

OCC 132/26  
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East Lothian Council  
Licensing

17 FEB 2026

Received



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) EL654

Name of voluntary organisation (if applicable) \_\_\_\_\_

### 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Wood

Forenames Craig Alan Peter

Date of birth (Day / Month / Year) ██████

**2. PERSONAL DETAILS (cont)**

Address where ordinarily resident to be used for correspondence purposes

\_\_\_\_\_

Post town \_\_\_\_\_ Post code \_\_\_\_\_

Telephone Numbers

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

Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Email craig@craigwood-catering.com

**3. THE PREMISES**

Description of premises

The Seton Garden, Longniddry, EH32 0PG

\_\_\_\_\_  
\_\_\_\_\_

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

Wedding – Guests 100 plus 35 in the evening

\_\_\_\_\_

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

The Seton Garden, Longniddry, EH32 0PG

\_\_\_\_\_  
\_\_\_\_\_

**4. DURATION OF LICENCE**

From 12.30 11/04/2026 To 00.00 Midnight 11/04/2026

**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

12.30 – 23.40

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

Ceremony 13.30, Wedding breakfast 16.45, Evening guests 19.00, Band 20.00 – Midnight

**6. CHILDREN (see note 2)**

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

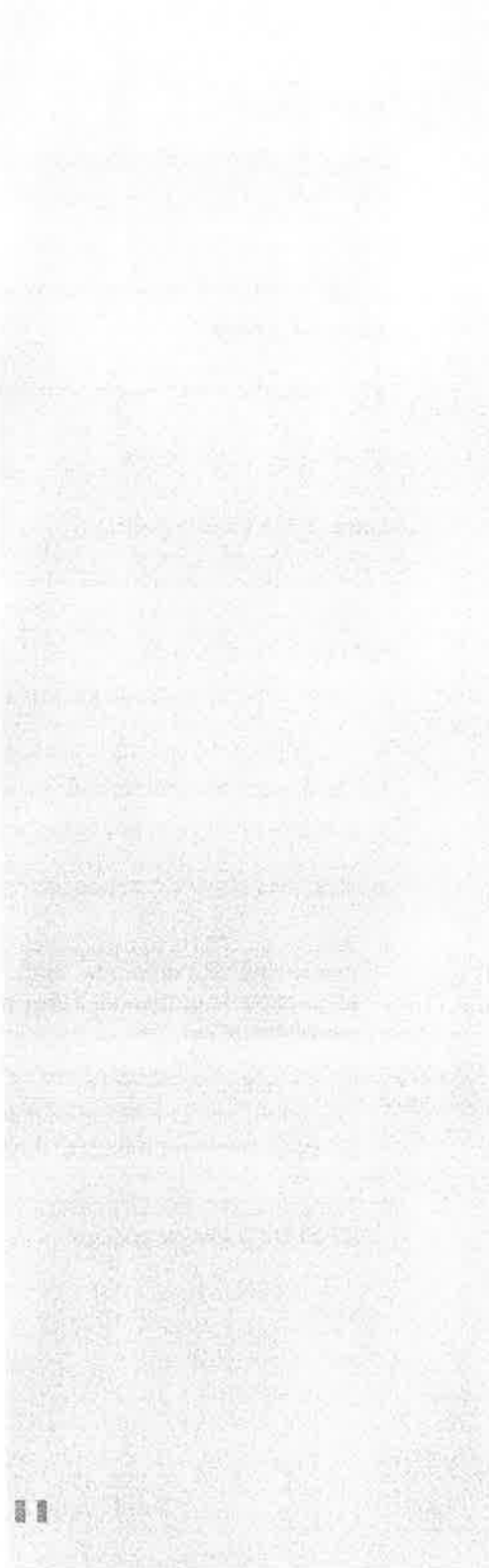
**Are children or young persons permitted entry?** YES  NO   
(If answered yes the remainder of this section must be completed)

Ages of children or young persons permitted entry 1-17

Times at which children or young persons permitted entry 12,30 – Midnight

Parts of premises to which children or young persons permitted entry

Access all areas except within 1.5 Metres of the bar



## 7. CHECKLIST

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

Commented [CW1]: y

## 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 16<sup>th</sup> February 2026 \_\_\_\_\_

### 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.)

WEDDING

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

Live band

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**2. Attendance**

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

100 plus 35 guests

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

Invite

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

Under 18

18 - 30

X30 -  
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

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### 3. Stewarding

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

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

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

No

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

Please indicate if -

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

**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

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

No

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

Please provide details of any training certificate held.

License holders or trained

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**LICENSING OBJECTIVES**

All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objectives.

**8. How will you prevent Crime and Disorder at the event?**

Visual awareness

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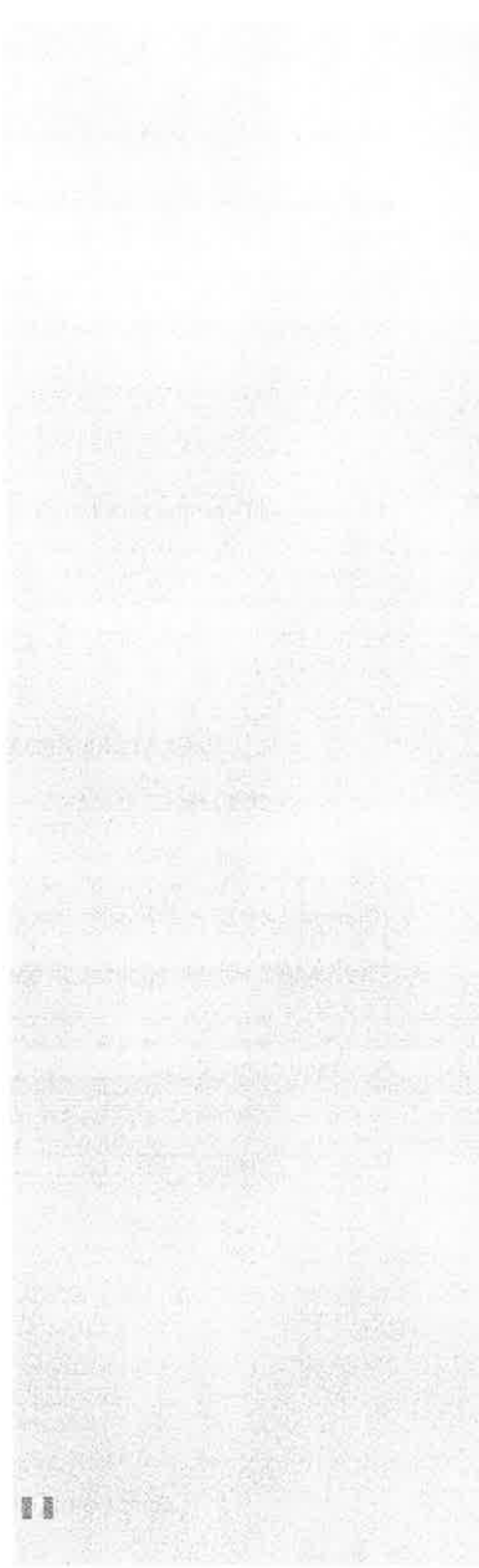
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**9. How will you secure Public Safety at the event?**

Risk assessment and staff training

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

Visual awareness and follow our set procedures for rowdy behavior. Sound subject to sound limiter

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

No drinks promotions and visual awareness

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

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**SIGNATURE AND DECLARATION BY APPLICANT**

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

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

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

Signature 

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Date 16<sup>th</sup> February 2026

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**Herkes, Gillian**

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**From:** Jennifer Drummond <Jennifer.Drummond@scotland.police.uk>  
**Sent:** 18 February 2026 11:26  
**To:** Licensing  
**Subject:** OCC LIC APP - OCC132/26 - SETON GARDENS - 11/04/2026  
**Attachments:** OCCASIONAL LICENSE SATURDAY 11TH APRIL 2026.DOCX

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.

THERE ARE NO POLICE OBJECTIONS

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 27<sup>th</sup> February 2026

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC132-133, 135-148 and 161/26

CRAIG WOOD AT THE SETON GARDEN, SETON MAINS, LONGNIDDRY, EAST LoTHIAN,  
EH32 0PG

The applicant is Craig Wood who is a personal licence holder. Application has been made for 18 occasional licences for weddings/functions on a near weekly basis from April -September 2025.

Seton Garden is a wedding/event venue that has been operating on occasional licences submitted by Mr Wood. The venue consists of a marquee that I believe remains in situ all year and a garden area, however, appears to be in use April/May – October (6 months). The following number of occasional licence applications have been submitted and granted for the location (not necessarily applied for by the same applicant):

2022 – 16  
2023 – 12  
2024 – 16  
2025 – 22  
2026 – 18 to date

I refer the Board to section 23.1 and 23.2 of the Statement of Licensing Policy:

*23.1 - Repeated applications for Occasional Licences for the same premises and which are: -*

- *not for specific events; and/or*
- *for activities that have been occurring (either in identical or largely similar terms) on the premises regularly over a period of at least 3 months will not generally be considered suitable for the grant of an Occasional Licence and will not be granted by the Board under delegated authority but will require a hearing before the Board. This includes where there are different applicants for the same premises, but the activities are similar e.g. weddings, corporate events. It is largely expected that the premises in question should consider an application for a Premises Licence.*

*23.2 - Section 59(6) of the Act specifies the grounds for refusal of an application for an Occasional Licence. These grounds include “that the Licensing Board considers the granting of the application would be inconsistent with one or more of the licensing objectives”. These licensing objectives include: -*

- *Securing public safety.*

- *Protecting and improving public health*
- *Protecting Children and Young Persons from harm.*

*The scrutiny given to an application for a Premises Licence is not available where premises operate under a series of consecutive Occasional Licences. In the interests of securing public safety, and/or, for protecting and improving public health, the Board, considers that it is not appropriate for a premises to operate on a series of consecutive Occasional Licences, rather than apply for a Premises Licence. The Board will require an applicant to explain at a Hearing why an application for a Premises Licence is not being made unless the Clerk of the Board is satisfied that there are good reasons that prevent such an application, that are not within the control of the applicant.*

*Where an application is to allow premises to trade on a regular basis prior to a Premises Licence application having been determined, the application will be referred to the Board for consideration in the first instance.*

The applicant has operated his business at this location for a number of years. The garden is owned by a landowner who he is working with to secure planning permission to apply for a premises licence. I understand currently there is consultation with SEPA in relation to the location.

I visited the premises in 2023, where I met with Craig Wood. I found him to be very knowledgeable and an experienced operator with no issues in compliance with the occasional licences identified. A premises licence for the venue was discussed with Mr Wood at this visit and guidance given on the application process. Sadly, the landowner passed away. A further planning application was then submitted the outcome of which has not yet been decided.

In accordance with board policy above, I refer the application to the Licensing Board for determination.

Licensing Standards Officer