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CAN 70067



East Lothian Council
Licensing
- 7 FEB 2025
Received

APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

3(ii)

*Delete as appropriate

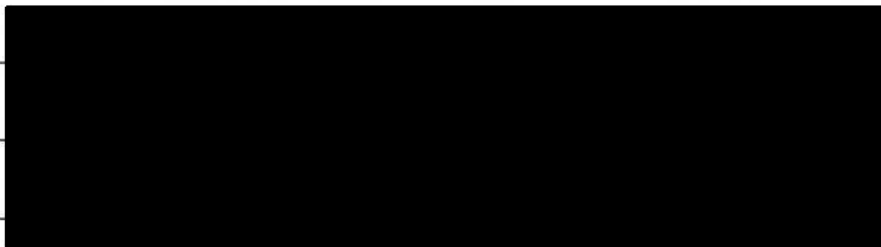
Question 1 – Name, address and postcode of premises to be licensed

Gilmerton House , North Berwick, East Lothian, EH38 5LQ

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.

Colin Carter Campbell



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)

Gilmerton House is a luxurious private house and exclusive-use estate located in East Lothian.

Gilmerton House welcomes guests for private stays, golfing retreats, corporate events and weddings/functions and events.


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)

Date 7 February 2025

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

Telephone number and email address of signatory T: 0131 473 5276

E: emma.summers@shepwedd.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)

**This application should only be completed by the Licence Holder
of the appropriate Premises Licence or their Agent.**

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

Name and Address of Premises Gilmerton House,
North Berwick, East Lothian

Post Code EH39 5LQ

- 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 ☐

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

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	10am	1am
Tuesday	10am	1am
Wednesday	10am	1am
Thursday	10am	1am
Friday	10am	1am
Saturday	10am	1am
Sunday	10am	1am

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

DAY	OFF CONSUMPTION	
	Opening time	Terminal Hour
Monday	10am	10pm
Tuesday	10am	10pm
Wednesday	10am	10pm
Thursday	10am	10pm
Friday	10am	10pm
Saturday	10am	10pm
Sunday	10am	10pm

4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES ☒ NO ☐

*If YES – provide details

Festive extended hours for on-sales as per Board Policy

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

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
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5a.

Accommodation	YES	YES XXX	YES XXX
Conference facilities	YES	YES	YES
Restaurant facilities	YES	YES	YES
Bar meals	YES	YES	NO

Social functions including:

5b.

Weddings, funerals, birthdays, retirements etc.	YES	YES	YES
Club or other group meetings etc.	YES	YES	YES

Entertainment, including:

5c.

Recorded music – see 5(g)	YES	YES	YES
Live performances – see 5(g)	YES	YES	NO
Dance facilities	YES	YES	NO
Theatre	YES	YES	NO
Films	YES	YES	YES
Gaming	YES	YES	YES
Indoor/outdoor sports	YES	YES	YES
Televised sport	YES	YES	YES

5d.

Outdoor drinking facilities	YES	YES	YES
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5e.

Adult Entertainment	NO	NO	NO
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Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Gilmerton House is a luxurious Georgian private mansion which welcomes guests for private stays, golfing retreats, corporate events and weddings with exclusive use of the house.

Accommodation is provided and will be outwith the licensed hours.

Conferences may start before core hours but will not start before 9am and will end no later than the terminal hour.

Restaurant and bar meals facilities - there is no restaurant as such but catering will be provided for guests who are staying at Gilmerton House and Lodge. Breakfast may be served before core hours but will not start before 7am and catering will end no later than the terminal hour.

Weddings/funerals/birthdays/retirements etc. may start before core hours but will not start before 9am and will end no later than the terminal hour

Clubs and other group meetings may start before core hours but will not start before 9am and will end no later than the terminal hour.

Recorded music may be played before core hours but will not start before 9am and will end no later than the terminal hour

Films may be played in guests rooms and these may be outwith core hours.

Gaming may take place outwith core hours for guests who are using the house. There is a snooker table and guests may also play cards. This may take place before core hours and may go beyond terminal hour.

Indoor/outdoor sports - clay pigeon shooting, golf putting and driving take place on the estate. This may start before core hours as part of an event but not before 7am and will end no later than the terminal hour.

Televised sports - the guests have TVs in their rooms and therefore sports may be played outwith core hours.

Outside drinking areas - these areas may be used outwith core hours but not before 7am and will end no later than terminal hour.

Outdoor drinking area – marquees – if marquees are to be erected in the outside areas the licence holder will comply with Building Standards guidance in relation to temporary structures. The terminal hour for marquees when in use for events/functions will be 12am and the terminal hour for all other outdoor areas will be 10pm.

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

Gilmerton House is an exclusive use mansion house which can be booked for corporate events, golfing retreats, weddings/events/functions and themed events (including casino nights, karaoke, race nights, wine tasting, auctions, BBQs, product launches/promotions, business and other meeting facilities, charity events, wine/drink/food tasting events, art and other exhibitions and fashions shows), cooking school classes, talks and lectures and training courses.

Mobile bars may be used as required in the premises and marquees for events/functions

Alcohol deliveries may be provided from Gilmerton House of their branded Gilmerton wine or spirits. Deliveries will only be undertaken in accordance with the relevant provisions of the Licensing (Scotland) Act 2005.

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 ☐

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

Children and young persons will be allowed access to the premises to attend a function/event etc. and stay at Gilmerton House. Children will require to be accompanied by an adult.

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

0-17

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

Children and young persons will be allowed access during core hours and can stay until terminal hour when attending a function/event.

Children and young persons will be allowed access at all times if they are staying at Gilmerton House.

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

Children and young persons will be allowed access to all public parts of Gilmerton House and grounds as per the layout plans.

7. CAPACITY OF PREMISES

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

On sales - 487 guests

Off sales - 6.72m2

8. PREMISES MANAGER

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

Full Name TBC at confirmation

Date of birth

Contact address

Post Code

Tel. No.

Email address

Personal licence

Date of issue

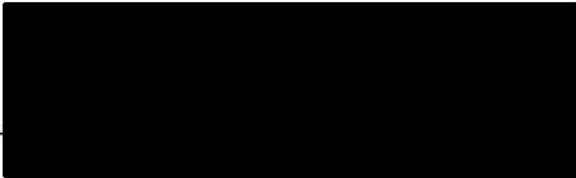
Name of Licensing Board issuing

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 below)

Date 7 February 2025

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

Tel. No. of signatory 0131 473 5276

Email address emma.summers@shepwedd.com

*** Data Protection Act 2018**

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SCHEDULE 6 Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

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

1. DISABLED ACCESS AND FACILITIES

1(a). Is there disabled access to the premises YES ☒ NO ☐

1(b). Do you have facilities for those with a disability YES ☒ NO ☐

1(c). Do you have any other provisions available to aid the use of the premises by disabled people YES ☒ NO ☐

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

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.

The main house is accessible from both front and rear car parks. We have moveable ramps to assist guests should guests require it.

The ground floor of the main house and the external function room to the rear of the house are both wheelchair friendly and easily accessible.

3. FACILITIES AVAILABLE

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

A new toilet block is current under construction. This will include a unisex accessible toilet.

The dining room on the ground floor has an accessible table.
Tables which are provided for functions/events will also be accessible.

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.

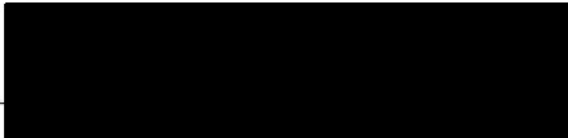
Assistance dogs are allowed on the premises.

Staff are able to provide assistance to guests who may require help reading menus or when ordering items (for example, assisting guests by taking drinks to a table, etc.)

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 18 March 2025

Capacity Agent

APPLICANT/AGENT (delete as appropriate)

Tel. no. of signatory 0131 473 5276

Email emma.summers@shepwedd.com

* Data Protection Act 2018

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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

Gilmerton House is a luxurious private house and exclusive-use estate.

Gilmerton House welcomes guests for private stays of up to 24 guests (20 guests staying in the main house and four guests in lodge house), golfing retreats, corporate events and weddings/events throughout the year.

ON CONSUMPTION

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

The on consumption will be for guest staying at the house and those attending an event/wedding/corporate event/golfing retreat.

Mobile bars may be used for events held at Gilmerton.

OFF CONSUMPTION

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

Off sales will be from the cellar area only. Gilmerton House produces it's own wine. Guests will be accompanied to the cellar where they can choose their own wine, order and then it will be dispatched from here.

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:

Gilmerton House offers accommodation for up to 24 guests.

Gilmerton House may be used for conferences/corporate events.

We don't offer restaurant facilities and bar meals as such but have added these to the operating plan. Private caterers will prepare food off site and bring this on site to serve at events/weddings etc. They also provide tables/chairs etc. for events in the marquees and The Laundry House event space.

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:

Gilmerton House is a wedding/event venue. This is for private exclusive use. Some of the guests may stay at the house with other non-resident guests attending later. The house has a newly constructed event space (The Laundry House) and there are sites in the grounds where marquees can be erected.

We are finding more frequently that guests are enquiring about holding weddings/events during the week as this is becoming more popular.

Weddings/birthdays/retirements/funerals/other may start before 9am but will end not later than terminal hour

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:

Recorded music may be played in Gilmerton House but not before 9am and will end no later than terminal hour.

Live performances, dance facilities and theatre may be provided as part of events being held at the house but not before 9am and will end no later than terminal hour.

Gaming may take place in the house in the form of playing cards and billiards table and may take place outwith core hours by guests staying at Gilmerton.

Indoor/outdoor sports consist of clay pigeon shooting, golf putting and driving and may take place as part of an event but not before 7am and will end no later than terminal hour.

Films and and televised sports will take place at Gilmerton as part of an event but also outwith core hours as guests have access to these within their rooms.

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:

Outdoor drinking is provided at Gilmerton as per the layout plan.

There are areas for marquees for events. If a marquee is required we use contractors who will erect the marquee and dismantle after use. We have requested a terminal hour of 12am for marquees to accommodate a later finish for outside events.

BBQs may be held outside as part of an event.

Outside areas will not be used before 7am and will end no later than terminal hour.

There are various outdoor sports which take place within the grounds as outlined above.

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:

N/A

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:

Conferences, weddings/funerals/birthdays/retirements etc. clubs and other group meetings may start before core hours but will not start before 9am and will end no later than the terminal hour

Recorded music may be played before core hours but will not start before 9am and will end no later than the terminal hour.

Films and televised sports may be played in guests rooms and these may be outwith core hours.

Gaming may also take place outwith core hours for guests who are staying in the house e.g. snooker and cards.

Indoor/outdoor sports/outdoor drinking area - these may take place outwith core hours but not before 7am and will end no later than terminal hour. Guests may use the garden grounds from 7am on a nice morning for breakfast or children staying at Gilmerton can play in garden.

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:
Gilmerton House is an exclusive use mansion house. From April to September each year Gilmerton House hosts between 20 to 30 weddings.

The other activities are more on an ad hoc/as requested basis and are less frequent.

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.

Baby changing facilities are available for children under 5 and are located in the male and female toilets on the ground floor. There is also a mobile changing unit which can be utilised when required.

High chairs are available for use when required.

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

Please see attached document Promotion of Licensing Objectives

Securing Public Safety:

Please see attached document Promotion of Licensing Objectives

Preventing Public Nuisance:

Please see attached document Promotion of Licensing Objectives

Protecting and Improving Public Health:

Please see attached document Promotion of Licensing Objectives

Protecting Children and Young Persons From Harm:

Please see attached document Promotion of Licensing Objectives

APPLICATION SUPPORTING COMMENTS

Additional Information

Please see attached document Promotion of Licensing Objectives

Supporting Comments

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

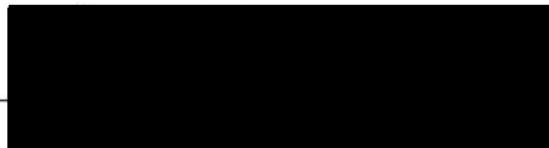
SIGNATURE AND DECLARATION BY APPLICANT

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 18 March 2025

Promotion of Licensing Objectives

Premises Name: Gilmerton House, North Berwick, East Lothian, EH38 5LQ

Preventing Crime and Disorder

- We will implement of a crime prevention policy, which would need to be developed with Police Scotland.
- We will ensure that appropriate instruction, training and supervision of staff.
- We will operate Challenge 25 Scheme.
- We will provide an effective and well maintained CCTV system in and around the premises.
- We will operate a zero tolerance on drug use on the premises.
- We will ensure there are security policies and regular toilet checks are carried out.
- We will ensure there is proper management of people entering and leaving the premises.
- We will provide litter bins and lighting outside the premises.
- We will ensure that we display material discouraging drink driving and promoting awareness of schemes in relation to safety and responsible drinking.
- We will provide a choice of size of measures.
- We will maintain a sales refusals book.
- We will ensure guests have vacated the premises by terminal hour to comply with core hours.
- We will keep an incident book and daily register which lists complaints, incidents and actions taken by staff and management, including type of entertainment provided and approximate number of guests in attendance. Other items of interest to be included are details of official visitors to the premises i.e. LSO, Police and other officials, the time premises are cleared of guests and grounds cleared.

Securing Public Safety

- We will provide an effective and well maintained CCTV system in and around the premises.
- We will employ adequate numbers of suitably trained staff.
- We will have a written policy on how to deal with customers and any other person on the premises who may have become incapacitated or vulnerable through drink or drugs
- Staff will ensure empty bottles and glasses are regularly cleared from tables
- First aid facilities and trained staff will be available on the premises.
- We will inform the police and LSO of any special event that is to take place on the premises or of any incident or issues that relate to public safety.
- We will take account of the occupancy capacity of the premises when taking bookings for events to ensure this is not exceeded, also ensure the nature of activities is appropriate for Gilmerton House and that the event/function is held within core hours and not exceeded.
- We will ensure that fire risk assessment of the premises are kept up to date and ensure that all escape routes have appropriate signage and guests are aware of escape protocol whilst at Gilmerton House.
- Guest who books events/functions at Gilmerton House will provide us with a guest list which provides a customer profile which will allow the house to cater appropriately for all guests e.g age or disability.
- We will have a risk policy concerning the use of special effects such as lasers, pyrotechnics, foam and smoke machines for events.
- We will have a risk policy concerning cleaning and housekeeping processes, deliveries and property maintenance.

Preventing Public Nuisance

- We will adhere to any local conditions imposed by the Licensing Board and Planning Department.
- We will ensure appropriate instruction, training and supervision of staff to prevent incidents of public nuisance.
- We will ensure proper management of people entering and leaving the premises.
- We will have effective policy on controlling noise and movement of guests using outdoor areas, including areas used by smokers.
- a litter and waste management policy should be in place, provisions should be made for the recycling of cans, glass bottles, plastic glasses and rubbish in appropriate receptacles at responsible times between 9am and 9pm, which will not affect nearby residents.
- We will ensure that sound tests are carried out to ensure that noise from equipment used in providing live or amplified music, non-amplified music, singing and speech sourced from licensed premises is not intrusive in any adjoining or nearby residential property.
- Where necessary, reduction of volume of amplified music and live entertainment to protect health and prevent neighbour nuisance.
- When guests are leaving Gilmerton after event/functions, guests who are not staying at Gilmerton House are provision onward transportation by coach. Coaches come on to the grounds to collect guests and we consider sufficient provision of transport to prevent nuisance to neighbouring properties.
- We will provide an effective and well maintained CCTV system in and around the premises.
- We will employ, when necessary, Security Industry Authority (SIA) licensed staff.

Protecting and Improving Public Health

- We will display relevant material discouraging drink driving.
- We will promoting awareness of schemes in relation to safety and responsible drinking
- We will provide an effective and well maintained CCTV system in and around the premises.
- We have a workplace alcohol policy in order to raise awareness, minimise harm and ensure that staff are able to access help (without fear of job loss) when an alcohol related problem arises.
- We will ensure that customers are aware of choice in relation to alcohol measures, especially in the case of wine, e.g. small, medium and large measures should be available.
- We will ensure that customers are aware of choice in relation to the strength of alcohol in drinks such as wine and beer.
- Where deliveries of alcohol are made to households or other premises, delivery staff must be trained to the same level as those involved in the sale or supply of alcohol from licensed premises. Challenge 25 checks must be made and the mandatory delivery records must be kept in accordance with statutory regulations and made available to Police and the LSO on request. No alcohol must be left at premises if the occupier is under 18 or a responsible adult is not present.
- There is availability of low alcohol and alcohol free alternatives.
- Tap water that is fit for drinking free of charge is available on request.
- Gilmerton has a policy to deal with guests who have consumed excessive alcohol.
- Where necessary there will be a reduction of volume of amplified music and live entertainment to protect the health of guests and staff and prevent neighbour nuisance.
- We will ensure that there are no irresponsible drinks promotions and MUP is strictly adhered to.

Protecting Children and Young Persons from Harm

- appropriate instruction, training and supervision of staff in accordance with recognised standards
- risk assessments for all areas to which children and young persons have access.
- Where deliveries of alcohol are made to households or other premises, delivery staff must be trained to the same level as those involved in the sale or supply of alcohol from licensed premises. Challenge 25 checks must be made and the mandatory delivery records must be kept in accordance with statutory regulations and made available to Police and the LSO on request. No alcohol must be left at premises if the occupier is under 18 or a responsible adult is not present.
- Fixed fireguards should be fitted to all open fires and mobile heaters should not be used when young children are on the premises.
- Non-glass drinking containers are be available for children on request.
- There are appropriate control measures to ensure that children and young persons do not purchase or consume alcohol on the premises
- We will exclude children from areas in which gambling is taking place such as casino, poker or race nights.
- We will operate challenge 25 Scheme.
- We will ensure that ensure that children are not exposed to strong language, violence or disorder.
- Baby changing facilities are available to both genders and area accessible.
- There are high chairs available for use by young children.
- There are children's menus available.



East Lothian Council

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

**SECTION 50
PLANNING CERTIFICATE**

APPLICANT:	Colin Carter-Campbell
NAME AND ADDRESS OF PREMISES:	Gilmerton House, North Berwick, EH38 5LQ

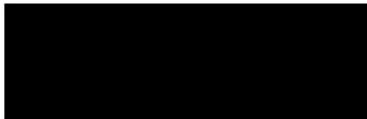
SECTION 50 PLANNING CERTIFICATE

- ☐ 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: 21/01258/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:	7 th February 2025
Keith Dingwall Chief Planning Officer			

All levels and dimensions are to be checked on site prior to construction or fabrication and any discrepancies are to be reported to the relevant authority. Work to within dimensions only. Do not fabricate to these dimensions. The drawings and information contained are the intellectual property of LDA and not to be re-distributed without explicit consent.

REVISIONS

- 12.12.24 CW Draft Issue for Review
- A 23.12.24 CW Premises Licence Issue
- B 21.01.25 CW Premises Licence Issue



KEY

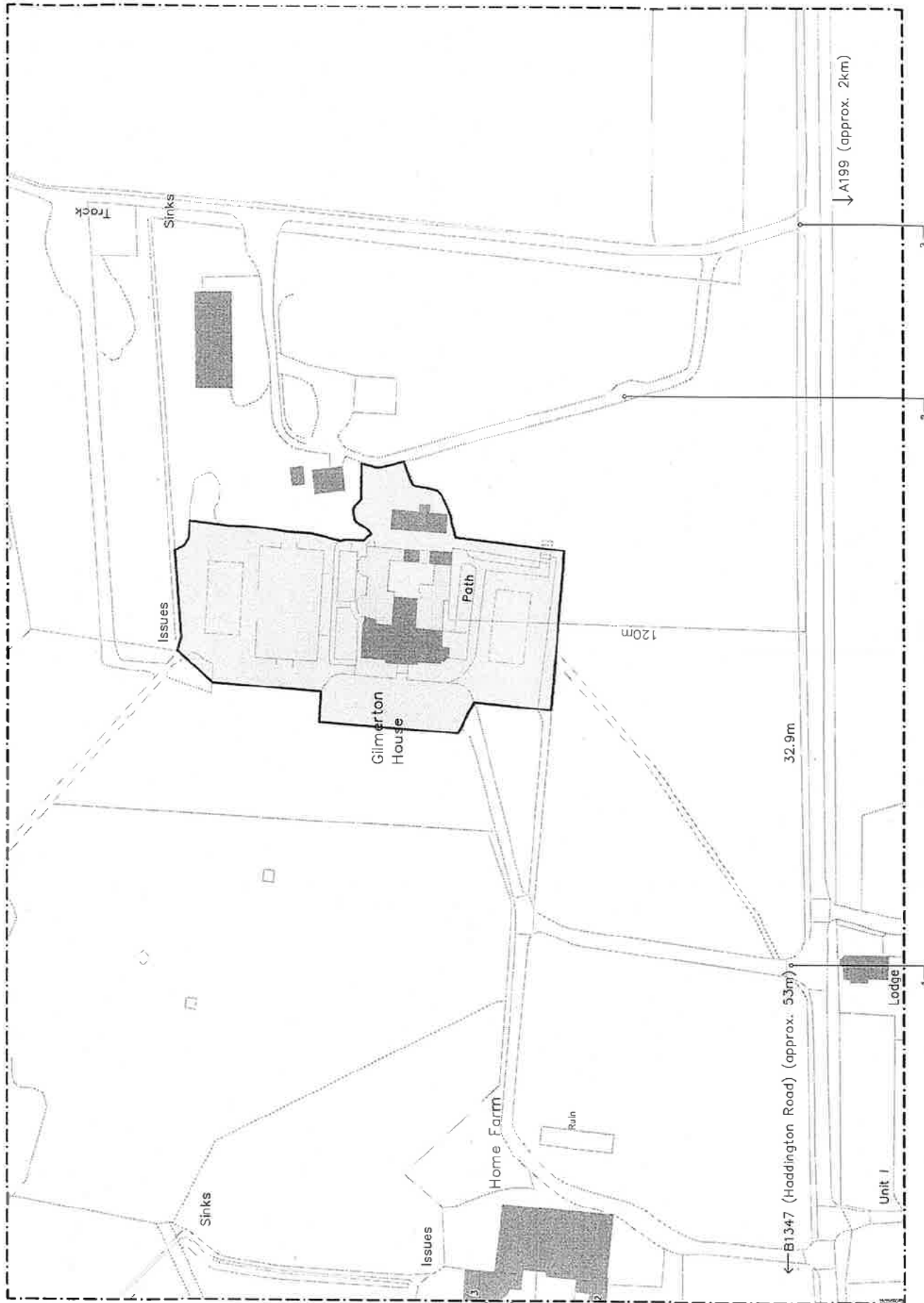
- Indicates Premises Licence Boundary
- Children within this area
- The applicants ownership boundary extends beyond this layout
- Private Area excluded from Premises Licence
- External Licensed Area (Approx. 0.72 ha)

NOTES

- Main gate (guest access)
- Existing service access & guest route
- Service Access gate

GENERAL NOTES

- All work to comply with the Building (Scotland) Regulations 2004 as amended
- All site works to be in accordance with the Construction (Design and Management) Regulations 2015.
- All products to be installed per manufacturers instructions.
- All dimensions in mm & are to be verified on site
- Drawings for the purpose of Premises Licence Application only.



076

01 Location Plan
1:1250

18 WALKER STREET EDINBURGH EH3 7LP 0131 2257186 mail@cardielba.co.uk

1:1250 / A3

PROJECT
Gilmerton House,
Premises Licence

DRAWING
Location Plan

DRAWING NO.
21044/PL001B
Premises Licence

LB/A

20/03/2025

Your Ref: EL413

Our Ref: 908296

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
GILMERTON HOUSE
GILMERTON HOUSE, U159 (01) FROM GILMERTON (B134, EAST FORTUNE,
ATHELSTANEFORD, EAST LOTHIAN, EH39 5LQ.
COLIN CARTER CAMPBELL [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.

EAST LoTHIAN COUNCIL

Licensing Standards

From: Licensing Standards Officer

To: C. Grilli
Clerk to the Licensing Board

Date: 10th April 2025

Subject: LICENSING (SCOTLAND) ACT 2005

PROVISIONAL PREMISES LICENCE APPLICATION

GILMERTON HOUSE, NORTH BERWICK, EAST LoTHIAN EH38 5LQ

I refer to the above subject and can confirm that the applicant has previously liaised with the LSO in relation to this application. I visited the premises, and the site notice was correctly displayed on the main gate.

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.

Following several meetings over the last 3 years guidance was given that a premises licence may be more suitable to the operations at Gilmerton House. The premises has been used as an events venue for occasions such as weddings, private parties, golf retreats and corporate events. Over the last 3 years regular occasional licences have been granted at Gilmerton House. Due to the volume of occasional licences the Licensing Board asked that an application for a premises licence be submitted.

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

On sales hours have been requested between 10am – 1am Monday – Sunday. This is outwith the on sales hours detailed in the Board's Statement of Licensing Policy. I refer the Board to section 20.1 – 20.4, in particular section 20.3 as the proposed on sale hours exceed 14 hours per day, and section 20.4 as the on sales hours start prior to 11am.

Off sale hours of 10am – 10pm have been requested, with a capacity of 6.72 m² within the cellar.

I have confirmed that there will always be a member of staff at the premises whilst guests are staying. This is to ensure that the licensing objectives and conditions of the premises licence once confirmed are adhered to at all times.

Should the Board grant the licence, 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

Herkes, Gillian

From: Johnson, Darren
Sent: 20 March 2025 08:29
To: Licensing
Subject: FW: Provisional Licence for Gilmerton House, Athelstaneford
Attachments: Gilmerton House Provisional Application.pdf

Hi

No objections.

Darren

From: Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Sent: 19 March 2025 16:14
To: Johnson, Darren <djohnson@eastlothian.gov.uk>
Subject: FW: Provisional Licence for Gilmerton House, Athelstaneford

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 19 March 2025 15:08
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; all@haddingtoncc.org.uk; Licensing Standards Officer <lso@eastlothian.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>
Subject: Provisional Licence for Gilmerton House, Athelstaneford

Hi All

Please find attached Provisional Licence for Gilmerton House, Athelstaneford, North Berwick for report/representation by 10th April, 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: 21 March 2025 11:52
To: Licensing
Subject: RE: K1219.31: Gilmerton House - Amended Operating Plan [SWLLP-LEGALDIV.FID5301329]

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: 20 March 2025 11:00
To: Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; all@haddingtoncc.org.uk; Licensing Standards Officer <lso@eastlothian.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>
Subject: FW: K1219.31: Gilmerton House - Amended Operating Plan [SWLLP-LEGALDIV.FID5301329]
Importance: High

Hi All

Please find attached an amended Operating plan to include deliveries.

Kind regards

Gillian

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

Please note :- My working days are Tuesday to Friday

