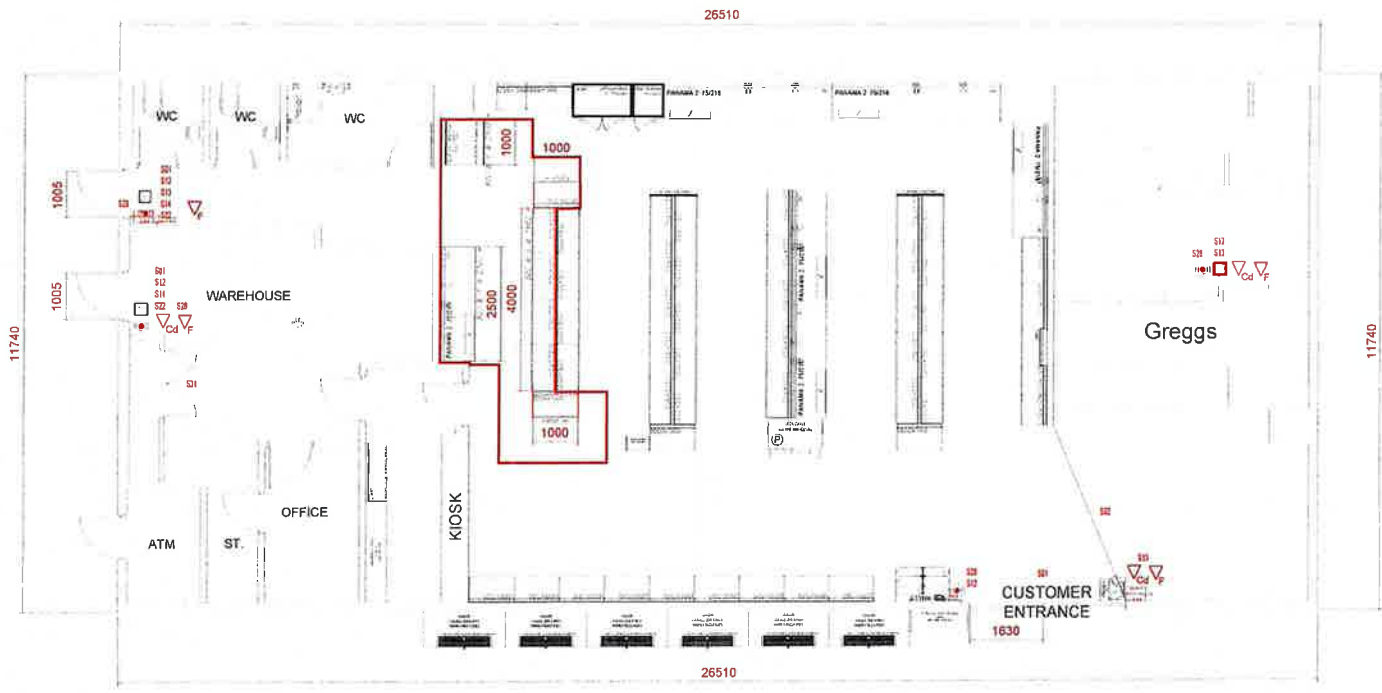
8) SIGNATURE OF APPLICANT/AGENT (delete as appropriate)

Date



12 / 09 / 2024

1. This drawing is the property of the client and shall not be used for any other purpose without the written consent of the architect.
 2. The architect is not responsible for the accuracy of the information provided by the client.
 3. The architect is not responsible for the accuracy of the information provided by the client.
 4. The architect is not responsible for the accuracy of the information provided by the client.
 5. The architect is not responsible for the accuracy of the information provided by the client.



ADDITIONAL LOT TO BE ORDERED BY THE CLIENT IS NOT SHOWN ON PLAN

- Finishing Schedule
- 1001 Floor finish
 - 1002 Floor finish
 - 1003 Floor finish
 - 1004 Floor finish
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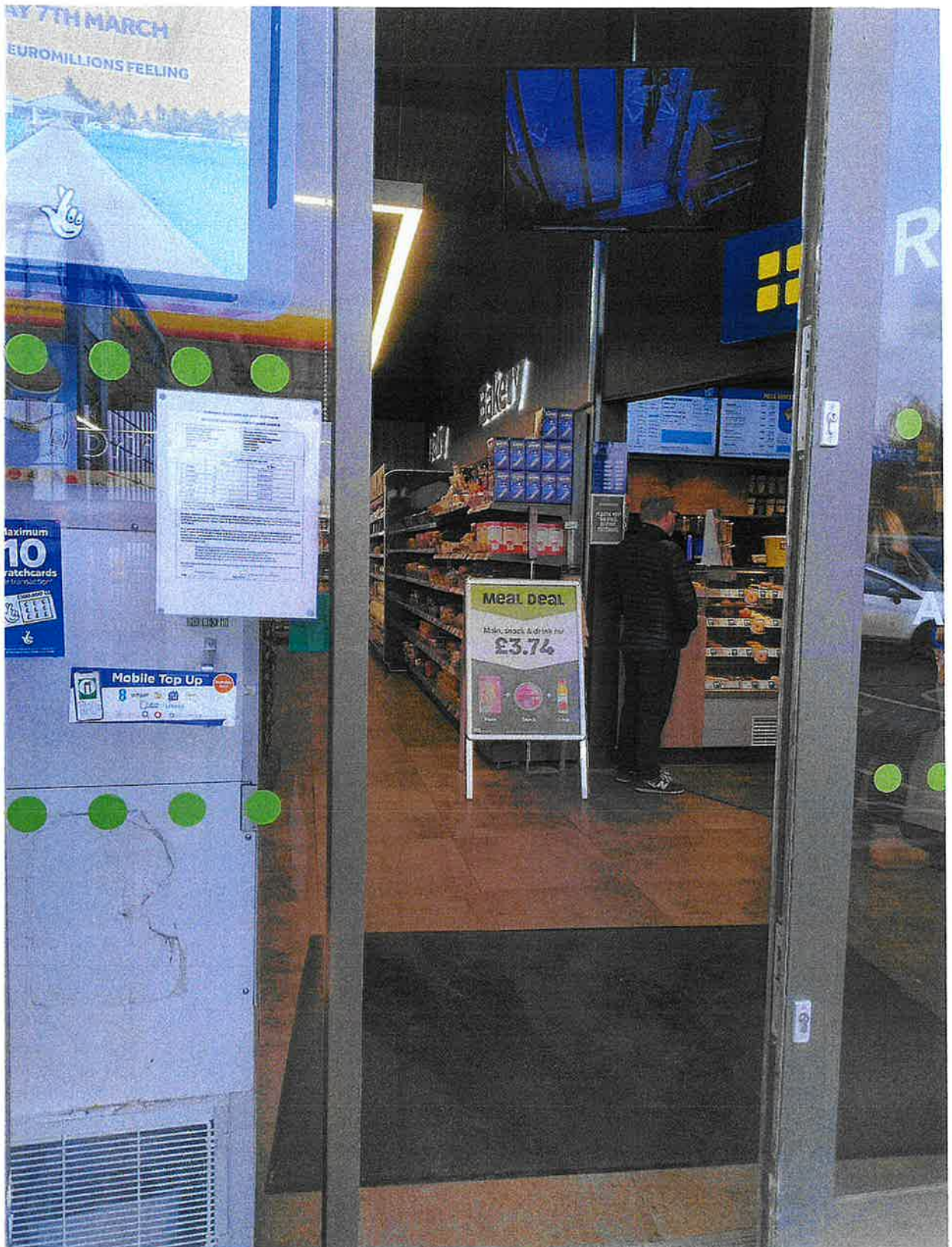
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ASDA
 Save money. Live Better

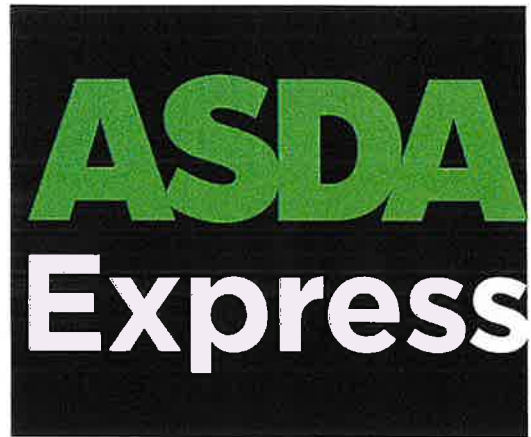
HADDINGTON EXPRESS
 BWS LICENCE APPLICATION

Item	Qty	Unit	Value	Notes
1	1	sqm	100	100
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100	1	sqm	100	100

Feet	6'	6'6"	7'	7'6"	8'	8'6"	9'	9'6"	10'	10'6"	11'	12'	13'	14'	15'	16'
mm	1830	2000	2100	2300	2400	2600	2700	2900	3000	3200	3300	3700	4000	4200	4600	4800







Haddington Filling Station
Haddington Retail Park, Haddington, EH41 3FW
Customer Profiling Research Report
November 2024

Research & Reporting by



Introduction

The following report outlines the findings from a customer research interviewing program carried out between Saturday 2nd November and Friday 8th November at Haddington Filling Station, Haddington Retail Park, Haddington, EH41 3FW. The research explored the buying behaviours of persons' resident in the locality of the site. Customers were asked to provide information on; their place of residence in relation to the premises, their means of travel to the premises and their purchasing behaviour in relation to fuel and groceries.

Key Research Objective

[Section 123(5) seeks to determine, as interpreted in the Opinion of the Inner House of the Court of Session in *BP Oil UK Limited v City of Glasgow Licensing Board and City of Edinburgh Licensing Board* (5th April 2011) whether a recognisable number of persons in the locality see and treat the said premises as the principal source from which they, in ordinary course, purchase groceries or fuel and who would properly consider themselves materially disadvantaged or inconvenienced were these retail facilities to no longer be provided from said premises.

Materially Disadvantaged or Inconvenienced

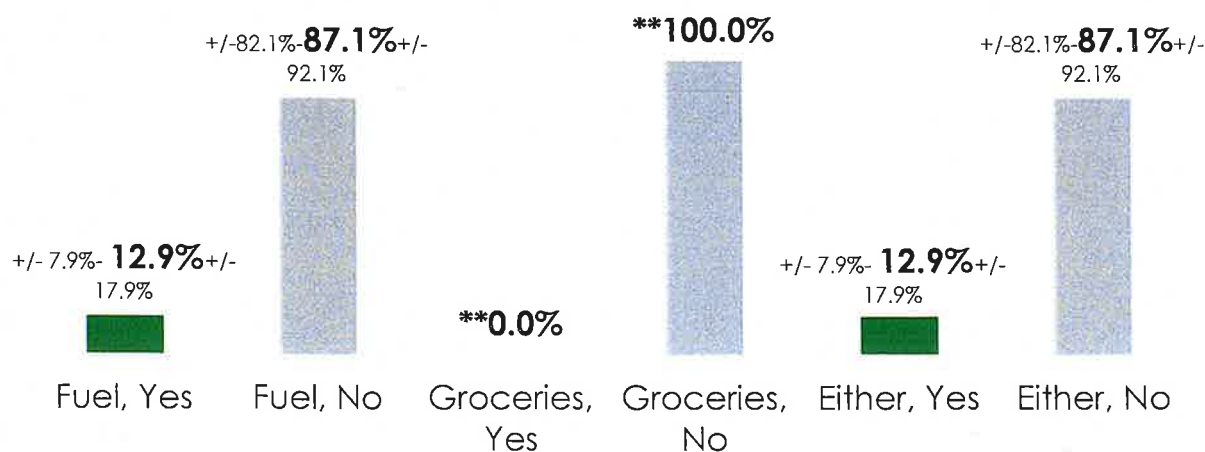


Figure 1: Fuel base = 171

Groceries base = 1

Either base = 171

Conclusion

The results show that a statistically significant* proportion of persons (12.9% (+/-5.02%) in the locality) see and treat this service station at Haddington Retail Park, Haddington, as the principal source from which they, in ordinary course, purchase groceries or fuel and would properly consider themselves materially disadvantaged or inconvenienced were these retail facilities to no longer be provided from said premises.

Statistically significant - In statistics, a result is called **statistically significant if it is unlikely to have occurred by chance. The likelihood that a result or relationship is caused by something other than mere random chance.*

*** Groceries base size too small to apply significance testing*

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Research Methodology

Haddington Filling Station

A quantitative research study was carried out between Saturday 2nd November and Friday 8th November at Haddington Filling Station, Haddington Retail Park, Haddington, EH41 3FW with 837 customers (or 'participants'), all of whom were selected as they were exiting the store. Fieldwork was stratified to cover the core hours of off sale of alcohol on the premises 10am until 10pm.

The structured questionnaire (please see Appendix 2 for full questionnaire) was executed via Computer Assisted Personal Interviewing (CAPI) with the use of an iPad. The screen was shared with participants so that they could view all images and questions. All participants were asked to give their full postcode in order to help map travel time and distance to location.

Sample Size

All intercepts (interviews) were conducted as participants were exiting via the main front entrance/exit; participants were selected at random to ensure sampling confidence. Upon completion of each survey, interviewers were under strict instruction to approach the second customer that passed them. By completing 837 interviews with current service station users, we can be sure that the data and attitudes collected will be statistically representative of the customer base. Importantly this large number of 'base' participants allowed for statistical comparison of sub-groups.

An important sub-group within this research that will form the 'population of interest' are participants who live within the locality of the premises AND use the garage as their principal source for purchasing Fuel or Groceries [Base – 171]. This figure represents 20.4% of the entire customer population.

Population of Interest

This sub-group of 171 participants will be used to answer the key objective of the research. Whether a recognisable number of persons in the locality see and treat the said premises as the principal source from which they, in ordinary course, purchase groceries or fuel and who would properly consider themselves materially disadvantaged or inconvenienced were these retail facilities to no longer be provided from said premises.

Defining the Population of Interest

Haddington Filling Station

Q2 – How far from this Station do you live? (Map 1)

Within 1 mile = continue

1 mile + = record postal code & close

Q7 – In the ordinary course of your purchasing habits, do you treat these premises as the principal source of: a) Petrol or DERV (Fuel)? b) Groceries?

Yes to a) or b) = Continue

No to a) and b) = Close



Map 1

Research Findings – Locality

Haddington Filling Station

Locality to Premises

Q2 – How far away from this service station do you live?

If codes 1-3 were selected (under 1 mile) then respondent was categorised as **living within the locality**.

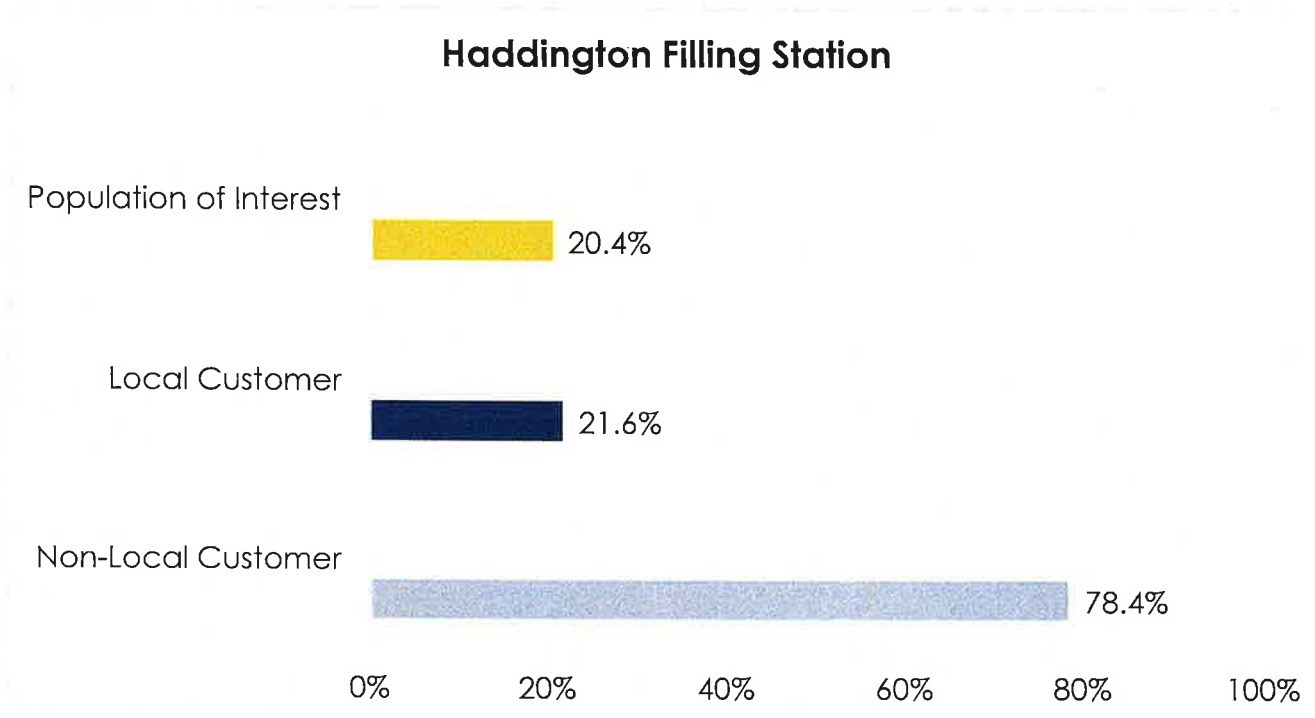
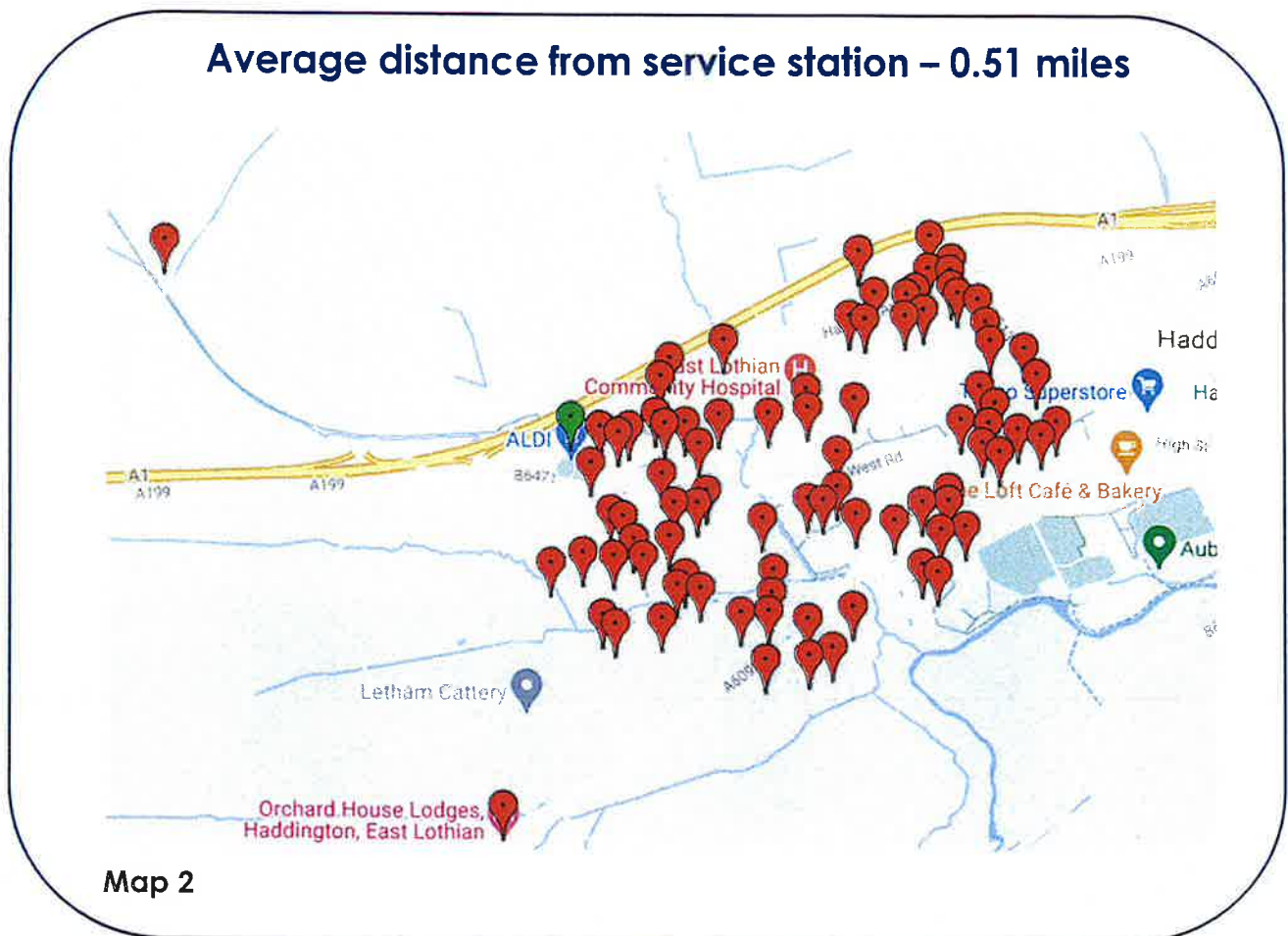


Figure 2: base = 837

Research Findings—Geo-mapping

Haddington Filling Station

All participants were asked to provide their postcode in order to allow for them to be geo-tagged on a map. Out of the 171 participants who fell into **the population of interest**, 171 provided a full and complete postcode. They are represented below as red icons; in some cases, the same postcode has been given and will be represented by only 1 icon.



Analysis of the postcode data has shown that the participants from the 'population of interest' live within a locality of 0.51 miles from the service station (green icon) on average.

Research Findings – Demographics

Haddington Filling Station

Local Respondent (Under 1 mile) Gender



Figure 3: base = 181

Average visits per week (local users)

Grocery Shopping Base – 180	2.41 visits per week
Fuel Purchase Base - 181	1.51 visits per week

Table 1: Base Varied

Local Respondent (under 1 miles) Age

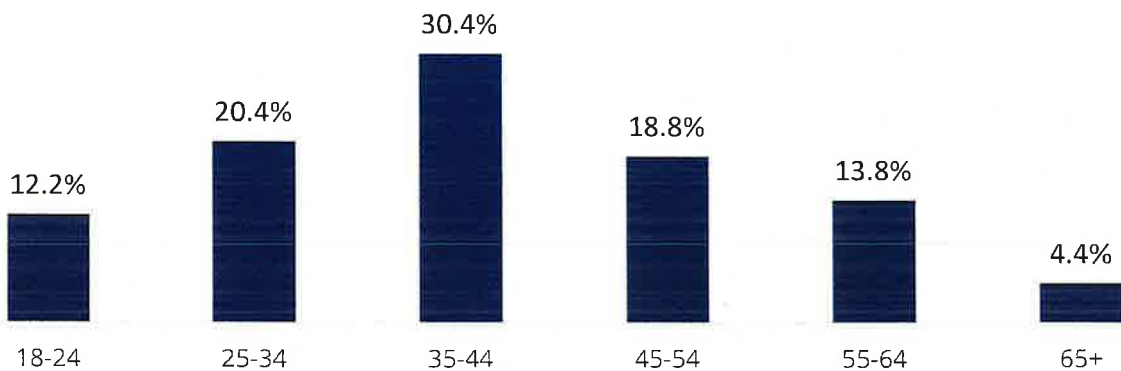


Figure 4: base = 181

Local Respondent Travel Method to Filling Station

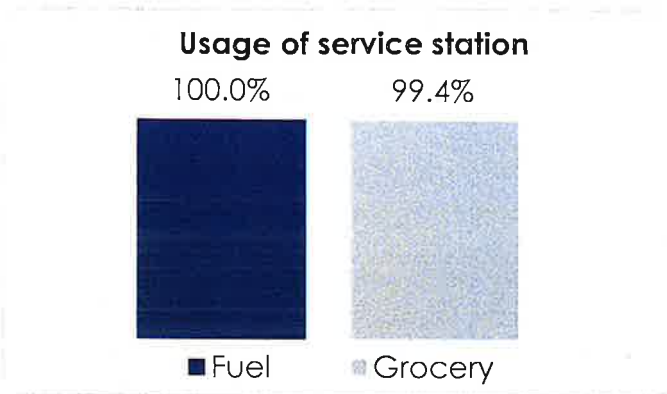


Figure 5: base = 181

Research Findings – Premises Usage

Haddington Filling Station

How Haddington Filling Station is being used



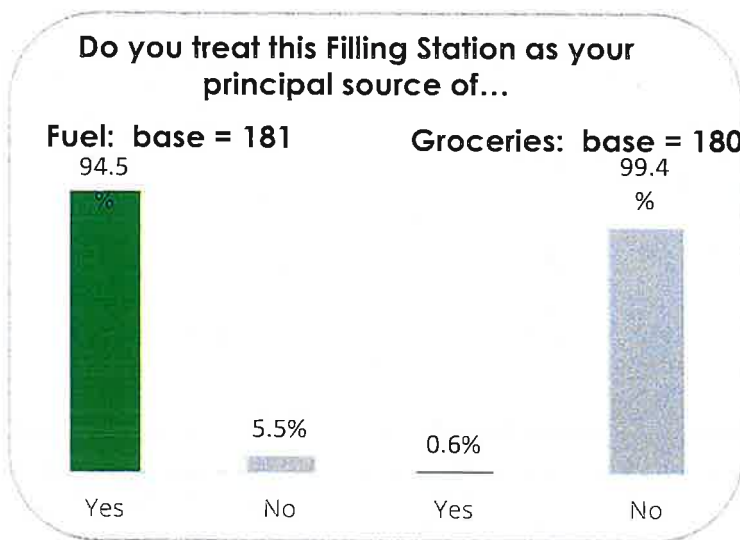
180 participants (99.4%)

Use service station as a source of **Groceries**

181 participants (100.0%)

Use service station as a source of **Petrol/DERV (Fuel)**

Figure 6: base = 181



Participants, who live within the locality (within 1 mile) of the service station [181], were asked how they currently use the Service Station – **Figure 6**.

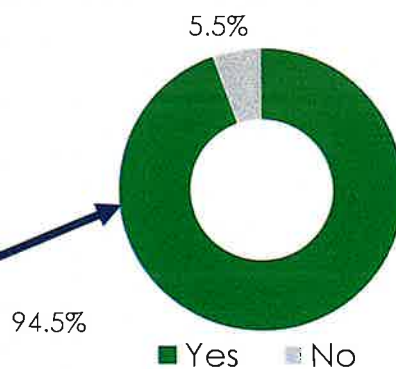
They were then asked if, in the ordinary course of their purchasing habits, they treated this Service Station as their principal source of Petrol/DERV or Groceries – **Figure 7**.

Figure 7: Base Varied

Defining the population of interest

171 (94.5%) local customers (participants) answered 'yes' to treating the service station as their principal source of either groceries or fuel. This forms the population of interest as outlined in the introduction – **Figure 8**.

Do you treat this Filling Station as your principle source of either fuel or groceries?



Population of interest
171 participants

Figure 8: base = 181

Research Findings – Inconvenienced

Haddington Filling Station

Once the population of interest had been defined (Base 171), these participants were asked:

Would you consider yourself materially disadvantaged or inconvenienced were this premises to be unable to provide you with: a) Petrol or DERV (Fuel)? b) Groceries?

Materially Disadvantaged or Inconvenienced



Figure 9: Fuel base = 171

Groceries base = 1

Either base = 171

The results show that a statistically significant proportion of persons in the locality (12.9%) see and treat the premises as the principal source from which they, in ordinary course, purchase groceries or fuel and that they would properly consider themselves materially disadvantaged or inconvenienced were any of these retail facilities to no longer be provided from said premises.

Bases Explained

Fuel: Overall, 171 participants from the locality stated that they used the station as their principal source of fuel, of these participants 12.9% (22) stated that they would be materially disadvantaged if the premises could no longer provide them with fuel.

Groceries: Overall, 1 participants from the locality stated that they used the station as their principal source of groceries, of these participants 0% (0) stated that they would be materially disadvantaged if the premises could no longer provide them with groceries. Base too low to apply significance testing.

Either: The combined base and response for fuel and groceries.

Research Findings – Inconvenienced

Haddington Filling Station

FUEL: In order to qualify the result all participants who coded yes to being materially disadvantaged if the service station could no longer provide fuel were asked '**Would you have an alternative fuel source you could use?**' **Base 22**

Yes – 100% (22)

No – 0% (0)

Those who answered 'Yes' to having an alternative fuel source – 100% (22) were then asked: **Is this alternative fuel source available to you without causing you to be disadvantaged or inconvenienced in any way?** **Base 22**

Yes – 0.0% (0)

No – 100% (22)

Results show that the alternative fuel sources available to 100% of participants would cause 100% of this group to be inconvenienced.

100% (22) of those materially disadvantaged (base 22) confirmed this was still the case after considering alternatives.

Research Findings – Fully Inconvenienced

Haddington Filling Station

The graph below highlights participants who live locally and use the garage as their principal source of either fuel or groceries and who, after considering local alternatives, still feel they would be materially disadvantaged or inconvenienced if the premises could no longer provide them with either.

Fully materially disadvantaged or inconvenienced?

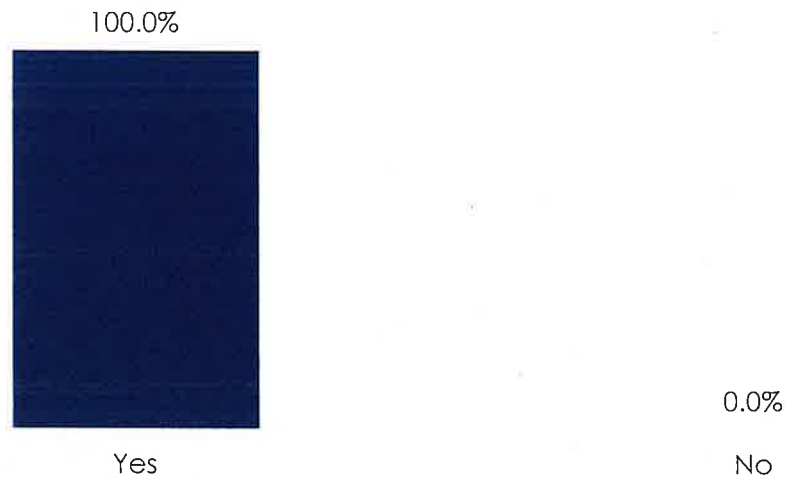


Figure 10: base = 22

The geo-map below shows where all participants (22) who coded 'yes' live; on average 0.47 miles from the station, in some cases the same postcode has been given and will be represented by only 1 icon.



Research Findings – Fully Inconvenienced

Haddington Filling Station

The graphs below highlight the demographic of those who are materially disadvantaged or inconvenienced after having considered local alternatives.

Gender

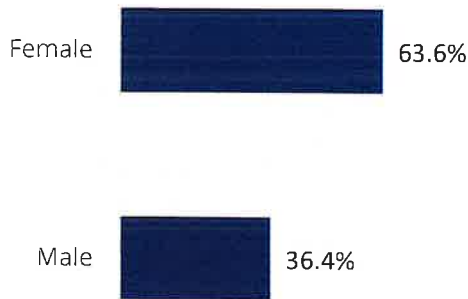


Figure 11: base = 22

Age

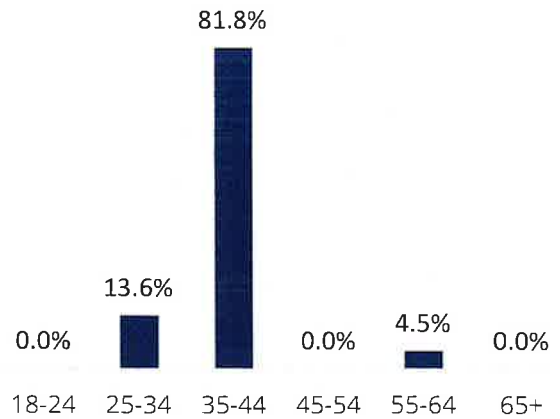


Figure 12: base = 22

Average visits per week

Grocery Shopping Base - 22	4.27 visits per week
Fuel Purchase Base - 22	2.41 visits per week

Table 2: Base Varied

Research Findings – ASDA Express

Haddington Filling Station

Those in the population of interest (base: 171) were asked how the change of ownership from Euro Garage to ASDA has affected their usage of the filling station.

100% of those surveyed stated that the change of ownership has either increased their usage or had no change to their usage. No respondents stated that the change in ownership had led to a reduction in the usage of the filling station.

Has the change to ASDA Express impacted your usage of this filling station?

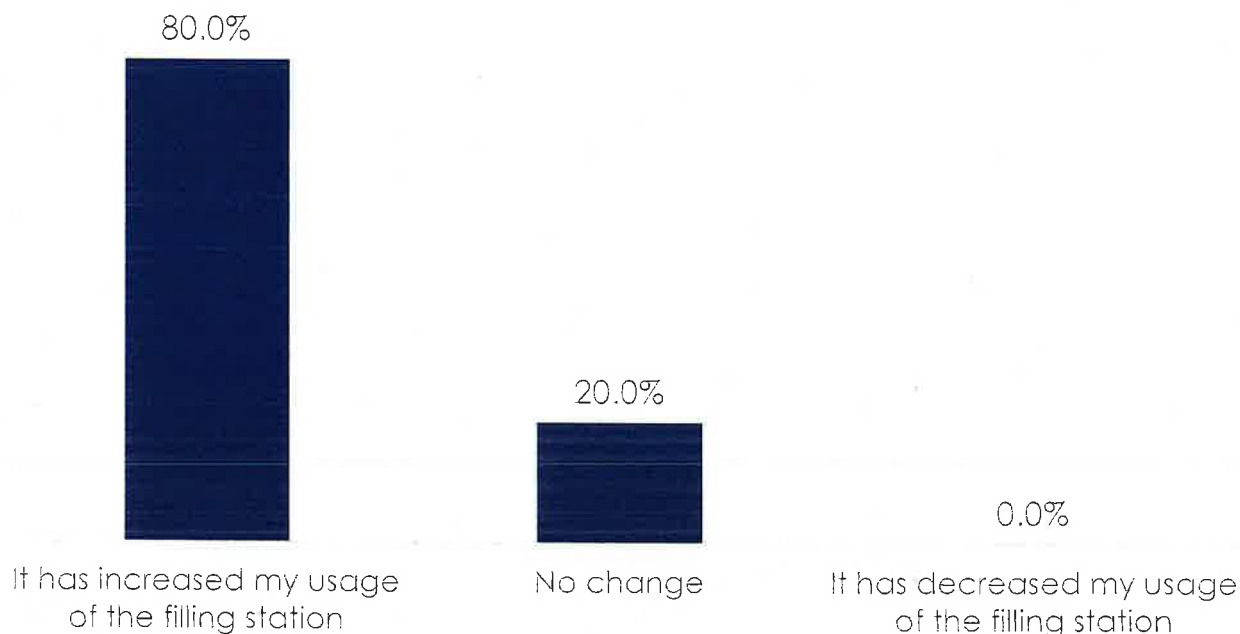


Figure 13: base = 171

Research Findings – Alcohol Purchase

Haddington Filling Station

Those in the population of interest (base: 171) were asked about their future usage of the facility in relation to alcohol purchase.

How often do you personally purchase alcohol in a supermarket, shop or off licence nowadays?

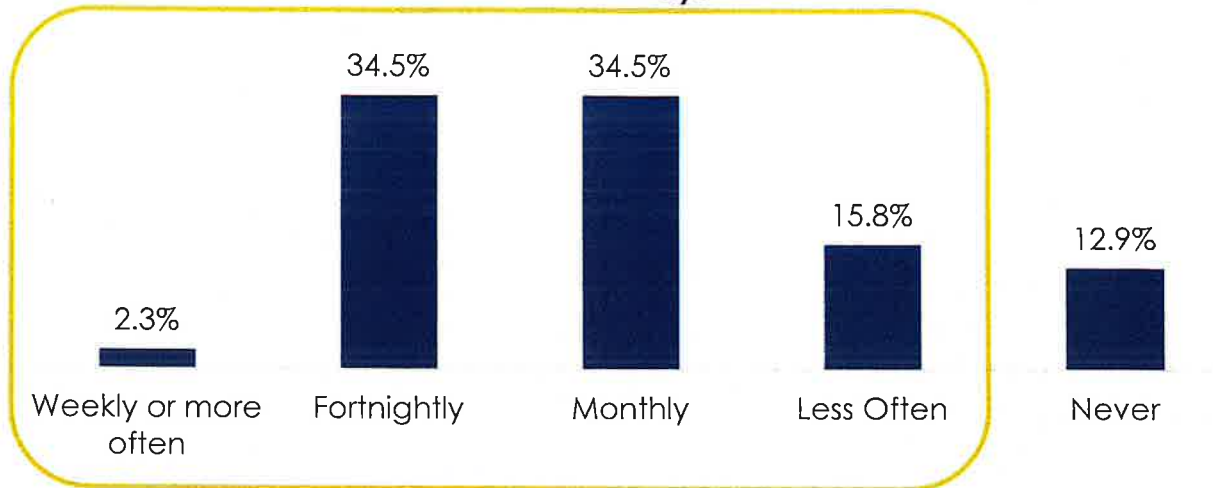


Figure 15: base = 171

Those who said they currently purchase alcohol were then asked how likely they would be to purchase alcohol from the service station.

If suitable alcohol products were available to purchase at this premises, how likely or unlikely do you think you would be to purchase alcohol here?

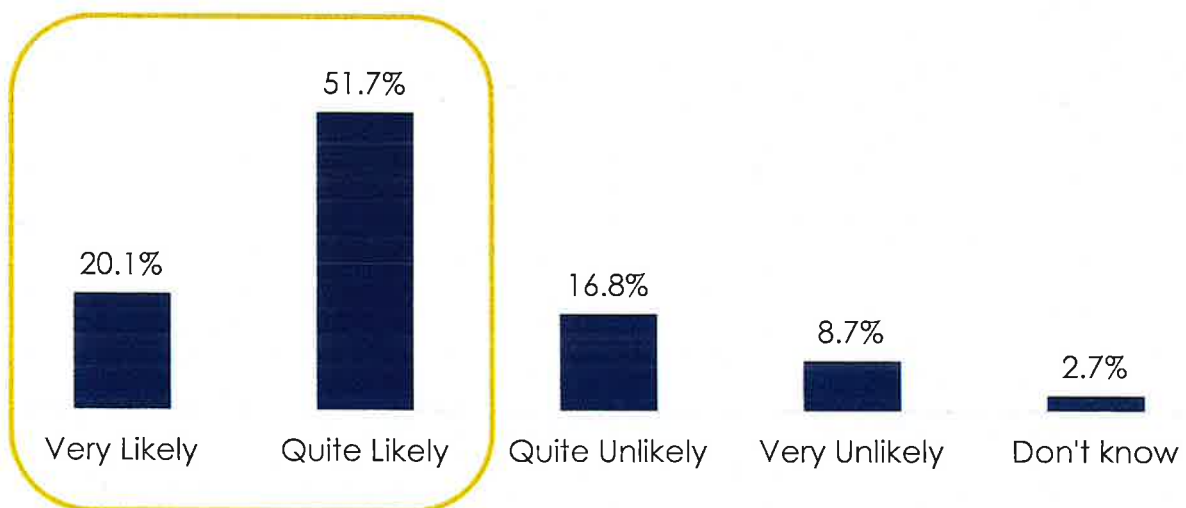


Figure 16: base = 149

71.8% of participants who currently purchase alcohol, stated that they would be at least somewhat likely to purchase alcohol from the premises if it was available.

Those who coded as being either 'Very likely' or 'quite likely' to purchase alcohol from the premises were then asked how it would influence their current buying habits. 82.2% stated that this alcohol purchase would be in addition to a purchase from elsewhere, and 13.1% stated this alcohol purchase would replace a purchase from elsewhere.

You mentioned you would be likely to purchase alcohol products at this premises (assuming you could find everything you needed). Which of the following statements best describe you?



Figure 17: base = 107

The reasons for them purchasing alcohol from the service station are highlighted below. With 97.2% stating it would be "convenient" and 43.0% of respondents stating they would purchase alcohol at the filling station because it is closer to where they live.

Which of the following statements best describe why you are likely to purchase alcohol in this location?

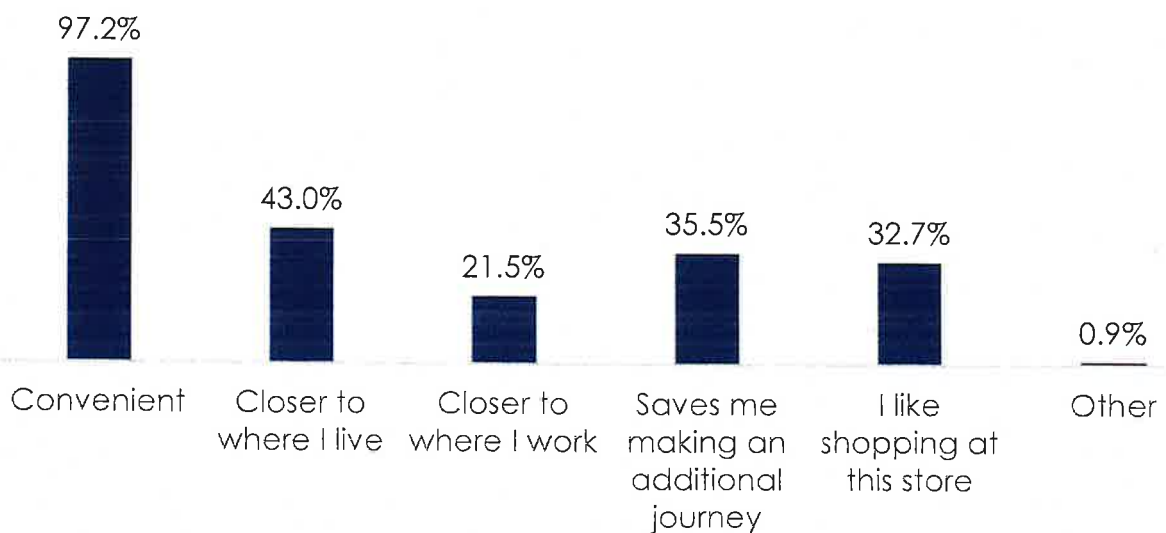


Figure 18: base = 107

About TMcK

Taylor McKenzie Research has been delivering high-quality market research services since 2001. We work closely with our clients and research participants across the UK and beyond, providing the services needed to inform decision-making and drive positive change. A proud family business, our focus is on building trusted partnerships and consistently delivering excellence.

At Taylor McKenzie Research, our mission is to provide our clients with the high-quality data they need to make informed decisions. Our highly skilled and approachable team serves as an extension of your own, delving into your research brief in the pursuit of answers. Since 2001, we have been blending innovative ideas with proven research techniques, resulting in a diverse portfolio of services to meet varied client needs.

About Market Research Society (MRS)

In the competitive world of market research, one name assures you of instant recognition and respect - that of MRS.

MRS is the 'voice of your profession'. Their role is to represent and communicate good practice in research to the business community, government and the public; to award accreditation and to provide support for our members.

Professional standards

All members of the Society must comply with the **MRS Code of Conduct** which is enforced through a disciplinary process. This is the primary means by which market research remains a self-regulated profession. A range of guidelines and advisory services provide support to members in practical implementation of the Code.

The *Code of Conduct* embodies the principles of confidentiality and transparency. It provides protection to research users, participants and to researchers themselves. The Code has the confidence of the business community, government and regulators. It embraces the principles of data protection legislation. Membership of MRS is your way of showing that you subscribe to these ethical and legislative principles.

Appendix 1 – Research Background

The Licensing (Scotland) Act 2005 defines premises that operate in whole or in part as a garage for the sale of petrol or derv as "excluded premises". Subject to the provisions of section 123(5) of the Act, garage premises are "excluded premises". Where premises are "excluded premises", sale of alcohol is not permitted. The Client wishes to explore the motivations and buying behaviours of the consumers who visit affected forecourt premises with the purpose of ascertaining whether or not their forecourt premises fall to be determined as "excluded premises" or within the exception contain under section 123(5). Section 123(5) seeks to determine, as interpreted in the Opinion of the Inner House of the Court of Session in *BP Oil UK Limited v City of Glasgow Licensing Board and City of Edinburgh Licensing Board* (5th April 2011) whether a recognisable number of persons in the **locality**¹ see and treat the said premises as the **principal source**² from which they, in **ordinary course**³, purchase **groceries**⁴ or fuel and who would properly consider themselves **materially disadvantaged** or **inconvenienced**⁵ were these retail facilities to no longer be provided from said premises.

Should the research prove that a substantial % of a **representative sample**⁶ local residents who use the outlet as their principal source of groceries and would be materially disadvantaged or inconvenienced if the outlet stopped selling groceries then it would help to form a case to include the outlet as being 'not excluded' from the changing legislation.

¹ **Locality** will be defined on a premises by premises basis. This will be determined via respondent answering what will be Q1 (How far away from this station do you live?) and will be confirmed with geo-mapping postcode software. Those living within the chosen distance will be deemed suitable to represent persons living in the locality and they will be further questioned on purchasing habits. Those living out with the chosen distance will be asked for their postcode and interview will be terminated.

²⁻³ **Principal source / Ordinary course**; these points must be answered by asking each respondent a question that will be interpreted consistently and fully understood.

Generally speaking, do you treat this premises as your principal source for a) Petrol or DERV (a full description of DERV will be provided in Showcard to help understanding) b) Groceries. A simple yes or no answer will be collected. This will provide the research with its population of interest.

⁴ **Groceries**; will be defined as being food or other things used within the home.

⁵ **Materially disadvantaged or inconvenienced**; the term materially disadvantaged is perhaps not in the general diction of the average respondent, and we would not expect it to be used by a respondent if asked to describe how they felt about a retail outlet closing. However, when it is combined with the word inconvenienced in the Q. "Would you consider yourself materially disadvantaged or inconvenienced were this premises to be unable to provide you with a) petrol (DERV) b) Groceries?") we would expect a good understanding. An open question asking why participants would feel materially disadvantaged or inconvenienced will be asked if 'yes' is coded at either a) petrol (DERV) or b) groceries.

⁶ **Representative sample**; in quantitative market research studies which are to be conclusive it is very important that the data collected and the findings and recommendations made from the data are representative of the given population. In real terms this means that should the study be repeated at any given time then the results will be similar 95 times out of 100 and within an acceptable margin of error (+/-) %.

In order to achieve this, data collection should be stratified in terms of opening hours and weekend / weekday footfall and respondent selection should be entirely random.

Statistical Representation

In order for the findings to be conclusive it is very important that the data collected, the findings and recommendations made from the data are representative of the given population. In real terms this means that should the study be repeated at any given time then the results will be similar 95 times out of 100 and within an acceptable margin of error (+/-) %.

In order to achieve this, data collection was stratified in terms of opening hours and weekend / weekday footfall and respondent selection was entirely random.

The table below indicates achieved error thresholds for the overall base of participants and for the population of interest base. Error bars are present throughout each table to represent statistical relevance of each figure.

<u>Population</u>	%GIVING PARTICULAR ANSWER		
	10%/90%	30%/70%	50%
Total Base 837	± 2.03	± 3.10	± 3.39
Local Base 181	± 4.37	± 6.68	± 7.28
Pop of interest Base 171	± 4.50	± 6.87	± 7.49
Inconvenienced Base 22	± 12.54	± 19.15	± 20.89

Appendix 2 – Research Questionnaire

Good morning/afternoon my name is & I am work for Taylor McKenzie Research & Marketing Ltd, an independent Scottish research agency. We are here today to better understand how this filling station is being used by its customers. We only have a few questions to ask and it is important you help so that we can ensure a representative view of all customers. It should only take 2 minutes.

Q4 Including today, in the past 6 months have you used this station as a source of ...

Showcard s4

Interviewer - Read out...

- | | | |
|---|--------------------------|----------|
| <i>Petrol or DERV (fuel)</i> | <input type="checkbox"/> | Go to Q5 |
| <i>Groceries</i> | <input type="checkbox"/> | Go to Q6 |
| <i>Both for Petrol or DERV (fuel) and Groceries</i> | <input type="checkbox"/> | Go to Q5 |

Interviewer note - if respondent queries what qualifies as 'groceries' please give the following description -
Groceries - 'food or other things used within the home'

Q14 You mentioned you would be likely to purchase alcohol products at this premises...
Assuming you could find everything you needed...

Which of the following statements best describes you

This alcohol purchase would replace a purchase from elsewhere

This alcohol purchase would be in addition to a purchase elsewhere

Unsure

Q15 Which of the following statements best describe why you are likely to purchase alcohol location...

Select ALL that apply

Convenient

Closer to where I live

Closer to where I work

Saves me making an additional journey

I like shopping at this store

Other: Please write in _____

Q16 Record Gender

Male

Female

Q17 Which of these age groups do you fall into?

Showcard s8

18-24

25-34

35-44

45-54

55-64

65+

Interviewer Say: Could you please tell me your home postcode, this is so we can get a better understanding of store catchment. This data will never be used for contacting you and will never be passed on as personal information.

Interviewer please enter with a space.... e.g. G2 4EZ

Postcode _____

Appendix 3 – Open Ended Responses

Q9b - Would you consider yourself materially disadvantaged or inconvenienced were this premises to be unable to provide you with Fuel? If yes: Why is this?

"Have taxi service and petrol prices are good, opening hrs good, staff polite and greggs on site with hot food at 6 am is perfect"

"Closest station with quality fuel at decent price for my luxury car taxi service"

"This is my main petrol station and I need vpower fuel for my car and also fill up work vans here and get points"

"Love this station, work at local hospital so always have petrol after late shift and can buy groceries"

"Late opening and close to my workplace so very convenient site and prices not too high"

"Favourite garage to refuel for my taxi, always fast and helpful staff and very articulate and intelligent too"

"Nearest station to home, OK prices and always open"

"This is my closest garage and sells vpower fuel at good price"

"Live very close to site and se it frequently for groceries and fuel, staff extremely efficient and prices reasonable"

"Nice and close to home, as its open 24/7 I can fill up any time when is quiet, really convenient"

"Local garage for fuel and good service really efficient and price OK"

"Local store with good fuel and lovely staff"

"Great place nice staff feel safe here at all hrs day and night"

"Use this store when I come off shift at hospital, warm and nice clean environment and petrol price acceptable"

"Only use this station now, opening hrs suit my work schedule and can pick up basic groceries when other shops close"

"Lovely place near where I live so easy access for fuel and open 24 hrs so can get groceries when needed very handy all round"

"Use this site a lot for petrol, sandwiches and food"

"Local place I love, really fast service and great coffee,"

"Use site for fuel and meal deal great coffee, staff and always clean and well stocked"

"Garage closest to home that has quality petrol for my car and get shell points and groceries at 11.30 pm"

"Shell fuel recommended for the car so perfectly placed close to home"

"Would need to travel miles to get shell fuel, best for my car engine"

Appendix 4 – Postcodes of Population of Interest

Eh41 3BE	Eh41 3fb	Eh41 3bs	EH41 4FA
Eh41 3tj	Eh41 3fr	Eh41 4nt	Eh41 3dj
Eh41 3bw	EH41 4DH	Eh41 4rp	Eh41 3fh
Eh41 3se	Eh41 3tb	Eh41 3eb	EH41 3FQ
EH41 3AX	Eh41 4hy	Eh41 3fd	EH41 3NY
EH41 4EN	Eh41 3fb	Eh41 3bd	EH41 3DW
EH41 3TJ	Eh41 4fd	EH41 3RP	EH41 3EB
Eh41 3fz	Eh41 3AN	Eh41 4el	Eh41 3fj
Eh41 3de	Eh41 3fh	Eh41 3dy	Eh41 4fd
Eh41 3fH	Eh41 3se	Eh41 4eb	Eh41 3dj
Eh41 3tj	Eh41 3fg	Eh41 3eh	Eh41 3tj
EH41 3BQ	Eh41 3Fs	Eh41 4rp	Eh41 4Nx
Eh41 3AZ	Eh41 4el	Eh41 3tj	Eh41 3df
Eh41 3ga	EH41 3BP	Eh41 3ft	EH41 3DE
Eh41 3fg	Eh41 4rt	Eh41 3dq	Eh41 3sd
Eh41 3AR	Eh41 3ba	Eh41 3RR	Eh41 3qu
EH41 3AN	EH41 4EG	EH41 3EA	Eh41 3rl
EH41 3SD	Eh41 3de	EH41 3BE	Eh41 3sd
EH41 3BF	Eh41 4nx	EH41 3DF	EH41 3FX
Eh41 4fd	EH41 3BL	EH41 3DE	EH41 3SS
Eh41 3Fy	EH41 3AJ	Eh41 3bg	Eh41 3sw
Eh41 4fd	EH41 3TF	Eh41 3df	Eh41 4rt
EH41 3RY	EH41 3TF	Eh41 3fl	Eh41 3BF
EH41 4RT	Eh41 3ga	EH41 3SZ	EH41 4HY
EH41 4RS	EH41 4DQ	Eh41 4hb	EH41 3DQ
EH41 4RU	Eh41 3Tg	EH41 3BF	EH41 3DE
Eh41 3fn	Eh41 3rr	Eh41 4ep	EH41 4EZ
Eh41 3Ga	Eh41 3se	EH41 3DY	
Eh41 4RR	Eh41 3dg	Eh41 4eg	
EH41 3TG	Eh41 3be	EH41 3FS	
EH41 3BN	Eh41 3fq	Eh41 3dy	
Eh41 3Fq	Eh41 3df	Eh41 3fz	
Eh41 4hy	EH41 4EA	EH41 3FH	
Eh41 3tj	EH41 3RN	Eh41 3tj	
Eh41 3Px	Eh41 3fs	Eh41 3BE	
Eh41 4fd	Eh41 4ns	Eh41 3df	
Eh41 4rr	Eh41 3ry	Eh41 3nz	
Eh41 3Px	Eh41 3fg	Eh41 3EH	
Eh41 3QU	Eh41 4az	Eh41 3dy	
Eh41 3dy	Eh41 3dy	Eh41 3dF	
Eh41 3fb	EH41 3RR	Eh41 3DG	
EH41 3TB	Eh41 4es	EH41 4FB	
EH41 4EH	Eh41 3fq	EH41 3DQ	
Eh41 4ep	Eh41 3sd	Eh41 3dq	
EH41 4EQ	Eh41 3bl	Eh41 3fh	
Eh41 3fz	Eh41 3fh	Eh41 3dy	
Eh41 3gA	Eh41 3eg	EH41 3FL	
Eh41 3dq	Eh41 4hy	Eh41 3bj	

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 18th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

ASDA EXPRESS PFS, HADDINGTON RETAIL PARK, HADDINGTON EAST LoTHIAN EH41
3FW

I refer to the above subject and can confirm that the applicant's agent has liaised with the LSO in relation to this application. The site notice was correctly displayed.

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

On my visit the premises was constructed and is currently already in operation. It consists of a fuel station with forecourt, an Asda Express and Greggs Bakery within.

As the Licensing Board will be aware the licensing (Scotland) Act 2005, defines premises that are used as a garage as "excluded premises". I am certain that full legal guidance on the subject of "excluded premises" will be provided by the Clerk to the Licensing Board.

To assist the Licensing Board, I have taken steps to ascertain whether or not this application relates to premises that are exempt from the definition of "excluded Premises by virtue of Section 123(5), of the 2005 Act. Section 123(5) states that premises are not "excluded premises" if persons resident in the locality in which the premises are situated are, or are likely to become, reliant to a significant extent on the premises as the principal source of road fuels or groceries.

I have been provided with a survey by the applicant's agent prepared by Taylor McKenzie Research. The survey conducted research at the location in November 2024 – copy provided to Board Members. The research concluded that a statistically significant proportion of persons in the locality see and treat this premises as the principal source from which they purchase groceries or fuel. Persons were reliant on fuel and not groceries.

Having reviewed the full study that was carried out I believe that the premises should not be considered to be "excluded Premises" by virtue of the Licensing (Scotland) Act, 2005, section 123(5).

The off sales capacity applied for is 19.05 m². Within an 800m radius there are 3 other premises as follows:

Aldi, Haddington Retail Park – Off sales only

Home Bargains, Haddington Retail Park – Off sales only

Iceland, Haddington Retail Park – Off sales only

I have established that currently deliveries are not conducted from this premises however, it has been added to future proof the premises licence in line with Board policy should it be commenced. Deliveries are completed within Asda's online platform, and anything can be ordered from the range. I recommend the following condition be considered in relation to deliveries of alcohol:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

Licensing

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 10 March 2025 09:19
To: Licensing
Subject: EL417 - PROVISIONAL PREMISES LICENCE APPLICATION - ASDA EXPRESS,
HADDINGTON RETAIL PARK, HADDINGTON - EH41 3FW
Attachments: LIC06 PREMISES - NO CONVICTIONS ASDA EXPRESS, HADDINGTON.RTF

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,
No Police objection
Our ref - 904556

Regards
Iain

Licensing

From: Robertson, Scott
Sent: 07 March 2025 09:49
To: Licensing
Subject: RE: Asda Express PFS, Haddington
Attachments: ASDA Express, Gateside.pdf

Hello,

I have no objections to this application but I have noticed the applicant has submitted the section 50 application form rather than the certificate. I have attached this in case the applicant has lost their copy.

Kind Regards
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington EH41 3HA

T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 06 March 2025 12:46
To: 'Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)' <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; 'torquil.cramer@firescotland.gov.uk' <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; all@haddingtoncc.org.uk
Subject: Asda Express PFS, Haddington

Hi All

Please find attached Provisional application for Asda Express PFS, Haddington for report/representation by 28th March 2025.

Kind regards
Gillian

Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington
East Lothian Council
01620 820114
gherkes@eastlothian.gov.uk



Accredited paralegal
liquor licensing

Licensing

From: Macdonald, Holly
Sent: 06 March 2025 14:34
To: Licensing
Subject: Provisional Licences Graze and Asda Express

Sensitivity: Confidential

Hello,

The department does not have any comments for the provisional licences for Asda Express at Haddington and Graze at Dunbar.

When the Section 50 requests come in we will be commenting.

Thanks so much

Best Wishes

Holly Macdonald (*She/Her*)
Environmental Health Officer
Business Compliance
Protectice Services
East Lothian Council
Phone: 07713326029
Email: hmacdonald@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



BE NICE
RESPECT US AS WE RESPECT YOU



East Lothian Council

EL 419

85154

East Lothian Council
Licensing

27 FEB 2025

Received

Police, Fire, NHS

By: EHTS,
LSO CPSCC



**APPLICATION FOR PREMISES LICENCE /
PROVISIONAL PREMISES LICENCE***

LICENSING (SCOTLAND) ACT 2005, SECTION 20

*Delete as appropriate

Advert 9/3 -> 25/3

Last adj 25/3

Question 1 - Name, address and postcode of premises to be licensed

Carlo's

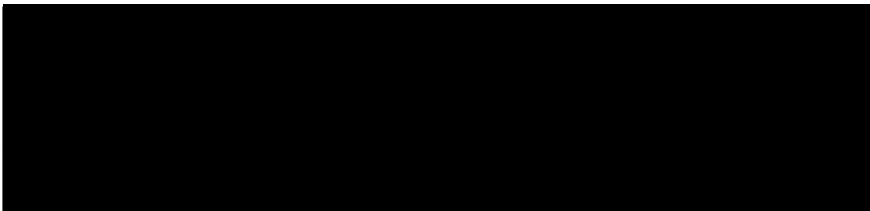
40e Links Road, Port Seton, EH32 0EA

3d

Question 2 - Particulars of applicant

2(a) Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.

Carlo Andreucci



2(b) Where applicant is a partnership, please provide full name, and postal address of partnership.

Question 3 – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES NO

If YES – provide full details _____

Question 4 – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

Signature _____ * (see note below)

Date 26/2/21

APPLICANT / AGENT (delete as appropriate)

Macdonald Licensing

21a Rutland Square

Telephone number and email address of signatory

Edinburgh, EH1 2BB

0131 229 6181

alistair@macdonaldlicensing.com

I have enclosed the relevant documents with this application – please tick the relevant boxes

- Operating plan
- Layout plan (highlighting the area where alcohol is sold/consumed)
- Planning certificate
- Building standards certificate
- Food hygiene certificate

* Data Protection Act 2018

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

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Name, address and postcode of premises to be licensed.

Carlo's Fish Bar & Restaurant 40e Links Road Port Seton EH32 0DZ

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

<i>1(a) Will alcohol be sold for consumption solely ON the premises?</i>	NO
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	NO
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	YES
<i>*Delete as appropriate</i>	

Question 2

STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11am	11pm
<i>Tuesday</i>	11am	11pm
<i>Wednesday</i>	11am	11pm
<i>Thursday</i>	11am	11pm
<i>Friday</i>	11am	11pm
<i>Saturday</i>	11am	11pm
<i>Sunday</i>	11am	11pm

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>	No	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	Yes	Yes	Yes
<i>Bar meals</i>	No	No	No
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>	Yes	Yes	Yes
<i>Club or other group</i> <i>meetings etc.</i>	No	No	No
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music – see</i> <i>5(g)</i>	Yes	Yes	Yes
<i>Live performances –</i> <i>see 5(g)</i>	No	No	No
<i>Dance facilities</i>	No	No	No
<i>Theatre</i>	No	No	No
<i>Films</i>	No	No	No
<i>Gaming</i>	No	No	No
<i>Indoor/outdoor sports</i>	No	No	No
<i>Televised sport</i>	Yes	Yes	Yes

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES
	<i>*Delete as appropriate</i>	

6(b) *Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry*

Children and young persons will be welcomed. No restriction in the takeaway section. In the seating area, children may be unaccompanied until 7pm. No restriction on young persons.

6(c) *Provide statement regarding the **AGES** of children or young persons to be allowed entry*

No restriction (0-17 years).

6(d) *Provide statement regarding the **TIMES** during which children and young persons will be allowed entry*

No restriction.

6(e) *Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry*

All public areas.

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

On Sales – 48 customers Off Sales – 1.11 square metres

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) *Name*

--

8(b) *Date of birth*

--

8(c) *Contact address*

--

8(d) *Email address*


--

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of  the best of my knowledge and belief.

Signature * (see note below)

Date 26/2/25

Capacity APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory

Macdonald Licensing
21a Rutland Square
Edinburgh, EH1 2BB

0131 2296181, alistair@macdonaldlicensing.com

*** Data Protection Act 1998**

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



SUPPLEMENTARY APPLICATION INFORMATION

This information is required in relation to all Premises Licence/Provisional Licence applications or any application which is a Premises Licence Variation, not considered to be a Minor Variation.

Application submissions generally tend to be insufficiently detailed as to provide a complete picture of what businesses propose to provide the public. Therefore, Licensing Boards often have too little information, in advance of Board hearings, to fully appreciate what is being applied for. This situation often leads to numerous unnecessary objections and representation being made due to interested parties, such as neighbouring residents, not understanding what proposed activities really relate to i.e. What does Live Music actually mean and how will it impact on their lives. For these reasons, the Board has made a policy decision to require applicants to provide a fuller description of their business proposals and detail how the five licensing objectives will be met.

BUSINESS PROFILE

Please describe your business offering

This is a Restaurant and Takeaway, specialising in Italian Cuisine and providing a facility for customers either to dine in or to purchase a takeaway for consumption off the premises.

The premises opened a few weeks following a major refurbishment.

The Application includes on sales and off sales.

ON CONSUMPTION

(a) Please describe the type of business you intend to operate in respect of On consumption.

On sales will be for these customers in to have something to eat for consumption in the restaurant, and the off sales will be for customers who are purchasing or collecting a takeaway.

Adult Entertainment – If you intend to provide any entertainment of a sexual nature please state the type and likely frequency if use. Adult entertainment is any form of sexual stimulation and includes adult humour or explicit language. The Board will also expect you to address the objective of preventing harm to children and young persons:

Not applicable.

Activities Outwith Licensed Core Hours - In your Operating Plan, at 5(e), you should have given details of any activity that will be provided outwith core licensed hours. If you wish you can expand on your explanation here:

Our clients may open prior to core hours for early morning snacks and breakfast but no alcohol will be sold or supplied before licensed hours commence.

Any Other Activities - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

We have mentioned deliveries.

We have also mentioned takeaways.

Children and Young Persons – If you intend to provide access for children and young persons on the premises please provide details of what facilities you have on the premises in respect of different age groups. In addition, please state where and what baby changing facilities will be provided for children under five years.

This is a family friendly facility. It is expected that families will come here for a sit down meal and children will be very welcomed.

There will be baby changing facilities available

Children may also be with adults to order or collect a takeaway, and Young Persons may be unaccompanied for this purpose.

Protecting and Improving Public Health

This is a food driven business, offering a range of foods, not just Italian meals, but a variety of food stuffs that you might expect in a takeaway, including pizzas, burgers, kebabs, fish & chips etc. Soft drinks are available, plus teas and coffees.

Drink will be very much ancillary to the main offering of food, whether to sit in or takeaway. If our clients considered that alcohol had to be refused for any reason, including a customer being under the influence or drunk, or showing any behaviour that might indicate a vulnerability, such as misuse of drugs etc, then they will be refused alcohol.

Protecting Children and Young Persons From Harm

As we've already mentioned, these premises will be family friendly, and Children and Young Persons will be welcomed.

Staff will be trained to look out for any issues, and any specific requirements of Children and Young Persons and to facilitate the family having a good time while they are in the restaurant.

APPLICATION SUPPORTING COMMENTS

Additional Information

This is a large investment by our Applicants family, and they are sure that there is a demand in Port Seton for an outlet of this type. They want to provide a sit in facility as well as takeaways, and the initial reaction has been extremely positive.

Supporting Comments

i.e. reasons why the Board should support your application.

This is the restoration of former licenced premises by a responsible proposed licensee and his family, including his daughter Lucia and her husband Loris Di Vetta (the chef).

It is a large investment in a town that hopefully you can agree will appreciate this. It will of course be used by tourists and visitors to Port Seton, but it is also aimed at the Local Community and our client expects to build up a regular clientele. That seems to be the early indication.

Our client would ask for the Boards support in realising this.

“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

Licensing (Scotland) Act 2005, section 20(2)(b)(iia)

Question 1

Disabled access and facilities

1(a)	Is there disabled access to the premises	YES
1(b)	Do you have facilities for those with a disability	YES
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES
<i>*Delete as appropriate</i>		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2

Disabled access to, from and within the premises

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

This is a newly refurbished unit in Port Seton and there should be no issue with access by a customer in a wheelchair. See photo attached.

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

There is table service available, and the area for takeaways is quite large and should not create difficulties for someone in a wheelchair. However staff will be trained to monitor queues and deal with customers with issues involving mobility, sight, hearing etc accordingly.

The safety and well-being of the customers and staff, is of paramount importance to the applicants.



East Lothian Council

LICENSING (SCOTLAND) ACT 2005
TOWN AND COUNTRY PLANNING (SCOTLAND) ACT 1997

SECTION 50 PLANNING CERTIFICATE

APPLICANT:	Lucia Di Vetta
NAME AND ADDRESS OF PREMISES:	Carlo's, 40E Links Road, Port Seton, EH33 2AP

SECTION 50 PLANNING CERTIFICATE

I confirm that planning permission (ref:.....) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

I confirm that planning permission is not required.

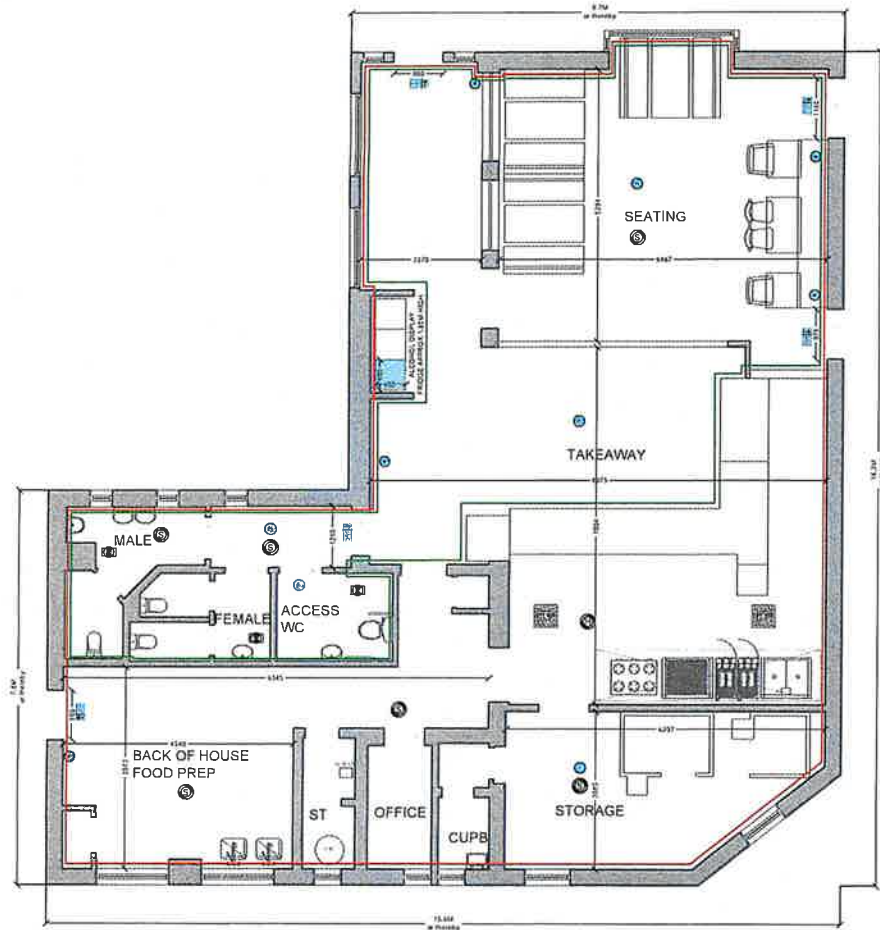
SECTION 50 PROVISIONAL PLANNING CERTIFICATE

I confirm that planning permission (ref: 13/00752/P) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	21 st February 2025
Keith Dingwall Chief Planning Officer			



Ground Floor Plan
Scale 1/100



Site Location Plan
Scale 1/1250

- LEGEND:
- HEAT DETECTOR
 - SMOKE DETECTOR
 - EMERGENCY LIGHTING
 - ILLUMINATED EXIT SIGNAGE
 - FIRE ALARM PUSH
 - LICENSED AREA
 - ACCESS FOR CHILDREN & YOUNG PERSONS

FIRE MASTER NOTES

Fire Warning System to comply with British Standard BS39: Part 1 2002.

Emergency Lighting System to comply with British Standard BS266 Part 1 2005, (Maintained- 2 hour duration) and BS EN 1838: 1999 (or BS 5266-7: 1999).

Firefighting Equipment to comply with British Standard EN3, British Standard 7063: 1995, British Standard 5306-3:2003 and British Standard 5306-6: 2000.

Signs and Notices to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499: Part 1 .2002.

The applicant must ensure that the upholstered furniture satisfies the Cigarette and Match Ignitability Test specified in British Standard 5852: 1990 (1998).

A Certificate of Compliance to the aforementioned British Standards should be issued by a competent person and forwarded to the Fire Authority prior to, or on the date of final inspection of the premises.

rev	date	details	by	rev	date	details	by

THIS DRAWING WAS PREPARED TO OBTAIN BUILDING CONTROL AND/OR PLANNING PERMISSION AND CAN ONLY BE USED AS A WORKING DRAWING WITH PERMISSION FROM FORMAT BUILDING DESIGN.

THIS OFFICE'S LIABILITY ENDS UPON THE RECEIPT OF A DECISION FROM BUILDING CONTROL AND/OR THE PLANNING DEPARTMENT.

THIS DRAWING IS NOT TO BE REPRODUCED WITHOUT PERMISSION.

CONTRACTOR NOT TO DEVIATE FROM THE APPROVED DRAWING WITHOUT INFORMING FORMAT DESIGN.

ALL SIZES AND DIMENSIONS TO BE VERIFIED ON SITE BY CONTRACTOR AND MANUFACTURER.

SERVICES OFFERED:

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DEED PLANS

drawing title: Licensing Plan	scale: @A3
job title: 40 E links Road, Port Seton	drawing no. 14531 04 01
client: Carlo Andreucci	date: 17.02.25
status: Licensing	drawn: MJ
format DESIGN	
FADADS Limited Holyrood Business Park 146 Duddingston Road West Edinburgh EH16 4AP Tel 0131 661 7665 Fax 0131 659 6033 Email formatdesign@fcd.com Web www.formatbuildingdesign.com	



EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 10th March 2025

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

CARLO'S, 40E LINKS ROAD, PORT SETON, EAST LoTHIAN EH32 0EA

I refer to the above subject and can confirm that the applicant has liaised with the LSO in relation to this application.

Section 45 (1) Licensing (Scotland) Act 2005 - A premises licence application may be made in relation to any premises despite the fact that, at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises.

On my visit the premises is newly opened after refurbishment. I spoke with Mr Andreucci who explained who the business would be run, with the intention that his daughter Lucia Di Vetta will become premises manager should the provisional premises licence be granted and then confirmed. The premises has started to operate using occasional licences submitted by Ms Di Vetta. Signage was displayed and staff training was already completed.

I can confirm that the application is compliant with the act.

The off sales capacity applied for is 1.11 m². Within an 800m radius there are 4 other premises as follows:

Co-op, 41 Links Road, Port Seton – Off sales

The Seaglass, Links Road, Port Seton – On and off sales

The Thorntree, 100 High Street, Cockenzie – On and off sales

Cockenzie and Port Seton Bowling and Recreation Club, King George V Park – On and off sales

I recommend the following condition be considered in relation to deliveries of alcohol:

- 1) Should a service of delivery of alcohol to customers be conducted, the terms of the Licensing (Scotland) Act 2005 Section 119 and those of the Board's statement of licensing policy on deliveries of alcohol, should be complied with.

If successful in obtaining the provisional premises licence, the premises will be subject to a licensing inspection on the confirmation of the licence.

Licensing Standards Officer

04/03/2025

Your Ref: EL414

Our Ref: 902982

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



**POLICE
SCOTLAND**

Keeping people safe

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 - APPLICATION FOR THE GRANT OF A
PREMISES LICENCE
CARLO'S FISH BAR & RESTAURANT
40E LINKS ROAD, PORT SETON, EAST LOTHIAN, EH32 0DZ.
CARLO ANDREUCCI [REDACTED]**

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Gregg Banks', is located below the 'Yours faithfully' text.

Gregg Banks
Divisional Commander

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

Licensing

From: Robertson, Scott
Sent: 03 March 2025 08:28
To: Licensing
Subject: RE: EL414 - Carlo's, 40e Links Road, Port Seton EH32 0EA - Application for Provisional Premises Licence

Hello,

Please note I have no comments or objections to this application.

Regards
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington EH41 3HA
T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at www.eastlothian.gov.uk

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 28 February 2025 10:41
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Kat Burke (kat.burke@nhs.scot) <kat.burke@nhs.scot>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; cockenzieandportseton@hotmail.com
Subject: EL414 - Carlo's, 40e Links Road, Port Seton EH32 0EA - Application for Provisional Premises Licence

Hi

Please find attached EL414 - Carlo's, 40e Links Road, Port Seton EH32 0EA - Application for Provisional Premises Licence for report/representation by 25th March 2025.

Regards

Alison

Alison Rafferty
Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

****please note my working week is Monday, Tuesday, Thursday, Friday**

Protect Our Privacy: use a password manager to store your passwords. Never leave passwords near your computer or use the same password for multiple applications

Licensing

From: Macdonald, Holly
Sent: 28 February 2025 14:46
To: Licensing
Subject: SR: 25/00267/LICPRM - 14/00113/COM Carlo's Fish Bar And Restaurant

Sensitivity: Confidential

Hello,

14/00113/COM

In relation to Carlo's Fish Bar And Restaurant, the provisional licence that was received by the department can be approved at this stage. No comments for the licence, a Section 50 certificate may be issued in the future if the full licence application is received.

Thanks so much

Best Wishes

Holly Macdonald (*She/Her*)
Environmental Health Officer
Business Compliance
Protectice Services
East Lothian Council
Phone: 07713326029
Email: hmacdonald@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



East Lothian Council

BE NICE
RESPECT US AS WE RESPECT YOU