

OCC036/26.

160861

**EAST LoTHIAN LICENSING BOARD**

**APPLICATION FOR OCCASIONAL LICENCE**

26<sup>th</sup> Feb - 11<sup>th</sup> March '26.

Police 1/50  
20/11  
Advert  
23/11

**REFERRAL NOTES FOR COMPLETING APPLICATION FORM:-**

1. Application to be sent to: Clerk to the Licensing Board  
Licensing Division  
John Muir House  
Haddington  
East Lothian EH41 3HA
2. The application requires to be lodged not later than **42 days** prior to the date of the function together with the fee payable of **£10.00**.
3. For marquee or outside events - 4 copies of a detailed plan should be lodged with the application, showing the area and grounds which are required to be licensed.
4. The Board can only consider applications for Occasional Licence applied for by such person whom are listed below:
  - i) the holder of a premises licence
  - ii) the holder of a personal licence and
  - iii) a representative of any voluntary organisation
5. Applicant should advise Council's Environment and Consumer Services Department on 01620 827365 of any intention to prepare and serve food at the function. Applicant should also advise what toilet facilities are to be provided.
6. Applicant should advise Council's Environmental Protection Department on 01620 827365 if they are intending to have live or amplified music.
7. 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.

East Lothian Council  
Licensing  
19 JAN 2026  
Received

**Occasional Licence and Supplementary Information Form**  
**EAST LoTHIAN LICENSING BOARD**

**APPLICATION FOR OCCASIONAL LICENCE**

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	
Personal licence number (if applicable) EL1692	
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS</b>			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Sinclair-Parry		
Forenames	Neil		
DATE OF BIRTH		Day	Month
		█	█
		Year	█
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
█			
Post town		Post code	
█		█	
TELEPHONE NUMBERS			
█			

Daytime	[REDACTED]	
Evening		
Mobile		
<b>FAX NUMBER</b>		
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b> accounts@martfarmshop.co.uk		
<b>3. THE PREMISES</b>		
<b>Description of premises</b> Farm Shop, cafe, Post Office and Market		
<b>Description of activities to be carried on in the premises – (including number of persons expected to attend)</b> Temporary sale of beer, cider, ales, wine and spirits		
<b>Full postal address of premises which this application refers to</b> Mart Farm Shop East Linton Saleground Station Road East Linton, East Linton, EH40 3DN		

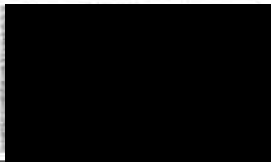
<b>4. DURATION OF LICENCE</b>	
<b>From:</b>	26 <sup>th</sup> February, 2026
<b>To:</b>	11 <sup>th</sup> March, 2026

<b>5. Is alcohol to be sold on &amp; off the premises YES/NO* - Provide relevant details as to hours requested when alcohol will be sold on/off the premises-<sup>*</sup> delete as appropriate</b>	
<b>Times for sale of alcohol for consumption on premises</b>	<b>Times for sale of alcohol for consumption off premises</b>

	10:00 to 22:00 daily (7 days a week)
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises 09:00 to 22:00 daily (7 days a week)	

<b>6. CHILDREN (see note 2)</b>	
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
Parts of premises to which children or young persons permitted entry	

<b>7. CHECKLIST</b>	
I have - Please tick for yes	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	X

<b>8. Signature and declaration by applicant (see note 3)</b>	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
SIGNATURE 	DATE 14/01/26

**NOTE:**

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

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

is eligible to apply for an occasional licence

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

**3. Data Protection Act 1998**

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

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

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

**SUPPLEMENTARY INFORMATION**

<p><b>1. Event</b></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) Temporary off licence sale of alcohol pending approval of Premises license application</p> <p>(b) None</p>
<p><b>2. Attendance</b></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>Normal shop customers which average approximately 100-120/day</p> <p>Average from sales transactions for the last 90 days</p> <p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input type="checkbox"/> 30 – 50</p> <p><input type="checkbox"/> over 50</p> <p>No entry fee as sale will be open to normal customer base</p>

<p><b>3. <u>Stewarding</u></b></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, however. 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) No stewards only shop staff which average 3-4 per day</p> <p>(b) N/A</p>
<p><b>4. <u>Layout Plans</u></b></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) N/A</p> <p>(b) N/A</p> <p>(c) Shop premises</p>
<p><b>5. <u>Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	<p>N/A</p>

6. Will alternatives to glass receptacles be provided?	Off licence only, in bottles and cans
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.

**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?	<ul style="list-style-type: none"> <li>• All staff will wear clothing that makes them clearly identifiable in that role.</li> <li>• CCTV will be installed, operated and maintained 24/7</li> <li>• CCTV images will be retained for a minimum of 14 days</li> <li>• A4 sized warning notices will be displayed in public areas of our premises and at all entrances advising that CCTV is in operation. The signs located at entrances will be placed on the exterior of the building at, and adjacent to, all public access doors. All signs will comply with the requirements of the Data Protection Act 2002.</li> <li>• Membership of the Local Licensees Association will be obtained and maintained and the licence holder or their representative will attend meetings and participate in relevant initiatives.</li> <li>• An incident book will be maintained within which full details of all occurrences of disorder and refused alcohol sales at our premises will be recorded. The incident book will be kept on the premises at all times and will be made available for inspection by the police and all officers of relevant statutory bodies.</li> </ul>
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9. How will you secure Public Safety at the event?

- Irresponsible drinks promotions will not be permitted, and the standards for the management of responsible drinks promotions will be complied with.
- The licence holder or people authorised by them will check the premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.
- The licence holder will ensure that all staff receive appropriate training about emergency and general safety precautions and procedures.
- The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.
- Free drinking water will be made available upon request and at all times the premises are open to the public.
- The electrical system at our premises, including portable appliances will be inspected and tested annually by a competent person and a satisfactory safety report obtained.
- The gas system, including appliances, will be inspected annually and tested by a Gas Safe Registered engineer and a satisfactory Gas Safety Certificate will be obtained.
- All safety certificates and inspection reports will be kept on site and made available for inspection by officers of relevant statutory bodies.
- The fire safety measures provided on the premises will be maintained in good working order, and their adequacy will be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with any relevant legislation.
- An adequate and appropriate supply of first aid equipment and materials will be available on our premises.

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

- The licence holder will ensure that staff regularly patrol the premises both indoors and out to check that alcohol is not being consumed on our premises.
- Prominent, legible notices requesting people not to consume alcohol on our premises will be displayed on our premises.

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

- displaying material discouraging drink driving
- making available information promoting moderate drinking along with awareness of units of alcohol and recommended guidelines.
- availability of low alcohol and alcohol free alternatives.
- provision of tap water that is fit for drinking and free of charge on request. Other non-alcoholic drinks must be available at a reasonable price
- providing contact details of where assistance for alcohol related problems may be sought.
- compliance with the law on alcohol pricing and irresponsible drinks promotions.

For Online Sales:-

- Customers ordering online will be required to enter their date of birth before purchase to prove that they are over 18 years of age.
- All home delivery parcels will be labelled to advise that they contains alcohol, and on delivery will not be left with anyone under the age of 18 years.
- All parcels sent out containing alcohol will be sent out by means of a 'signed delivery' and the person signing to accept delivery must be able to prove their age.
- An alcohol disclaimer will be displayed on our website advising that a date of birth and the signature of an adult will be required.
- A refusal/incident book will be kept in each delivery vehicle.
- Additional staff/driver alcohol training will be given for our delivery service.

12. How will you protect Children from Harm at the Event?

- A proof of age policy will be enforced.
- A challenge 21/25 policy will be employed where those individuals who appear to be under the age of 21/25 attempting to purchase alcohol will be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo driving licence.

SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

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

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

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

Signature



Date

14/01/26

**Herkes, Gillian**

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**From:** Craig Beveridge <Craig.Beveridge2@scotland.police.uk>  
**Sent:** 20 January 2026 14:04  
**To:** Licensing  
**Subject:** OCC LIC APP 036/26 - MART SHOP EAST LINTON  
**Attachments:** OCC036.26 26.02- 11.03.2026 THE MART\_cpchecked.PDF.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.

NO POLICE OBJECTION

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An attachment in this email has been processed by Check Point Sandblast Threat Extraction. The following action has been taken: clean

[Click here](#) to restore the original(s) or contact the IT Service Desk on [itservicedesk@eastlothian.gov.uk](mailto:itservicedesk@eastlothian.gov.uk) if you have any queries.

You may be required to authenticate, in that case follow these instructions:

1. You will be directed to a page where you would be requested to specify your email address.
2. An email with verification code will be sent to you.
3. Copy the code and return to the attachment recovery page.
4. The email with original attachments will be released to your mailbox.

**Please exercise discretion when requesting to release suspicious attachments.**

**EAST LoTHIAN COUNCIL  
LICENSING STANDARDS**

**From:** Licensing Standards Officer

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

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Date: 30<sup>th</sup> January 2026

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC0036-037/26**

**NEIL SINCLAIR-PARRY, THE MART FARM SHOP, EAST LINTON SALE GROUND,  
STATION ROAD, EAST LINTON, EAST LoTHIAN, EH40 3DN**

The applicant is Neil Sinclair-Parry who is a personal licence holder. Application has been made for 2 occasional licences for a retail premises at The Mart Farm Shop, East Linton, to allow off sales of alcohol. A provisional premises licence was granted for this premises on 25<sup>th</sup> August 2022 which will expire on 24<sup>th</sup> August 2026.

There are 2 applications for 2-week periods on a continuous basis from 26<sup>th</sup> February to 25<sup>th</sup> March 2026 for off sales daily 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.*

The premises has been operating on occasional licences on a continuous basis since Oct 2020. Occasional licences have been used for a period of nearly 3 ½ years since obtaining the provisional premises licence. Mr Sinclair-Parry has informed me that discussions are still ongoing with the building standards department to finalise the completion of the building warrant. Thereafter application will need to be made for a Section 50 certificate from building standards to move towards confirming the provisional premises licence.

Licensing Standards Officer

OCC037/26

66861

**EAST LOTHIAN LICENSING BOARD**

**APPLICATION FOR OCCASIONAL LICENCE**

12<sup>th</sup> March - 25<sup>th</sup> March '26

Pdia/LSC  
20/1/26  
Advert  
23/1/26

**REFERRAL NOTES FOR COMPLETING APPLICATION FORM:-**

1. Application to be sent to: Clerk to the Licensing Board  
Licensing Division  
John Muir House  
Haddington  
East Lothian EH41 3HA
2. The application requires to be lodged not later than **42 days** prior to the date of the function together with the fee payable of **£10.00**.
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East Lothian Council  
Licensing

19 JAN 2026

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Premises licence number (if applicable)	
Personal licence number (if applicable) EL1692	
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Sinclair-Parry		
Forenames	Neil		
DATE OF BIRTH	Day	Month	Year
	■	■	■
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
■			
Post town	■	Post code	■
TELEPHONE NUMBERS			
■			

Daytime		
Evening		
Mobile		

<b>FAX NUMBER</b>	
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<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b> accounts@martfarmshop.co.uk
--

**3. THE PREMISES**

<b>Description of premises</b> Farm Shop, cafe, Post Office and Market
---

<b>Description of activities to be carried on in the premises – (including number of persons expected to attend)</b> Temporary sale of beer, cider, ales, wine and spirits
---

<b>Full postal address of premises which this application refers to</b> Mart Farm Shop East Linton Saleground Station Road East Linton, East Linton, EH40 3DN
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**4. DURATION OF LICENCE**

<b>From:</b> 12 <sup>th</sup> March, 2026 <b>To:</b> 25 <sup>th</sup> March, 2026
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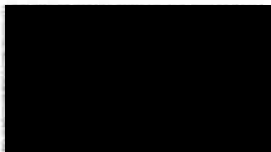
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	10:00 to 22:00 daily (7 days a week)
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
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This section must be completed where alcohol is for sale for consumption on the premises	
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Parts of premises to which children or young persons permitted entry	

<b>7. CHECKLIST</b>	
I have - Please tick for yes	
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>	X

<b>8. Signature and declaration by applicant (see note 3)</b>	
<b>DECLARATION</b>	
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SIGNATURE 	DATE 14/01/26

**NOTE:**

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<p><b>1. Event</b></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) Temporary off licence sale of alcohol pending approval of Premises license application</p> <p>(b) None</p>
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<p>Unpaid volunteers performing this function are not covered by the Act, however. 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) No stewards only shop staff which average 3-4 per day</p> <p>(b) N/A</p>
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**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.**

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- A refusal/incident book will be kept in each delivery vehicle.
- Additional staff/driver alcohol training will be given for our delivery service.

12. How will you protect Children from Harm at the Event?

- A proof of age policy will be enforced.
- A challenge 21/25 policy will be employed where those individuals who appear to be under the age of 21/25 attempting to purchase alcohol will be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo driving licence.

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

14/01/26

**Herkes, Gillian**

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**From:** Craig Beveridge <Craig.Beveridge2@scotland.police.uk>  
**Sent:** 20 January 2026 14:11  
**To:** Licensing  
**Subject:** OCC LIC APP 037/26 - MART FARM SHOP EAST LINTON  
**Attachments:** OCC037.26 12.03-25.03.2026 THE MART\_cpchecked.PDF.pdf

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NO POLICE OBJECTION

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**EAST LoTHIAN COUNCIL  
LICENSING STANDARDS**

**From:** Licensing Standards Officer

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

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Date: 30<sup>th</sup> January 2026

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC0036-037/26**

**NEIL SINCLAIR-PARRY, THE MART FARM SHOP, EAST LINTON SALE GROUND,  
STATION ROAD, EAST LINTON, EAST LoTHIAN, EH40 3DN**

The applicant is Neil Sinclair-Parry who is a personal licence holder. Application has been made for 2 occasional licences for a retail premises at The Mart Farm Shop, East Linton, to allow off sales of alcohol. A provisional premises licence was granted for this premises on 25<sup>th</sup> August 2022 which will expire on 24<sup>th</sup> August 2026.

There are 2 applications for 2-week periods on a continuous basis from 26<sup>th</sup> February to 25<sup>th</sup> March 2026 for off sales daily 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.*

The premises has been operating on occasional licences on a continuous basis since Oct 2020. Occasional licences have been used for a period of nearly 3 ½ years since obtaining the provisional premises licence. Mr Sinclair-Parry has informed me that discussions are still ongoing with the building standards department to finalise the completion of the building warrant. Thereafter application will need to be made for a Section 50 certificate from building standards to move towards confirming the provisional premises licence.

Licensing Standards Officer