



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

**THURSDAY 26 FEBRUARY 2026  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON  
& HYBRID MEETING FACILITY**

**1**

---

**Board Members Present:**

Councillor L Bruce (r)  
Councillor LA Menzies  
Councillor F Dugdale  
Councillor N Gilbert (r)  
Councillor G McGuire (Convener)  
Councillor J McMillan (r)

**Clerk of the Licensing Board:**

Mr C Grilli, Service Manager, Governance

**Attending:**

Ms E Barclay, Democratic Services Assistant  
Ms S Fitzpatrick, Team Leader, Licensing and Landlord Registration  
Ms K Harling, Licensing Standards Officer  
Ms A Rafferty, Licensing Officer  
PC M Upton, Police Scotland

**Committee Clerk:**

Ms L Gillie

**Apologies:**

None

**Declarations of Interest:**

None

Councillor McMillan made a transparency statement of his previous involvement with the Brunton Hall Trust.

The committee 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 five years from the date of the meeting.

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

(r) remote participants

**1. MINUTES FOR APPROVAL**  
**East Lothian Licensing Board, 29 January 2026**

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

**2. PREMISES LICENCE**  
**Haddington Corn Exchange, Court Street, Haddington EH413DS**

Helen Faulds, Operations Officer, East Lothian Council attended along with Fiona O’Sullivan, Team Manager, Arts Service, East Lothian Council and Michael Stitt, Trustee of The Brunton Theatre Trust, who attended remotely. Ms Faulds began by explaining that after the closure of the Brunton Theatre the Brunton Trust took over the lease. They have used occasional licences for internal events and external hires and are now applying for a premises licence. Ms Faulds added that personal licences are held by staff and that bar training and refresher training is carried out.

PC Upton, Police Scotland confirmed that they had no objections and no comment to make.

The Licensing Standards Officer (LSO) advised that occasional licences had been used for a couple of years and that the premises was well run. She had no objections to the application.

Councillor Menzies asked if off sales would ever be used other than for events such as makers market and Ms Faulds responded by advising this would not happen.

Members welcomed the application and commented on it being a positive move.

**Decision**

The Board unanimously agreed to grant the Premises Licence application.

**3a. PREMISES LICENCE, MAJOR VARIATION**  
**Premier (Dunbar), 135 High Street, Dunbar EH42 1ES**

Gordon Emslie, GNE Consultancy, attended along with his client Shanthi Shivakumar. Mr Emslie advised that the application was for a revised layout for the alcohol display area. He added that this would help staff and enable them to serve customers better. Mr Emslie concluded by saying that Ms Shivakumar was a responsible retailer who was investing in their business.

PC Upton, Police Scotland confirmed that they had no objections and no comment to make.

The LSO advised that she has received no complaints about the premises and that she found the licence holder to be a responsible retailer who had responded positively. She had no objections to the application.

In response to questions from Councillor Menzies Mr Emslie advised that there would be products which take up more than one space on a shelf. He continued by saying that the intention was to build up the product range in Dunbar by broadening the range of whisky and wines. Mr Emslie stated that in most convenience stores you might have up to one and half metres with specialist products that might not be available in supermarkets and this is the area where you could have one or two spaces taken by a product.

In response to a question from the Convener Mr Emslie advised that part of the reason for the review of the layout was to increase security with wine being moved to be in front of the beer cave.

Mr Emslie responded to a question from Councillor Dugdale by advising that there were people who would come from the city to steal products from smaller towns like Dunbar.

Councillor Menzies commented that she could not support the application as she would like to see other items displayed and that the number of items on display was not needed. She also commented that although she could not support the application, she did not think the applicant was irresponsible. The Convener and Councillor McMillan commented that they could not disagree with the comments made but added that they would support the application as their experience was that this was a responsible retailer. Councillor Dugdale added that the premises was well run and responsible.

#### **Decision**

In Favour: Cllrs Bruce, Dugdale, Gilbert, McGuire, McMillan.

Against: Cllr Menzies

Members voted to approve the Premises Licence, Major Variation application by majority.

#### **3b. PREMISES LICENCE, MAJOR VARIATION Premier (Tranent), 8 Muirpark Drive, Tranent EH33 2PE**

Gordon Emslie, GNE Consultancy, attended and he explained that the application was due to an issue with capacity and added that they had thought the initial capacity was correct but that they needed to increase the storage space. He advised that the enhanced layout allows for better service and supports long term sustainability.

PC Upton, Police Scotland confirmed that they had no objections and no comment to make.

The LSO advised of a compliance visit when issues with capacity had been highlighted. She continued by stating that staff managed the store well and that the beer cave was visible for them. Issues identified had been resolved in under seven days and the premises was described as responsive. She ended by saying that the application was to tidy up something that was miscalculated

Councillor Menzies commented that she had visited the store to check the layout and that as it was a compliance issue, she would be happy to support the application.

#### **Decision**

Members voted unanimously to approve the Premises Licence, Major Variation application.

**3c. PREMISES LICENCE, MAJOR VARIATION  
The Leddie, High Street, Aberlady, Longniddry EH32 0RE**

Robert Clark, General Manager attended with Caroline Loudon, TLT Solicitors attending remotely. Mr Clark introduced himself and advised that Ms Loudon would speak to the application. Ms Loudon advised that the intention was to upgrade and add to existing activities. Ms Loudon gave examples such as the morning after a wedding to raise a toast and golfing early tee times. She also commented that they currently lose bookings for the day after a wedding. Ms Loudon advised that she was aware of the two conditions and that they were accepting of these.

PC Upton, Police Scotland advised that from 9am was out with Licensing Board policy. He added that there were no concerns on how the premises intended to operate and that there had been no calls since 2021 when the premises was under different management.

The LSO advised that she had never had a complaint in relation to the service of alcohol from the earlier time at a similar premises in the area and that the conditions in her report had been accepted. She added that the majority of people who might be in for breakfast will be residents and the sale of alcohol under the legislation already exists, the application is to provide this facility for non-residents who may wish to book events. She concluded by saying she had no concerns and that she knew Mr Clark had operated successfully previously.

Ms Loudon responded to questions from Councillor Gilbert by stating that they had no evidence but that they could prepare a list of refused booking if that was required by Board. She continued by advising that there would be measures in place to control the two glass per person limit. Mr Clark added that there was no intention to provide the wine menu with the food menu during breakfast or lunch. It would only be provided if it was requested.

Councillor Dugdale was informed of the intention to hold a Christmas or Spring Market in response to her question.

Mr Clark, in response to a question from Councillor Menzies, advised that they have 70 seats in the bar and restaurant for breakfast. With 27 rooms in the hotel up to 54 of these seats can be taken by residents. He added that alcohol is not asked for every day and that he did not see a massive demand.

Members commented that the premises was well run and had responsible management. Councillor Menzies clarified that while she was concerned about the sale of alcohol the evidence is clear that the sale of alcohol in hotels is not an issue. Councillor Bruce proposed that the two conditions contained in the LSO's report be attached to the licence, this was seconded by Councillor Dugdale.

**Decision**

Members voted unanimously to approve the Premises Licence, Major Variation application subject to the following conditions:

- Alcohol served between 9am and 11am is to be accompanied by a substantial plated meal with a limit of two drinks per person.

- Alcohol served between 9am and 11am is to be served by the glass and not by the bottle.

**4a. OCCASIONAL LICENCE**  
**103-105 High Street, Tranent EH33 1LW**

Carlo Grilli, Clerk to the Licensing Board advised that the application had been withdrawn as the applicant had received a section 50 and had applied for a premises licence.

**4b. OCCASIONAL LICENCE**  
**Mart Farm Shop, East Linton, Saleground, Station Road, East Linton.**  
**EH40 3DN**

The applicant Neil Sinclair-Parry attended remotely and advised that the current premises licence expires in August 2026 and that he was waiting on building warrant. When he receives the building warrant he will make an application for a full licence.

*Councillor McMillan left the meeting.*

Mr Sinclair-Parry explained that he had applied for an occasional licence to ensure alcohol can continue to be sold.

Police Scotland confirmed that they had no objections and no comment to make.

The LSO advised that she was aware of the issues with obtaining the section 50 and that using occasional licences needed to be reviewed every 12 months. That, she explained, was the reason the application was at Board.

The Convener urged Mr Sinclair-Parry to continue with his application for building warrant.

**Decision**

Members voted unanimously to approve the Occasional Licence application.

**5. World Cup Extended Hours**

Mr Grilli advised that Scottish Government and other licensing boards felt that Scotland qualifying to the World Cup was of significant interest. The extending of hours would be necessary as some of the games will be played out with the normal opening hours of premises in East Lothian. Mr Grilli highlighted that the report provided options for Board to consider if they wish to provide an extension to hours.

PC Upton, Police Scotland advised that Option 1 was the option that the police would encourage. He commented that this limited the extension to home nation games starting on or before 1am and that resources could be planned in line with these games. Under Option 1, any games starting after 1am would require an extended hours application so licencing and police would be aware of which premises would be open, and conditions could be put on the applicants. He also noted that with a general extension they would have no way of knowing which premises were open. He highlighted the guidance document prepared by the LSO and stated that the police are keen for four points to be highlighted, ideally alongside the statement granting the general extension if that is the option chosen by Board. These points are:

- an encouragement to notify licencing, who in turn can notify the police which premises are going to use the general extension.
- an encouragement to have a first aider and a personal licence holder on the premises from 1am.
- a reminder that any extension does not constitute a function.
- a reminder that a general extension would not apply to outdoor areas.

The LSO advised that she had engaged with the trade and that there were 146 premises with on sale and sports tv that could apply. She has prepared written guidance for premises, and this will be published alongside Board's decision on a dedicated website which licencing are developing. She concluded by advising that she will continue to assist as she can.

In response to a question from Councillor Bruce Mr Grilli explained that legislation does not allow for conditions to be put onto general extensions. He advised that they could be encouraged but that it would not be enforceable, he added that limitations can be put on general extensions.

In response to questions from Councillor Menzies Sheila Fitzpatrick, Team Leader Licensing stated that there would be sufficient time for the licensing team if all 146 licence holders apply within the time frame but that it was not just resources in the licensing team that would need to be considered. Consultation with both police Scotland and the LSO would have to take place. She added that she doubts all 146 premises would apply. Ms Fitzpatrick continued by stating that if Scotland progress from the group stages there were concerns for any games after 1am as they would not have the timeframes or the capacity to deal with applications. The LSO added that applications are processed by the licensing team and then are passed to the police and the LSO. They have 10 days, not 10 working days, to respond. She added that the report to Board mentions delegated responsibility to add certain conditions that are in the appendix and that she felt this would assist in terms of time scales. The LSO concluded by saying it was important that applications were made early.

Mr Grilli advised that Edinburgh City Council's decision was to show all games in the World Cup with a 30-minute drinking up time. He added that games starting at 3am / 4am were not catered for in the proposal.

The LSO commented that it was important for Board to discuss conditions. She added that on speaking to the trade she had noted that there was more interest from them for the Friday and Saturday games and not such interest in other games due to staffing costs and travel concerns. She concluded by saying that members clubs could ticket events for more control and that all premises have neighbours and their reputation to consider.

Mr Grilli advised that Option 1 requires an early application to be made before it is known if Scotland qualify. That game could still be shown but there is a question over whether it would be worth the premises opening if Scotland are not playing.

Councillor Bruce queried if having venues available with staff who can control the situation is better than people drinking in their own homes.

Councillor Dugdale asked about the issue of transport for people getting home after the event and Mr Grilli advised that they had no details on this. The LSO added that there were no known additional measures in place and pointed out that the game would run from Saturday into Sunday morning so it would be a Sunday timetable for public transport. She continued by saying that they had not received much feedback from taxi operators. Premises have commented on holding ticketed events for locals who can

travel on foot. She concluded that Glasgow City Council has requested a plan is in place for staff to get home safely.

At the suggestion of Councillor Gilbert the meeting was paused to allow members to discuss the options in private.

When members returned they commented that there were benefits and negatives to all the options but they all confirmed they were in favour of Option 3.

Mr Grilli clarified Option 3 as:

In terms of section 67 of the licencing Scotland Act 2005 The Board has determined that is appropriate to grant a general extension of licenced hours for the 2026 FIFA World Cup.

For the duration of the tournament premises can remain open until 30 minutes after the conclusion of any Home Nation Fixture.

The extension will only apply to licenced premises which have both on sales and have stated within their operating plan that they show television televised sports.

There is no obligation placed on licence holders to take advantage of these extensions should they not wish to do.

The Board would like to remind all licence holders that the conditions of their Premises Licence remain in force for the duration of the extended hours, and all relevant risk assessments should be conducted to ensure compliance with all licencing objectives during the period of extended hours

### **Decision**

Members voted unanimously in favour of the Option 3

Signed .....

Councillor G McGuire  
Convener of East Lothian Licensing Board



EL427

90152



East Lothian Council  
Licensing

- 3 FEB 2026

Received

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

LICENSING (SCOTLAND) ACT 2005, SECTION 20

**2**

\*Delete as appropriate

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

Dunbar Golf Club

East Links Road

Dunbar

EH42 1LL

**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.

---

---

---

---

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

The Committee of Dunbar Golf Club

Dunbar Golf Club

East Links Road

Dunbar

EH42 1LL

**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.\*

See Paper Apart for details

---

---

---

---

\* 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)

Clubhouse premises and ProShop for Dunbar Golf Club, located on East Links Road, Dunbar.

---

---

**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 2/6/26

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.**

Dunbar Golf Club East Links Road Dunbar EH42 1LL
---

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

**Question 2**

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

Day	ON Consumption	
	Opening time	Terminal hour
Monday	10am	11pm
Tuesday	10am	11pm
Wednesday	10am	11pm
Thursday	10am	1am
Friday	10am	1am
Saturday	10am	1am
Sunday	10am	Midnight

**Question 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

**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 any General Extensions granted in East Lothian, or Dunbar in particular, including Christmas/ New Year, and the Fringe by the Sea.

**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	Yes	Yes	Yes
Restaurant facilities	Yes	Yes	Yes
Bar meals	Yes	Yes	Yes
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(e)	Yes	Yes	Yes
Live performance – see 5(g)	Yes	Yes	Yes
Dance facilities	Yes	Yes	No
Theatre	No	No	No
Films	No	No	No
Gaming	No	No	No
Indoor/outdoor sports	Yes	Yes	Yes
Water/sauna/spa	Yes	Yes	Yes

<i>5(d)</i> Activity	<i>Please confirm</i> YES/NO	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> YES/NO	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> YES/NO
<i>Outdoor drinking</i> <i>facilities</i>	Yes	Yes	Yes
<i>5(e)</i> Activity	<i>Please confirm</i> YES/NO	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> YES/NO	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> 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 answered 'Yes' in column 4 may take place prior to licensed hours when golfers are using the premises or functions might start.

*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.*

This is a Clubhouse and is used by golfers before and after they play to change etc.  
It is envisaged that a range of Events might take place. Family Events such as Birthday and other types of celebrations, and also Funerals. Corporate and Work Events. Theme nights. Competitions. DJs and Cabaret. Christmas parties and Mothers Day Lunches and in general appropriate events requested by members and the public  
Possibly Tastings-Food and/or Drink

*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\*

*\*Delete as appropriate*

**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 may be present with adults, although Junior Members do not require to be accompanied.

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*

Children and young persons must vacate the premises by 10pm, unless attending a private pre-booked function in which case they may remain until the end of the function.

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?*

200
-----

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

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

Date ..... 2/2/26 .....

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

Dunbar Golf Club has moved location recently and this Application is for the new Golf Club Building and Professional Shop, and ancillary offices. It will replace the current Clubhouse but with an updated and improved facility.

The Clubhouse is used by golfers, including changing rooms, and somewhere to have a breakfast first or a drink after, and just generally to socialise.

The Professional Shop is for members and visitors to purchase golf related equipment, to make bookings etc.

The Club is also available for access by non-members, who perhaps buy day tickets, or who are there to visit friends, and perhaps have something to eat, or attending a function.

### **ON CONSUMPTION**

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

The on sale part of the Licence would be used by golfers, guests, and those attending a function.

**OFF CONSUMPTION**

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

It is possible that there may be specialist products sold by the Club. Also if there was a special event like Tastings and there are products for sale after. There might also be golfers who purchase items to consume as they go around the course.

**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:

Conference Facilities are a possibility, but as this is a new venue, the Applicants are not sure what demand there will be for different types of functions.

Restaurant Facilities and Bar Meals are available, for snacks and meals for members and their guests and to do with private functions.

**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:

Previous comments really apply again in terms of not being sure what the demand will be, and the type of functions that might take place.

**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 will be Live Performances as well. There are no Dance Facilities as such but there could be dancing taking place at functions, when a DJ may also be providing the entertainment. The other Activities may take place and of course Televised Sport would be a favourite.

**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:

There is an outside area as shown on the Layout Plan.

**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:

As a Golf Clubhouse golfers will use this before they tee off, or just from a social point of view. There may also be certain functions that commence before 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:

As a Clubhouse and Pro Shop the premises will offer goods and services that would be expected of such an operation.

There may be a variety of events offered within the premises, and functions could be of any type.

There may also be Tastings – for instance a whisky or gin company doing tastings for members, after which there may be products available for purchase.

**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.

The Application explains the rules on children and young persons which is similar to what the Club enjoyed before. There are of course Junior Members or those playing on a temporary basis. There will certainly be children and young persons at functions and they may just be accompanying golfers or their friends.

## **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](https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023)

### **Preventing Crime and Disorder**

There were no issues at the old premises and so far as we are aware there has been nothing that has caused the Board or the Licensing Standards any issue over the years. The new Clubhouse will be run in a similar way with management and staff being the same.

### **Securing Public Safety**

This will be a newly constructed building which will comply with building regulations. The safety of golfers and visitors is paramount to the Management Committee and this will form part of Staff Training.

### **Preventing Public Nuisance**

Taking into account the location there should be no public nuisance from the point of view of music.

There may be functions where a number of people are leaving at the same time and they will be asked to do so peacefully, although often they may be getting picked up by taxis.

### **Protecting and Improving Public Health**

As a Clubhouse for a Golf Club, the members are there primarily to play the game, which involves a large amount of walking and facilitates being healthy! Alcohol and food are ancillary but a very important part of the business in order for the Club to survive but members will be expected to behave in an orderly manner. If members misbehave then there is a procedure in terms of the Club Rules.

### **Protecting Children and Young Persons From Harm**

Sporting Clubs in general are experiencing a reduction in young members which is unfortunate. The Club would very much like to encourage this. In general they would be accompanied by adults, subject to the provisions in the Operating Plan. Otherwise they would be at private functions and again would be in the company of adults.

Management and staff will monitor the behaviour of children and if for instance they were misbehaving, or running around to the inconvenience of adults, the adult with whom they are with would be asked to control them.

**APPLICATION SUPPORTING COMMENTS**

<b>Additional Information</b>

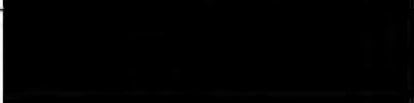
<b>Supporting Comments</b> i.e. reasons why the Board should support your application.

**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	2/2/06

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181  
alistair@macdonaldlicensing.com

"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
*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.

This is a new Clubhouse for Dunbar Golf Club. It will therefore have to comply with the Building Standards Regulations, which cover access for customers who may have mobility issues for instance.

A wheelchair user would have access to the entrance lobby

The entrances will be on a level

**Question 3**

**Facilities available**

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

There will be an accessible toilet just off the entrance lobby, on the ground floor of the premises.

Staff will be happy to assist anyone in a wheelchair or with any kind of mobility, sight or hearing issue with service. Table Service would be offered anyway. Larger menus for visually impaired

There will be Disabled Parking near to the Main Entrance

**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 disabled access and facilities statement are true to the best of my knowledge and belief.

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

Date ..... *2/9/16* .....

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."

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

**SECTION 50  
PLANNING CERTIFICATE**

APPLICANT:	Dunbar Golf Club
NAME AND ADDRESS OF PREMISES:	Dunbar Golf Club, East Links Road, Dunbar, EH42 1LL

**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.

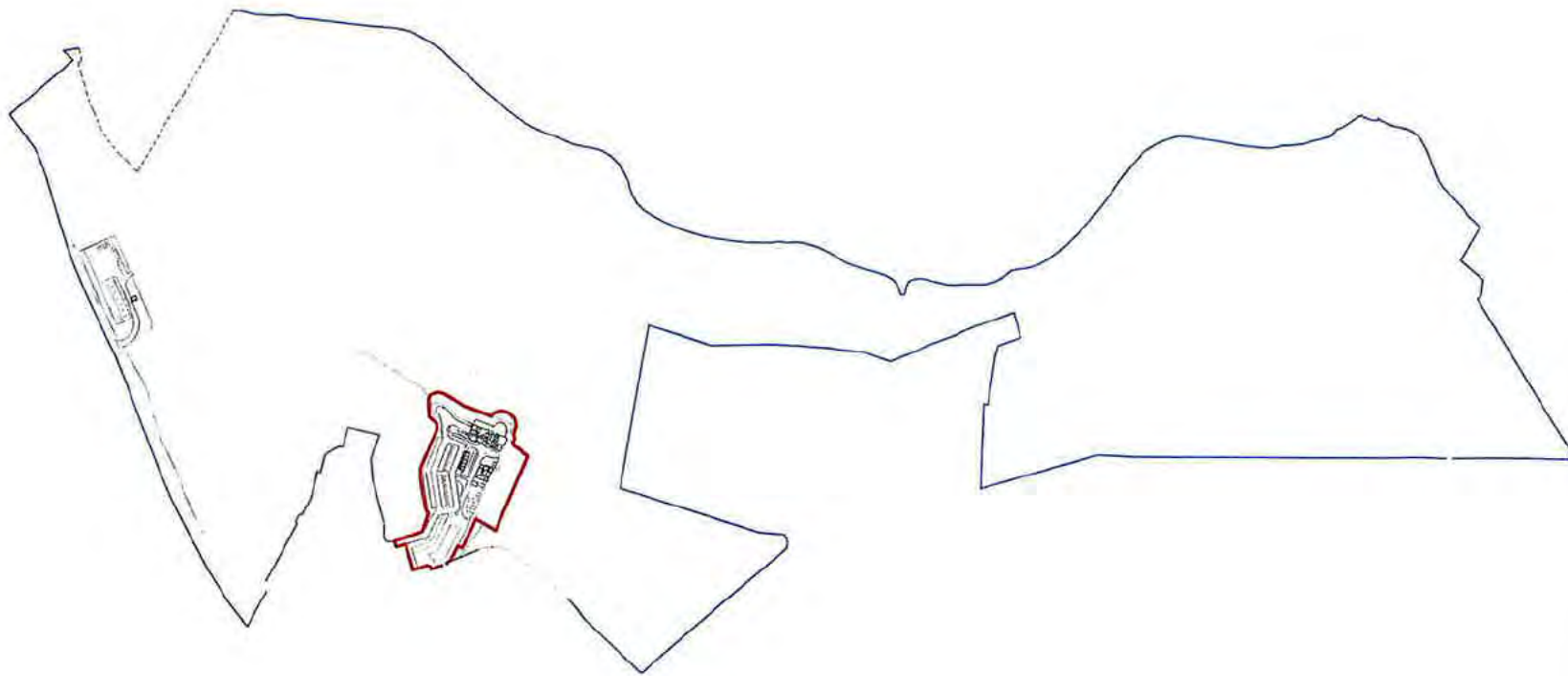
I hereby confirm that, in terms the above Acts, I have no objections to the granting of the Confirmation of the Premises License to cover the above proposals.

Signed:		Date:	26 <sup>TH</sup> January 2026
Graeme Marsden Chief Planning Officer			



THIS DRAWING IS THE PROPERTY OF G1 ARCHITECTS AND THE CONTENTS SHALL NOT BE REPRODUCED OR USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION. DO NOT USE DIMENSIONS FROM THIS DRAWING. ALL DIMENSIONS ARE TO BE CHECKED AND CHECKED AGAIN BY THE MEASUREMENTS BEFORE THE COMMENCEMENT OF ANY WORK. DIMENSIONS SHALL ALWAYS TAKE PRIORITY OVER THE INFORMATION ON THIS DRAWING. THIS DRAWING IS TO BE USED FOR THE PURPOSES OF THE PROJECT ONLY. ALL DIMENSIONS SHALL BE CHECKED FOR ACCURACY. DIMENSIONS SHALL BE IN CONFORMANCE WITH ALL OTHER REQUIREMENTS, REGULATIONS AND STANDARDS APPLICABLE TO THE PROJECT.

- Property Boundary
- Ownership Boundary
- CALA Ownership Boundary
- Right of Access Through CALA Demes



029

1 Proposed Licence Location Plan  
1/2500

P1	Site plan, scale 1:2500, A3	02/2020
P2	Site plan, scale 1:2500, A3	02/2020

Revised Date: \_\_\_\_\_

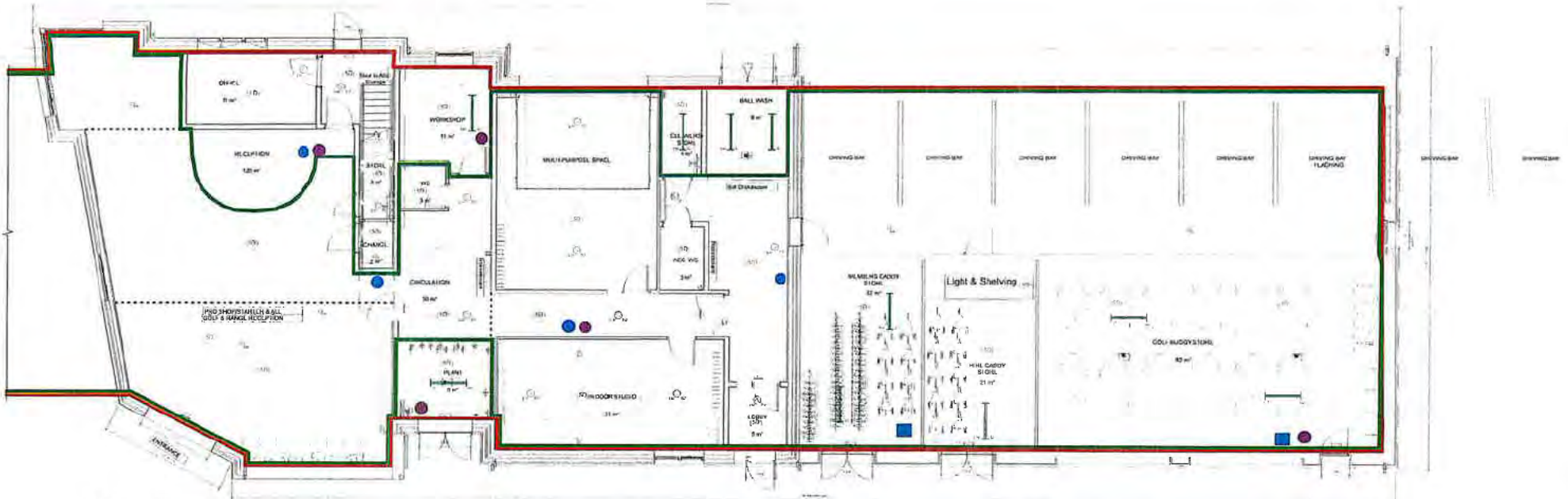
**Legal Status**  
**LEGAL**

**Project**  
 Dunbar Golf Club  
 East Links  
 Dunbar  
 EH12 1LL

**Project**  
 Proposed Licence Location Plan

Date	By	Checked	Scale
1/2500	01	01	01M

Drawing No.  
 600-G1-S0-XX-DR-A-LP05-P1



1 WORKSHOP PLAN - GROUND FLOOR  
1:50



2 LOCATION PLAN  
1:2,500

Fire Extinguishers

- Water
- CO2
- Lithium/Battery

- 100mm
- 150mm
- 200mm
- 250mm
- 300mm
- 350mm
- 400mm
- 450mm
- 500mm
- 550mm
- 600mm
- 650mm
- 700mm
- 750mm
- 800mm
- 850mm
- 900mm
- 950mm
- 1000mm



NOTES

1. All work to be done in accordance with the latest editions of the relevant standards and codes of practice.
2. All materials to be of good quality and suitable for the intended use.
3. All work to be completed by the specified date.
4. All work to be done in accordance with the relevant safety regulations.
5. All work to be done in accordance with the relevant environmental regulations.

**Architects**

LICENCE  
Project: [Name]  
Client: [Name]  
Date: [Date]  
Scale: [Scale]

Drawing Title: Workshop  
Project: [Name]  
Client: [Name]  
Date: [Date]  
Scale: [Scale]



19/02/2026

Your Ref: Dunbar Golf Club

Our Ref: 988258

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  
DUNBAR GOLF CLUB - NEW CLUBHOUSE  
DUNBAR GOLF CLUB, EAST LINKS ROAD, DUNBAR, EAST LoTHIAN, EH42  
1LL.  
APPLICANT: THE COMMITTEE OF DUNBAR GOLF CLUB**

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 0300 424 0033

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

Date: 17<sup>th</sup> February 2026

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

**PROVISIONAL PREMISES LICENCE APPLICATION**

**DUNBAR GOLF CLUB, EAST LINKS ROAD, DUNBAR, EAST LoTHIAN EH42 1LL**

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.

Dunbar Golf Club currently hold a premises licence for their clubhouse at a close by location. This clubhouse is soon to be demolished as part of a housing development. This application is for the new clubhouse at a slightly different location. The premises is in the process of being built, with the interior fit out planned for mid-March.

In the period before the new clubhouse is completed, and after the old clubhouse has been handed over to the developers a temporary clubhouse of portacabins will be required. This forms part of a separate report for use of occasional licences.

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

The operating plan is very similar to that granted for the current clubhouse, with some slight changes of wording to tidy up the licence as well of addition of a few activities to take place out with core hours.

The operating plan also reflects on-sales hours that were previously granted as part of the current premises licence with a commencement time of 10am. The only change to the on sales hours is the terminal hour of midnight on Sundays which is within Board policy.

Within an 800m radius there are no other licensed premises.

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

## Aitken, Christine (Licensing)

---

**From:** Robertson, Scott  
**Sent:** 10 February 2026 09:53  
**To:** Licensing  
**Subject:** Re: Dunbar Golf Club - Provisional Application for New Clubhouse

Hello,

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

Regards  
Scott

Scott Robertson | 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](http://www.eastlothian.gov.uk)

---

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Thursday, February 05, 2026 11:18  
**To:** Lothian Scot Borders Licensing East Mid Lothian  
<lothianscotborderslicensingeastmid@scotland.police.uk>; Licensing Standards Officer  
<lso@eastlothian.gov.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>; 'kat.burke@nhs.scot'  
<kat.burke@nhs.scot>; secretary@dunbarcommunitycouncil.org.uk  
<secretary@dunbarcommunitycouncil.org.uk>  
**Subject:** FW: Dunbar Golf Club - Provisional Application for New Clubhouse

Hi All

Please find attached Provisional Licence application for Dunbar Golf Club (new clubhouse) for report/representation by 27th February 2026.

Kind regards  
Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 827664  
gherkes@eastlothian.gov.uk

Please note :- My working days are Tuesday to Friday

Protect Our Privacy: STAY VIGILANT for phishing attacks. If an email looks suspicious, don't click on any links or open attachments. Try to verify the email through a different channel, for example by phone or a different verified email address. If in doubt, contact the IT Service Desk for help.

## Licensing

---

**From:** Anshus, Oyunn  
**Sent:** 06 February 2026 16:26  
**To:** Licensing; Harling, Karen (Licensing)  
**Subject:** 26/00489/LIC50 Dunbar Golf Club - Provisional Application for New Clubhouse  
**Attachments:** Dunbar GC-Provisional Application.pdf; Dunbar GC-Operating Plan-Provisional.pdf; Dunbar GC-Section 50-Planning.pdf; Dunbar GC-Disabled Access Statement.pdf; Dunbar GC-Supplementary Information Form.pdf; Layout Plan.pdf; Committee Members as of February 2026.docx; Location Plan.pdf

Good afternoon,  
Business compliance does not comment on provisional applications at present.

FI - I have spoken with the food business operator of the food business that does the food trading for the Club - A Little Catering At Dunbar Golf Club. Andrew Little (FBO) has said the new clubhouse is under construction and due to finish in September. They must move out of the current club house at the end of March and plan to operate a temporary kitchen onsite from April to September. I will carry out an inspection of the temporary kitchen facilities prior to their starting to use it. I have also directed them to review plans for the new kitchen as the plans include insufficient wash hand basins for the kitchen.

Happy to arrange a joint visit if this would be helpful!

Kind regards,

Oyunn Anshus

Senior Environmental Health Officer - Business Compliance Protective Services, Communities and Partnerships, Children and Communities East Lothian Council, John Muir House, Court Street, Haddington, East Lothian EH41 3HAM 07855 187997 | E oanshus@eastlothian.gov.uk | W <https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eastlothian.gov.uk%2F&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7Cd6f1769c08ed41be146608de659c7324%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C639059920444277312%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoITWFpbCIsIlIdUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=a57c0DsGAMIZQg1aPNsyLceluLmfoHGkxkISQKEdIIE%3D&reserved=0>

—Original Message—

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** 05 February 2026 11:18  
**To:** Lothian Scot Borders Licensing East Mid Lothian <lothianscotborderslicensingeastmid@scotland.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehs@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; secretary@dunbarcommunitycouncil.org.uk  
**Subject:** FW: Dunbar Golf Club - Provisional Application for New Clubhouse

Hi All

Please find attached Provisional Licence application for Dunbar Golf Club (new clubhouse) for report/representation by 27th February 2026.



0CC106/d6

95466

East Lothian Council  
06 FEB 2026  
Received



3a

27 March - 9 April

Police / HSO  
9/2.  
Advert  
13/2.

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) PL NO 277378-Edinburgh

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

## 2. PERSONAL DETAILS

Title (delete as appropriate)

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

Surname Little

Forenames Andrew David

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

**2. PERSONAL DETAILS (cont)**

Address where ordinarily resident to be used for correspondence purposes

[Redacted address line]

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

Telephone Numbers

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

Mobile No. [Redacted]

Fax No. \_\_\_\_\_ Email \_\_\_\_\_

**3. THE PREMISES**

Description of premises

This is for a temporary Golf Club Clubhouse and ancillary ProShop and offices, required between the current Clubhouse being closed and the new Clubhouse obtaining a Full Licence. The premises are made up of 9 Portakabin modules. The kitchen is split in two modules - one for production and one for dish washing. There is a dining room and bar where tea and coffee will be available and a selection of hot and cold meals. There will be a bar serving beer, wine and spirits. There will also be an outside area catering for about 18 people. In other modules there will be an office for admn staff, a meeting room, and a Proshop, with will also sell refreshments for the course and for processing green fees. Of course there will be toilet facilities as well.

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

Temporary Clubhouse for Members and Visitors preparing to play. Kitchen facilities for hot and cold snacks/meals or coffees/teas and soft drinks from 7am. Would like to be able to offer alcohol after 10am, as presently enjoyed.

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

Dunbar Golf Club, East Links Road, Dunbar, EH42 1LL



#### 4. DURATION OF LICENCE

Date: From Friday 27th March 2026 To Thursday 9th April 2026

Time: From 10am To 10pm

#### 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

10am

Times for sale of alcohol for consumption off premises

10pm

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

The premises will open from 7am to provide breakfasts, teas and coffees, changing and toilet facilities. The ProShop and office would also be in operation during this time.

#### 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 No restriction (0-17 years).

Times at which children or young persons permitted entry No restriction.

Parts of premises to which children or young persons permitted entry

All public areas.

## 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

06.02.26

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB  
0131 229 6181  
alistair@macdonaldlicensing.com

### 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.)

**There will be no events**

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

**Background Music.**

**2. Attendance**

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

**100 maximum inside the restaurant/changing areas plus about 18 outside**

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

**Size of premises. Restaurant restricted to 60**

- (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

- (d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)

**Club Members and their guests, and others using the Course.**

**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.

**Not applicable.**

#### 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

**No PEL required. 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?

No.

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

Please provide details of any training certificate held.

**Mandatory Training for those involved in the sale or service 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 objectives.

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

These premises are for the use of Dunbar Golf Club Members to change/ to prepare to play golf, perhaps have breakfast or a snack. Drunks for golfers and their guests, and to sample hot and cold meals.

9. **How will you secure Public Safety at the event?** Members /Visitors safety is paramount. These are temporary premises but our clients will do the layout and fit-out to highlight safety issues. Further details can be provided closer to the Hearing date. Capacity requested is 100 but limit of 60 in the restaurant. 18 outside

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

Club Members and temporary Player tickets only and those signed in. Back ground Music only. No events

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

Primary function is for golfers and their guests. This is a temporary facility located outwith the town and will be controlled as the current Clubhouse is. Not for overconsumption of alcohol, but this will be monitored by staff

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

There may be Junior Members or those attending with an adult. The Licence is to allow golfers to have a alcoholic refreshment or golfers and their friends / guests to have a drink on the premises, perhaps with a meal/ snack. Atmosphere will be conducive to under 18s being present.

**SIGNATURE AND DECLARATION BY AGENT**

**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

6 February 2026

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181  
alistair@macdonaldlicensing.com

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*

277378

*Name and address of licence holder*

Mr Andrew David Little



*Name of issuing Licensing Board*

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



3000N

*Licensing Board logo*



*Expiry date*

31 August 2029



### Training record

Dates of Training	Title of Course completed	Awarding/ Accrediting Body	Level attained
11/03/2008	Scottish Certificate for Personal Licence Holders	BIIAB - 2005 Act	Pass
26/08/2014	Scottish Certificate for Personal Licence Holders (Refresher)	City and Guilds	Pass
21/02/2019	Scottish Certificate for Personal Licence Holders (Refresher)	City and Guilds	Pass
01/03/2024	Scottish Certificate for Personal Licence Holders (Refresher)	Highfield Awarding Body for Compliance	Pass



3000N



### Endorsements

Personal licence number; 277378

Reason for Endorsement	Name of Licensing Board	Date of commencement	Expiry date



3000N

**Aitken, Christine (Licensing)**

---

**From:** Jennifer Drummond <Jennifer.Drummond@scotland.police.uk>  
**Sent:** 10 February 2026 10:49  
**To:** Licensing  
**Subject:** OCC LIC APP - OCC106.26 - DUNBAR TEMP GOLF CLUB - 27/03/26-09/04/26  
**Attachments:** OCC106.26 DUNBAR GOLF 27.3-09.04.2026.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.

THERE ARE NO POLICE OBJECTIONS

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

**From:** Licensing Standards Officer

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

---

Date: 23<sup>rd</sup> February 2026

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

OCCASIONAL LICENCE APPLICATION(S) – OCC106-109/26

**ANDREW LITTLE, DUNBAR GOLF CLUB – TEMPORARY CLUBHOUSE, DUNBAR, EAST LoTHIAN**

The applicant is Andrew Little, who is a personal licence holder. Application has been made for 4 occasional licences for a temporary clubhouse at Dunbar Golf Club. This premises will be made of temporary portacabins to replace the existing licensed clubhouse and sever as a temporary clubhouse whilst a new clubhouse is being built. A provisional premises licence application has been submitted for the new Dunbar Golf Club Clubhouse, which is to be considered by the Board (subject of separate report).

The duration of the applications are:

OCC106/26 – 27<sup>th</sup> March- 9<sup>th</sup> April 2026, on sales 10am – 10pm

OCC107/26 – 10<sup>th</sup> April - 23<sup>rd</sup> April 2026, on sales 10am – 10pm

OCC108/26 – 24<sup>th</sup> April – 7<sup>th</sup> May 2026, on sales 10am – 10pm

OCC109/26 – 8<sup>th</sup> May – 21<sup>st</sup> May 2026, on sales 10am – 10pm

The on sales hours requested are outwith board policy with a commencement hour of 10am however, this reflects the on sale hour that was previously granted as part of the premises licence for Dunbar Golf Club's previous location.

I refer the Board to Section 23.2 of the Statement of Licensing Policy:

*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.*

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 detailed, promote the five licensing objectives for the grant of the occasional licences on a longer term basis.

Licensing Standards Officer

OCC132/26  
Adv 2012

11 apr 12

4639  
East Lothian Council  
Licensing

17 FEB 2012

Received



LICENSING (SCOTLAND) ACT 2005, SECTION 142

## OCCASIONAL LICENCE APPLICATION FORM

**3b**

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) ██████

[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**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

[REDACTED]

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

---

---

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

Live band

---

---

**2. Attendance**

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

100 plus 35 guests

---

---

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

Invite

---

---

(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

---

### 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

---

- (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
- 
- 
-

**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?**

No

---

---

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

Please provide details of any training certificate held.

License holders or trained

---

---

**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

---

---

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

Risk assessment and staff training

---

---



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

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

No drinks promotions and visual awareness

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

**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

[REDACTED]

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

East Lothian Council Licensing Board

**Herkes, Gillian**

---

**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

---

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



OCC179/26  
PC, WSO 3/3  
Adv 6/3



24th April to 7th May '26.  
LICENSING (SCOTLAND) ACT 2005, SECTION 142

## OCCASIONAL LICENCE APPLICATION FORM

3c

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) FI 6398

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

### 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Baskaran

Forenames Prasanth

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

www.eastlothian.gov.uk East Lothian Council  
Licensing

- 3 MAR 2026

Received

**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 \_\_\_\_\_

**3. THE PREMISES**

Description of premises

The premises is a single storey building operating as a convenience store in the centre of Gifford.

The area is a mixture of residential and retail units.

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

To operate as a convenience store that will sell alcohol along with other associated food related products.

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

Premier, Duns Road, Gifford, East Lothian EH41 4QW

**4. DURATION OF LICENCE**

Date: From 24 APRIL 2026 To 7 MAY 2026

Time: From 10am To 10pm

**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

\_\_\_\_\_

Times for sale of alcohol for consumption off premises

10am to 10pm

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

6am to 10pm

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

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

N/A

**Are children or young persons permitted entry?**

(If answered yes the remainder of this section must be completed)

YES  NO

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

\_\_\_\_\_

\_\_\_\_\_

Alcohol - Occasional Licence Application Form

3

4

## 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

2/03/2026

### 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 organisationis 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, cèilidh, etc.)

N/A

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

**2. Attendance**

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

N/A

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

(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)

N/A

---

**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.

N/A

---

- (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 of proposed display area 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

N/A

---

---

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

N/A

---

---

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

Please provide details of any training certificate held.

All store staff have completed their 2 hour mandatory training and have all completed their

---

SCPLH qualifications

---

**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?**

N/A

---

---

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

N/A

---

---

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

N/A

---

---

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

N/A

---

---

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

N/A

---

---

**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

2/3/2026

---

**Herkes, Gillian**

---

**From:** Jennifer Drummond <Jennifer.Drummond@scotland.police.uk>  
**Sent:** 04 March 2026 08:42  
**To:** Licensing  
**Subject:** OCC LIC APP - OCC179.26 - PREMIER, GRIFFORD - 24/04/26-07/05/26  
**Attachments:** OCC179.26 - APP.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.

THERE ARE NO POLICE OBJECTIONS

## EAST LoTHIAN COUNCIL LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

---

Date: 6<sup>th</sup> March 2026

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC179 - 181/26

PRASANTH BASKARAN, PREMIER, DUNS ROAD, GIFFORD, EAST LoTHIAN, EH41  
4QW

The applicant is Prasanth Baskaran who is a personal licence holder. Application has been made for 3 occasional licences at the premises which is run as a retail shop. A provisional premises licence was granted for this premises on 22<sup>nd</sup> May 2025 which will expire on 21<sup>st</sup> May August 2029.

There are 3 applications for 2-week periods, on a continuous basis covering dates from 24<sup>th</sup> April – 4<sup>th</sup> June 2026 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 May 2025 onwards. Occasional licences have been used for a period of over 12 months since obtaining the provisional premises licence which have been granted on delegated powers. I have been provided with an update by the applicant's agent Mr Emslie as follows:

"With regard to preparing a confirmation of the premises licence, I have the Environmental Health Section 50. The building standards one has been applied for however there is an issue with an outstanding building warrant from back in 2011 that we are trying to resolve. This issue was from before the current owner bought the property and we are trying to get to the bottom of the issue.

It is likely that a new building warrant application will need to be made to resurrect the outstanding one which may take time."

Having visited the premises I am aware that the layout of the main shop has been changed creating an additional aisle. The change has created a very small and narrow space that is difficult for any customers with mobility issues to navigate. No application to variation the layout has been received.

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

Licensing Standards Officer

## **EAST LoTHIAN COUNCIL LICENSING STANDARDS**

**From: Licensing Standards Officer**

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

---

Date: 13<sup>th</sup> March 2026

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC179 - 181/26**

**PRASANTH BASKARAN, PREMIER, DUNS ROAD, GIFFORD, EAST LoTHIAN, EH41  
4QW**

This is an additional report in relation to the occasional licence applications above and links to the report submitted on 6<sup>th</sup> March 2026.

On 9<sup>th</sup> March 2026 I received information through the Gifford Community Council that concerns about the premises had been raised. Concern related to the viability of the shop, managerial competence and ability to comply with Licensing legislation.

On 13<sup>th</sup> March I visited the premises along with a Business Compliance Officer from Trading Standards. On arrival we introduced ourselves to the staff member. I asked for his name, and he said Prasanth Baskaran. I immediately knew that he was not Prasanth Baskaran who I have met previously. When challenged he then gave another name. I asked if Prasath Baskaran was available and he informed me he was in London.

I could see that the occasional licence was displayed behind the counter along with a section 110 sign and a challenge 25 poster. I asked the staff member what training he had received to sell alcohol. He did not appear to understand what I was asking him. I asked again what training he had completed to sell alcohol, but he could not answer. He then made a phone call and asked me to speak to the male on the phone.

The male on the phone identified himself as Prasanth Baskaran. He detailed he was in London and would be back on Tuesday. I spoke with him about the staff member and his inability to answer my questions. I asked what training he had given his staff, and he was unable to describe any training they had received, or he had conducted. All he said was they know when to sell and when not to sell. I explained that in my opinion this was not sufficient to uphold the licensing objectives. I then informed him that the staff member had given a false name and said that he was Prasanth Baskaran. He could not explain this other than the staff member had panicked. I expressed my concern that the staff member was struggling with English and that I felt he would struggle to complete an age verification check.

I asked Prasanth how often he worked at the premises. He replied that he works there 4 days a week mostly in the mornings. I informed him that I had received information that he was rarely at the premises and spot checks would be completed over the following weeks.

I informed Prasath that concerns had been raised at the community council however he did not accept there were any issues or problems.

Whilst staff training is not a requirement when using occasional licences, I would expect when a premises is operating on back-to-back occasional licences, staff are trained for the 2 hours that would be required under a premises licence and have good knowledge. There was no documentary evidence that staff have been given any training at the premises.

An age verification policy that I previously provided was located within a folder. It had been signed in Oct 2025 by 4 members of staff. A refusals book was also located. The only refusal of alcohol noted in the book was on 14<sup>th</sup> June 2025. There were 6 other refusals in the book in 2025, all for vapes/cigarettes with the last entry in Oct 2025.

In general, stock within the premises is quite sparse with limited products on the shelves and lots of empty space.

I refer the application to the Licensing Board for determination and consideration if the applicant can uphold the licensing objectives. The lack of training and knowledge is very concerning and has an impact on the licensing objectives in particular protecting children and young persons from harm if staff are unable to communicate to complete age verification checks.

Licensing Standards Officer



LICENSING (SCOTLAND) ACT 2005, SECTION 29  
APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

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

SECTION 1: TYPE OF VARIATION

4

This application for Variation other than a Minor Variation of Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary-  
(Tick all relevant boxes)

East Lothian Council  
Licensing  
20 JAN 2026  
Received

- Any of the Conditions to which the Premises Licence is subject
- Any of the information contained within the Operating Plan
- The Layout Plan
- Any other information contained or referred to in the licence (including any addition, deletion or other modification).

(Provide Details)

.....

SECTION 2: PREMISES LICENCE DETAILS

2(a) Licence Number of Premises

EL 319
--------

2(b) Name and Address of Premises

Renaissance New Golf Club Cowden Hill Drive Dirleton		
<b>Post Code</b>	EH39 5HS	<b>Phone No.</b>

2(c) Full Name and Address of Current Licence Holder

The Renaissance Club at Archerfield LLP Cowden Hill Drive North Berwick East Lothian		
<b>Post Code</b>	EH39 5HS	<b>Phone No.</b>

### SECTION 3: NATURE OF VARIATION

Complete the relevant section(s) regarding the variations sought:-

#### 3(a) Variation to the Conditions to which the Premises Licence is subject

Provide details of the Condition(s) to be varied and the variation being sought

#### 3(b) Variation to the information contained within the Operating Plan of the Premises Licence

Provide a copy of the proposed operating plan and highlight below the proposed changes. (See Note 1)

- Q2 – To amend the commencement time to 9am.
- Q4 – To amend the wording to read, “We would like to take advantage of the festive hours or any event of special importance which is granted by East Lothian Licensing Board on an annual basis.
- Q5 – To add permission for films within and out with core hours.
- Q5 – To add permission for the following activities out with core hours; accommodation, receptions, club or other group meetings, recorded music, live performances and dance facilities.
- Q5 – To amend the wording to read as follows, “From time to time, we would like to open prior to core times for conference facilities and other similar activities as permitted in column 4 above, but not before 6am. Restaurant would be opened for members and guests out with core times prior to playing on course for breakfasts, teas, coffees etc, but not before 6am. Television will be on out with core hours. There is a patio area connected to our club building permitting. This is used during the summer months and is closed during winter. Recorded music may be played for the benefit of staff and customers prior to core licensed hours. Meetings may take place out with core hours.
- Q5(f) – To amend the wording to read as follows, “The premises hosts a number of golf competitions and charity events throughout the year. These may commence prior to core hours, but not usually before 6am. Weddings, conferences, events, functions and celebrations may all take place. There may be non alcoholic beverages served but no alcohol out with core hours. The half way house will operate as an extension of the club house and will be available to golfers and their guests. There is also a private members lounge adjacent to the clubhouse for the use of members and their guests.”
- Q7 – To update capacity breakdown. (note there has been no change to the total capacity).

**3(c) Variation to the Layout Plan of the Premises Licence**

7 Copies of the proposed Layout Plan **must** accompany this application. (See Note 2)  
In addition please provide details below of the proposed change to the layout of the Premises.

To amend and update the layout plans of the premises to provide a full set of accurate plans, which reflect the entirety of the golf club, including the existing lodge, the addition of the half way house and the full site plan.

**3(d) Variation to any other information contained or referred to in the licence**

Provide details below of any other variation sought to the Premises Licence  
(e.g. *Alteration to the description of the premises contained within the Premises Licence*)

To amend the name of the premises to "Renaissance Golf Club."  
To amend the description of the premises to "Golf Club."

**SECTION 4: LICENCE TO BE AMENDED**

(See note 3 below)

Does the appropriate Premises Licence accompany this application?

YES                       NO

If the answer is NO, please provide an explanation.

I am unable to produce the Premises Licence because...

- The licence has not yet been issued by the Board
- The licence has already been returned to the Board in respect of an earlier application for variation or transfer

Other (provide details) Provided under a separate cover.

.....

**SECTION 5: FEE PAYABLE**

The fee payable in respect of the application for variation is **£200**

If the application is submitted alongside an application for Transfer of Premises Licence then the combined fee for both applications will be **£220** (see note 4 below)

If submitted with an application for transfer, please specify the order in which the applications are to be considered-

- Application for Transfer of Premises Licence followed by Application for Variation
- Application for Variation followed by Application for Transfer of Premises Licence

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

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

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee of £ 200 is enclosed.

**Signature** – Nicola Smith – Hassard Licensing Ltd



..... (See note 5 below)

**Date** - 6 January 2026

.....

**Capacity:** AGENT (delete as appropriate)

**If agent, please provide name, address, phone number and (if applicable) email address**

Hassard Licensing Ltd  
5 South Charlotte St  
Edinburgh  
EH2 4AN  
07557928813  
[nicola@hassardlicensing.co.uk](mailto:nicola@hassardlicensing.co.uk)

**Note 1:**

Please note that the proposed Operating Plan **must** contain any aspects of the current Operating Plan that are to be preserved should the variation be granted. (e.g. If the current Operating Plan allows a premises to have 'live performances' but this is not requested on the proposed Operating Plan then the Licensing Board would view such an omission as a request to have 'live performances' deleted from the Operating Plan of the Premises.)

**Note 2:**

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 regarding the format of Layout Plans.

**Note 3:**

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the variation. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forward to the Licensing Authority within 14 days in order to complete the process of variation.

Please note also that once the variation is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the variation.

**Note 4:**

This refers to an application to Transfer the Premises Licence made under either Section 33(1) or Section 34(1) of the Licensing (Scotland) Act 2005

**Note 5:**

**Data Protection Act 1998**

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

**Contact Us:**

**East Lothian Licensing Board**  
Licensing Office  
John Muir House  
Haddington, East Lothian  
EH41 3HA

**Phone:** 01620 827217 / 827867 / 820114

**Fax:** 01620 827253

**Email:** [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

**FOR OFFICE USE ONLY**

*Received & Receipt No.*

*System Updated*

*Licence Issued*

# EAST LoTHIAN LICENSING BOARD

## OPERATING PLAN

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

East Lothian Council  
Licensing

20 JAN 2026

*Name, address and postcode of premises to be licensed.*

Received

<b>Renaissance Golf Club</b> <b>Cowden Hill Drive</b> <b>Dirleton</b> <b>EH39 5HS</b>
--

### 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>	09.00	23.00
<i>Tuesday</i>	09.00	23.00
<i>Wednesday</i>	09.00	23.00
<i>Thursday</i>	09.00	01.00
<i>Friday</i>	09.00	01.00
<i>Saturday</i>	09.00	01.00
<i>Sunday</i>	09.00	00.00

**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>	10.00	22.00
<i>Tuesday</i>	10.00	22.00
<i>Wednesday</i>	10.00	22.00
<i>Thursday</i>	10.00	22.00
<i>Friday</i>	10.00	22.00
<i>Saturday</i>	10.00	22.00
<i>Sunday</i>	10.00	22.00

**Question 4**

*SEASONAL VARIATIONS*

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

*\*If YES – provide details*

We would like to take advantage of the festive hours or any event of special importance which is granted by East Lothian Licensing Board on an annual basis.

**Question 5**

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

<b>COL. 1</b> <i>5(a)</i> <i>Activity</i>	<b>COL. 2</b> <i>Please confirm</i> <i>YES/NO</i>	<b>COL. 3</b> <i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<b>COL. 4</b> <i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Accommodation</i>	YES	YES	YES
<i>Conference facilities</i>	YES	YES	YES
<i>Restaurant facilities</i>	YES	YES	YES
<i>Bar meals</i>	YES	YES	YES
<i>5(b) Activity</i> <i>Social functions</i> <i>including:</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<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
<i>5(c)</i> <i>Activity</i> <i>Entertainment</i> <i>including:</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<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>	YES	YES	YES
<i>Theatre</i>	NO	NO	NO
<i>Films</i>	YES	YES	YES
<i>Gaming</i>	YES	YES	NO
<i>Indoor/outdoor sports</i>	YES	YES	YES
<i>Televised sport</i>	YES	YES	YES

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

From time to time we would like to open prior to core times for conference facilities and other similar activities as permitted in column 4, but not before 6am. Restaurant would be opened for members and guests out with core times prior to playing on course for breakfasts, teas, coffees etc, but not before 6am. Television will be on out with core hours.

There is a patio area connected to our club building permitting. This is used during summer months and is closed during winter.

Recorded music may be played for the benefit of staff and customers prior to core licensed hours.

Meetings may take place outwith core hours.

*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 hosts a number of golf competitions and charity events throughout the year. These may commence prior to core hours, but not usually before 6am . Weddings, conferences, events, functions and celebrations.

There may be non alcoholic beverage served but no alcohol outwith core hours.

The half way house will operate as an extension of the club house and be available to golfers and their guests. There is also a private members lounge adjacent to the clubhouse for the use of members and their guests.

*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>	NO
--	----

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

**Question 6 (On-sales only)**

*CHILDREN AND YOUNG PERSONS*

<i>6(a)</i>	<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 club is a complete family friendly golf operation. We encourage members and their guests to bring children to the club and learn to play golf. The children eat in our restaurant along with their parents or guardians.

Children 0-15 years will be allowed on the premises only when supervised by an adult up until 10pm.

Young persons will be allowed access for the duration of core hours, when supervised as above.

Children and young persons will be allowed access whilst attending a private function for the duration if accompanied by an adult.

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

0-17 years.

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

Children 0-15 years will be allowed on the premises only when supervised by an adult up until 10pm.

Young persons will be allowed access for the duration of core hours, when supervised as above.

Children and young persons will be allowed access whilst attending a private function for the duration, if accompanied by an adult.

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?*

**Total On Sales – 500**

**Capacity Breakdown**

- Clubhouse Ground Floor – 36
- Clubhouse First Floor – 369
- Lodge – 82
- Halfway House - 13

**Question 8**

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

*Personal details*

8(a) *Name*

Robin Gordon Stewart

8(b) *Date of birth*

[Redacted]

8(c) *Contact address*

[Redacted]

8(d) *Email address and telephone number*

[Redacted]

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
13 January 2022	East Lothian Licensing Board	EL1811

**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 – Nicola Smith – Hassard Licensing



Date – 6 January 2026

Capacity - AGENT

Telephone number and email address of signatory – 07557 928813; [nicola@hassardlicensing.co.uk](mailto:nicola@hassardlicensing.co.uk)



SECOND FLOOR



FIRST FLOOR



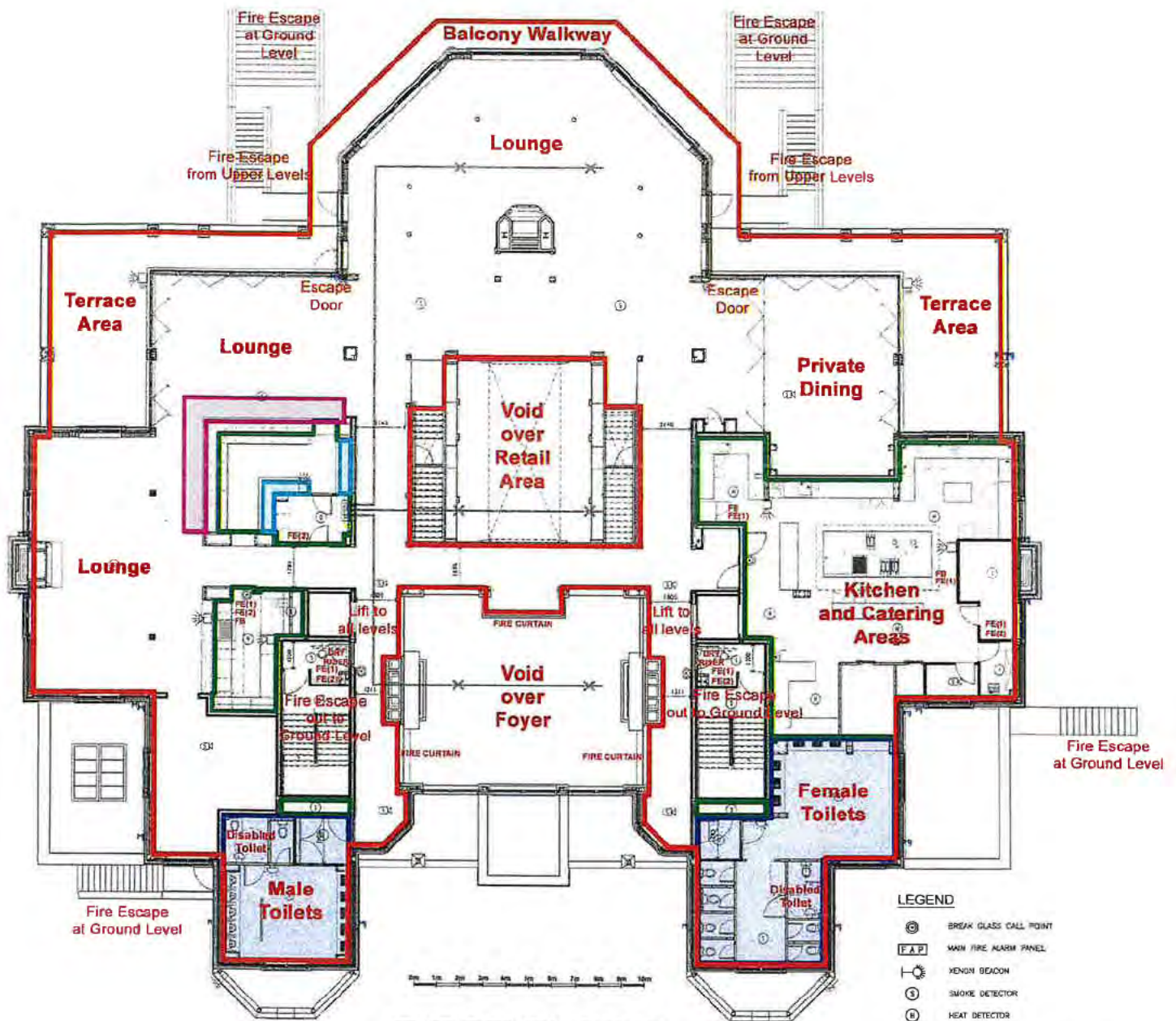
GROUND FLOOR

- EXTENT OF LICENSED PREMISES
- NO PUBLIC ACCESS
- 1.0M APRON TO THE BAR  
(NOTE: NO CHILDREN/YOUNG PERSONS ALLOWED WITHIN THIS ZONE)
- LOCATION OF AREA TO BE USED FOR THE DISPLAY OF ALCOHOL

- LEGEND**
- ⊙ WATER CLASS ONE TANK
  - ⊙(X) LIGHT FIRE ALARM BELL
  - EXISTING ESCAPE
  - ⊙ SAFETY DETECTOR
  - ⊙ HEAT DETECTOR
  - ⊙(X) COULMERS HEAT DETECTOR & SMOKE
  - ⊙(X) COULMERS SMOKE DETECTOR & SMOKE
  - ⊙(X) COULMERS SMOKE & HEAT DETECTOR (WALL MOUNTED)
  - ⊙(X) COULMERS SMOKE & HEAT DETECTOR (WALL MOUNTED) (HEAR-PROOF)
  - ⊙(X) COULMERS BELL & SMOKE DETECTOR (WALL MOUNTED)
  - ⊙(X) SMOKE PANEL - 1000mm SQUARE PANEL WITH 100mm DISPLAY
- FIRE FIGHTING EQUIPMENT**
- ⊙(X) Fire Extinguisher (1.5L 600mm)
  - ⊙(X) Fire Extinguisher (2.5L 750mm)
  - ⊙(X) Fire Extinguisher

The Responsible Officer		yeomanry.co.uk	
Name		Date	
Ground Floor as Issued by Fire		Date	
LICENSING		Date	
Name		Date	
Name		Date	
Name		Date	





# FIRST FLOOR

- EXTENT OF LICENSED PREMISES**
- NO PUBLIC ACCESS**
- TOILET AREAS**
- 1.0M APRON TO THE BAR  
(NOTE: NO CHILDREN/YOUNG PERSONS ALLOWED WITHIN THIS ZONE)**
- LOCATION OF AREA TO BE USED FOR THE DISPLAY OF ALCOHOL**

### LEGEND

- BREAK GLASS CALL POINT
- MAIN FIRE ALARM PANEL
- XENON BEACON
- SMOKE DETECTOR
- HEAT DETECTOR
- COMBINED HEAT DETECTOR & SOUNDER
- COMBINED SMOKE DETECTOR & SOUNDER
- COMBINED SOUNDER & XENON BEACON (WALL MOUNTED)
- COMBINED SOUNDER & XENON BEACON (WALL MOUNTED) (WEATHER-PROOF)
- COMBINED BELL & XENON BEACON (WALL MOUNTED)
- VESDA PANEL - VESDA LASER SCANNER PLUS w/ w LOD DISPLAY
- VESDA ASPIRATING PREWORK AND SAMPLING POINT
- 13A FUSED CONNECTION UNIT C/W KEYSWITCH

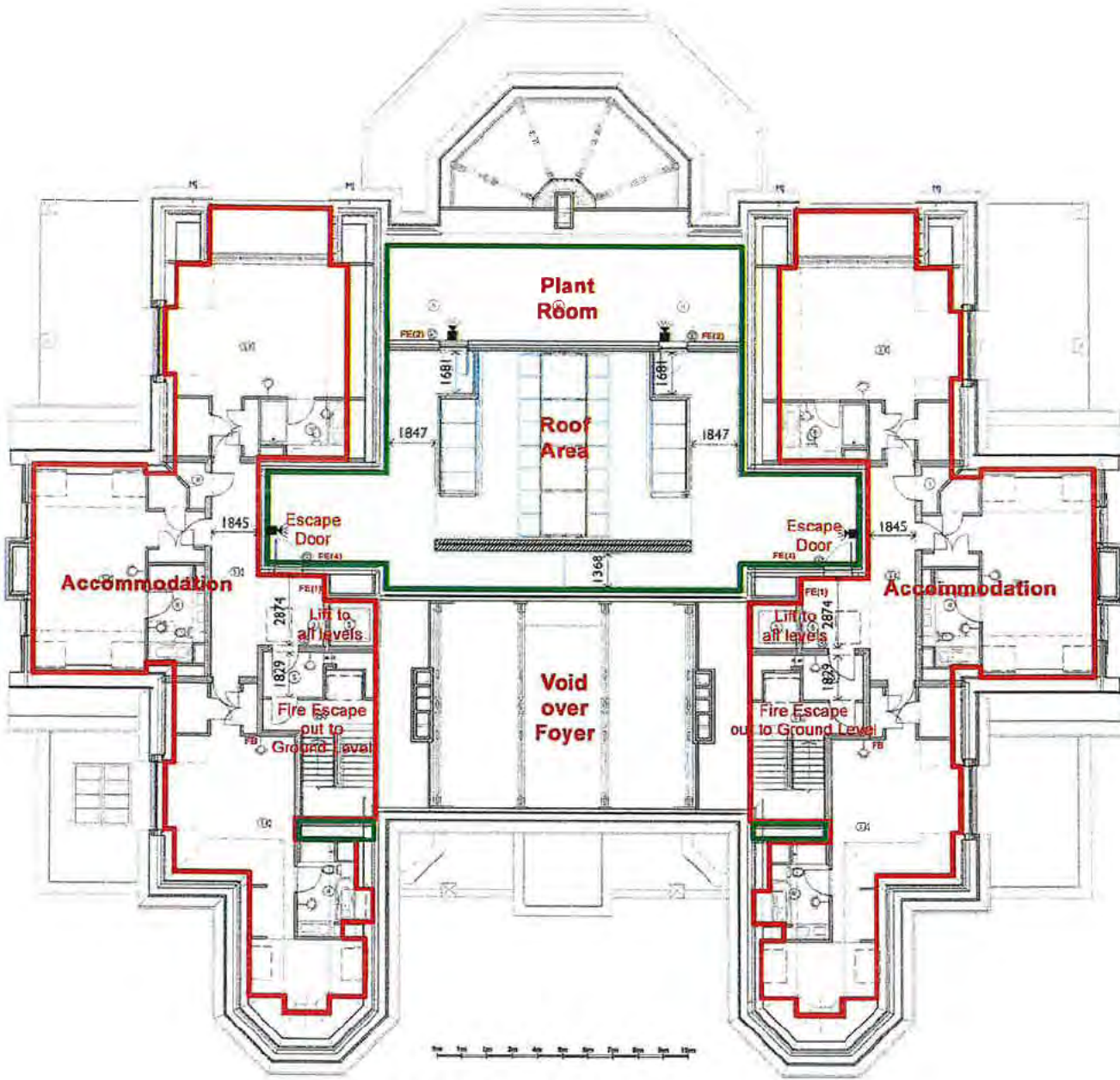
### FIRE FIGHTING EQUIPMENT

- FE(1) Fire Extinguisher (5L P50 foam)
- FE(2) Fire Extinguisher (2kg Co2)
- FE(3) Fire Extinguisher (5kg powder)
- FE(4) Fire Extinguisher (5kg P50 powder)
- FB Fire Basket

457	DATE	ISSUED	REVISIONS	CHECK

8	50	100
Client	The Renaissance Club	
Project	New Clubhouse & Lodge	
Issued	First Floor Plan	
Issue	LICENSING	
Drawn	[Signature]	
Checked	[Signature]	
Scale	1:100	
Date	10/10/2018	
Drawn	[Signature]	
Checked	[Signature]	
Scale	1:100	
Date	10/10/2018	














yeomanmcallister



## SECOND FLOOR

- EXTENT OF LICENSED PREMISES**
- NO PUBLIC ACCESS**

### LEGEND

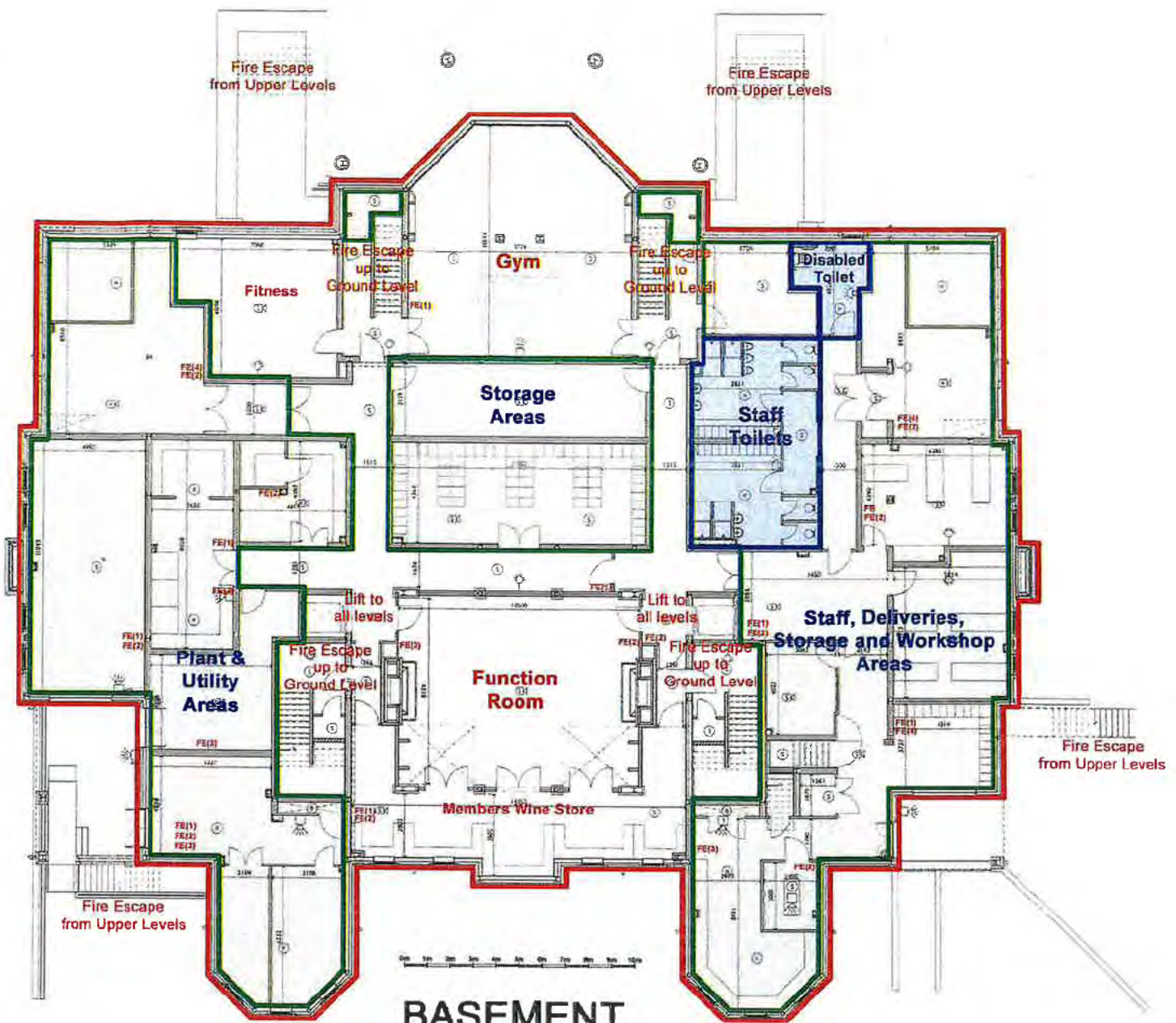
-  BREAK GLASS CALL POINT
-  WAF FIRE ALARM PANEL
-  XENON BEACON
-  SMOKE DETECTOR
-  HEAT DETECTOR
-  COMBINED HEAT DETECTOR & SOUNDER
-  COMBINED SMOKE DETECTOR & SOUNDER
-  COMBINED SOUNDER & XENON BEACON (WALL MOUNTED)
-  COMBINED SOUNDER & XENON BEACON (WALL MOUNTED) (WEATHERPROOF)
-  COMBINED BELL & XENON BEACON (WALL MOUNTED)
-  VESDA PANEL - VESDA LASER SCANNER PLUS c/w LCD DISPLAY
-  VESDA ASPIRATING PIPEWORK AND SAMPLING POINT
-  1.1A FUSED CONNECTION UNIT C/W KEYSWITCH

### FIRE FIGHTING EQUIPMENT

- FE(1) Fire Extinguisher (5L P50 foam)
- FE(2) Fire Extinguisher (2kg CO2)
- FE(3) Fire Extinguisher (2kg powder)
- FE(4) Fire Extinguisher (8kg P50 powder)
- FB Fire BRACKET



10	100	1000
0	10	100
CLIENT: The Assistance Club PROJECT: New Clubhouse & Lodge DRAWING: SECOND FLOOR PLAN TITLE: LICENSING DATE: 10/10/2017 DRAWN BY: [Name] CHECKED BY: [Name] APPROVED BY: [Name] SCALE: 1:100 SHEET NO: 109 TOTAL SHEETS: 110		



**BASEMENT  
(mid-level)**

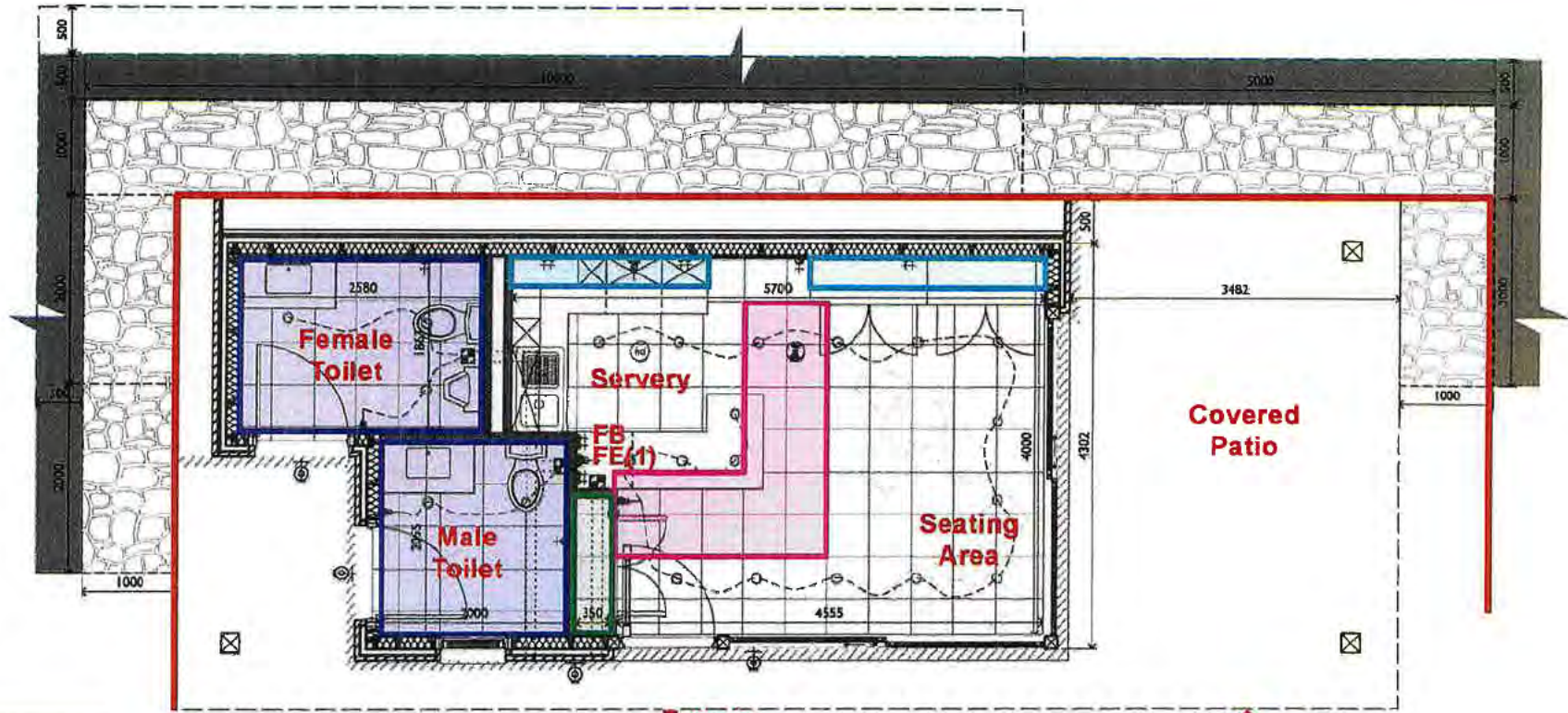
- EXTENT OF LICENSED PREMISES**
- NO PUBLIC ACCESS**
- TOILET AREAS**

**LEGEND**

- C BREAK GLASS CALL POINT
  - F A P MAIN FIRE ALARM PANEL
  - K KEYON BEACON
  - S SMOKE DETECTOR
  - H HEAT DETECTOR
  - CH COMBINED HEAT DETECTOR & SOUNDER
  - SM COMBINED SMOKE DETECTOR & SOUNDER
  - K/S COMBINED SOUNDER & KEYON BEACON (WALL MOUNTED)
  - K/S/SP COMBINED SOUNDER & KEYON BEACON (WALL MOUNTED) (WEATHERPROOF)
  - B/K COMBINED BELL & KEYON BEACON (WALL MOUNTED)
  - VESA VESDA PANEL - VESDA LASER SCANNER PLUS c/w LED DISPLAY
  - VESA/AS VESDA ASPIRATING PREWORK AND SAMPLING POINT
  - F1 1.3A FUSED CONNECTION UNIT C/W KEYSWITCH
- FIRE FIGHTING EQUIPMENT**
- FE(1)** Fire Extinguisher (5L P50 foam)
  - FE(2)** Fire Extinguisher (2kg CO2)
  - FE(3)** Fire Extinguisher (5kg powder)
  - FE(4)** Fire Extinguisher (5kg P50 powder)
  - FB** Fire Blanket

NO	DATE	ISSUED FOR	BY

The Renaissance Club		yeomanmcallister	
New Clubhouse & Lodge			
Basement Floor Plan			
LICENSING			



Terrace Area

Refer to Site Plan SK10B for the wider terraced areas that are also to be subject to this License

Key (proposed).

LIGHTING	
●	Light switch.
○	Downlighter, above.
⊕	External wall-mounted light fitting.
ELECTRICAL	
⚡	13Amp double switched socket outlet.
⚡	13Amp single switched socket outlet.
⚡	13Amp double switched socket outlet above worktop level.
⚡	Switched outlet above worktop with unswitched socket below.
HEATING	
🔥	Radiator.
VENTILATION	
🌀	Extractor fan, above.
🌀	Wall/window-mounted extractor fan.
FIRE	
🔥	Smoke detector, above.
🔥	Heat detector, above.

- EXTENT OF LICENSED PREMISES
- NO PUBLIC ACCESS
- TOILET AREAS
- 1.0M APRON TO THE BAR (NOTE: NO CHILDREN/YOUNG PERSONS ALLOWED WITHIN THIS ZONE)
- LOCATION OF AREA TO BE USED FOR THE DISPLAY OF ALCOHOL

**FIRE FIGHTING EQUIPMENT**

- FE(1)** (6L P50 foam)
- FB** Fire Blanket



CLIENT	The Renaissance Golf Club		
JOB	New Golf Club Hut		
DRAWING	Floor Plan		
STATUS	<b>LICENSING</b>		
Drawn	GH	Checked	Approved
DATE	02/04/15 JOB NO 414107 UR NO 1(23)001 REV E		
<small>This drawing and its data are the copyright of Yeomanmcallister and must not be used for any purpose other than that for which it is intended. Yeomanmcallister accepts no responsibility for any inaccuracy in printing of this drawing by any parties.</small>			
SCALE	1:50	SHEET SIZE	A3
Do not scale from this drawing.			

yeomanmcallister

**LEAMINGTON**  
 Watercress Studios  
 64 Coltrane Avenue  
 Leamington CV34 6AH  
 Tel: 0131 346 145  
 Fax: 0131 346 180  
 info@yeomanmcallister.co.uk

**LONDON**  
 33 Abchurch Lane  
 London EC4N 3DF  
 Tel: 020 7623 650  
 Fax: 020 7623 630  
 london@yeomanmcallister.co.uk



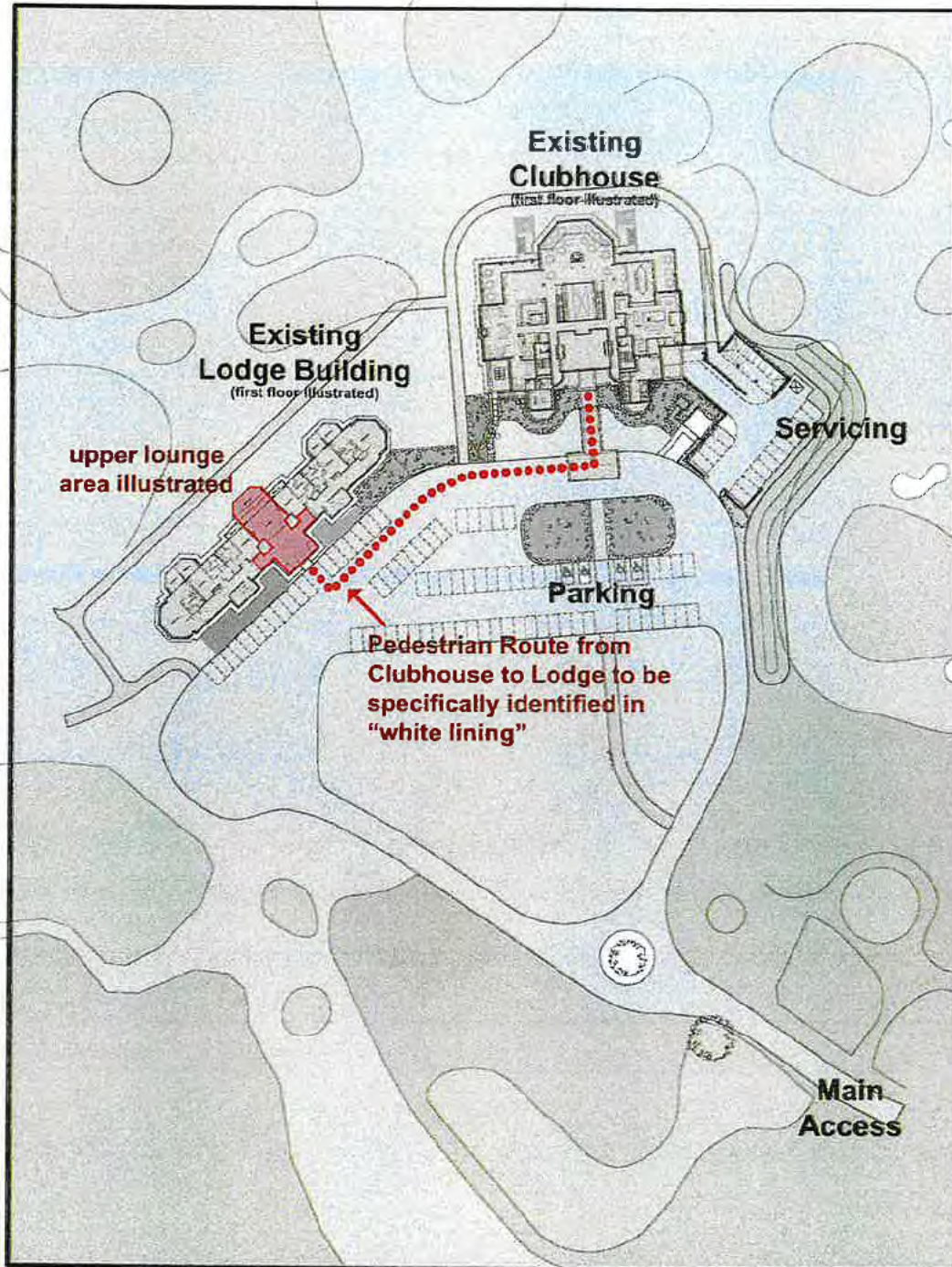
**The Renaissance Club, Cowden Drive, Dirleton, East Lothian**

Halfway House Location relative to main Clubhouse Complex

Yeoman McAllister Architects - SK011 - October 2025

096

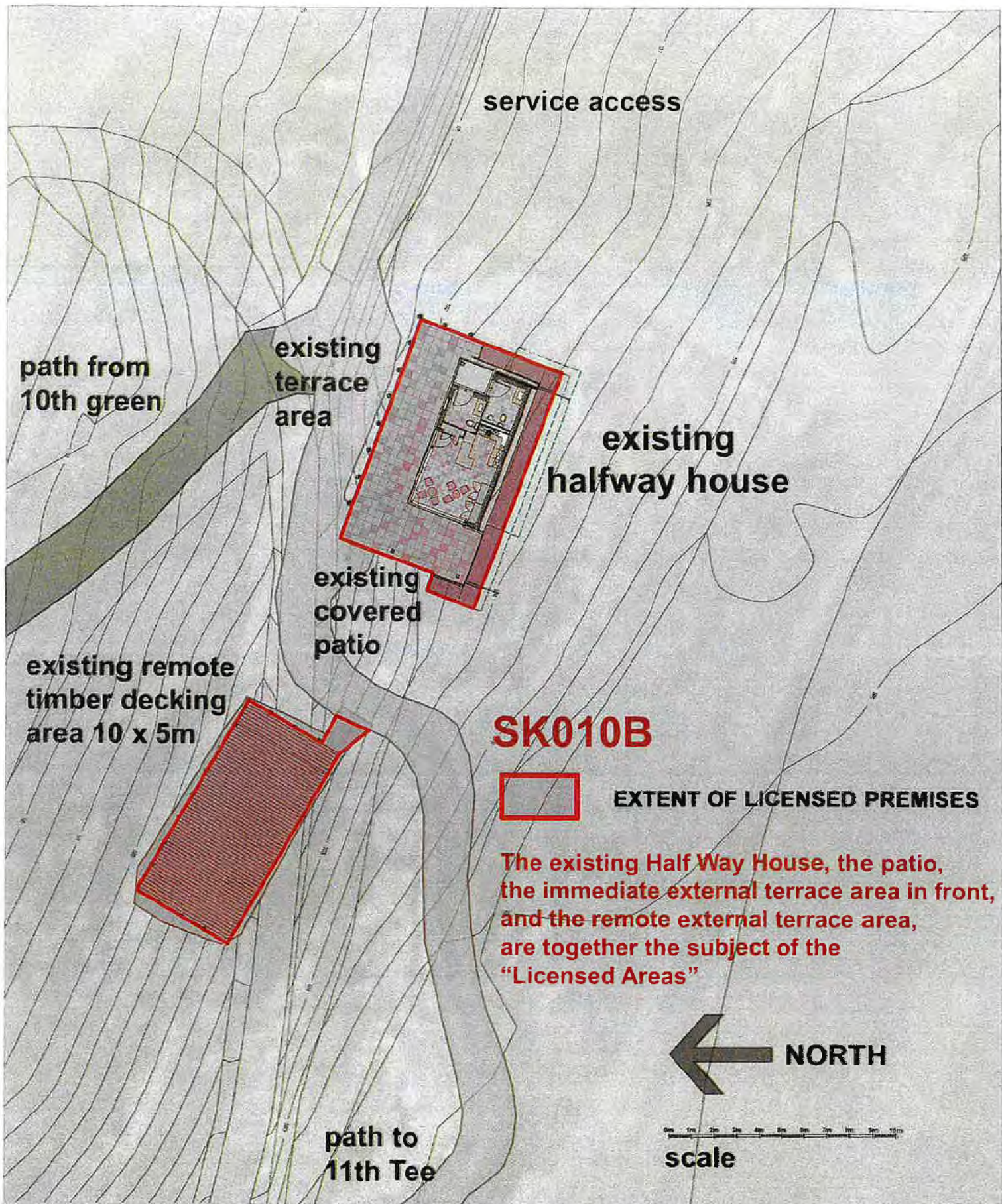




## The Renaissance Club, Cowden Drive, Dirleton, East Lothian

Clubhouse Area Plan, illustrating route between Clubhouse & Lodge, and location of Upper Lounge Area (snooker room) within Lodge Building.

Yeoman McAllister Architects - SK012A - December 2025



**The Renaissance Club, Cowden Drive, Dirleton, East Lothian**

Halfway House Site Plan, illustrating terrace, patio, remote timber decking, and footpath arrangement

02/02/2026

Your Ref: 983411

Our Ref: EL319

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 VARIATION OF A PREMISES LICENCE  
RENAISSANCE GOLF CLUB  
THE RENAISSANCE GOLF CLUB, COWDEN HILL DRIVE, ARCHERFIELD,  
DIRLETON, EAST LOTHIAN, EH39 5HS.  
PLH: THE RENAISSANCE CLUB AT ARCHERFIELD LLP (SO300590)**

I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of the following:

- To commence on-sales from 0900 hours permanently
- To take advantage of seasonal or any other extensions granted for special events by the East Lothian Licensing Board
- To include the showing of films within and out-with core operating hours
- To include accommodation, receptions, meetings, recorded music, live performances and dance facilities within and out-with core operating hours
- To open from 0600 hours to serve breakfast, host weddings, conferences etc. **Alcohol will not be sold prior to 0900 hours.**
- To update capacity breakdown, overall capacity will remain the same

In terms of Section 29(5) this request can be considered a variation.

I wish to bring to the attention of the Board that the proposed change to on sale hours comes under East Lothian Board Policy (section 17.4) which states –

OFFICIAL

**17.4 Should an application be received in respect of opening earlier than 11am, the Board will expect the applicant to justify their request and demonstrate measures that promote the five licensing objectives.**

Police have met with the applicant and they have explained that the premises is a private members club with no access to the public at all, unless as the guest of a member. Footfall is generally low, with approximately 60 members/ guests attending the club on a typical day during the high season. The biggest event the club currently hosts is their gala dinner with an attendance of approximately 120.

Footfall is significantly lower in the off season.

The main area in which alcohol would be served from 0900 – 1100 has a capacity of 60. This variation has been sought due to a small number of members looking to have an alcoholic drink with breakfast. The applicant is open to a condition being imposed that alcohol can only be purchased alongside food during this time.

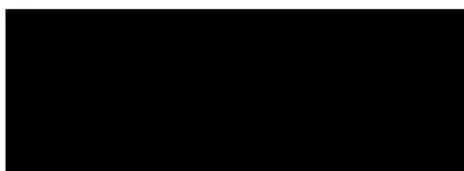
The premises licence extends to the half-way house, this will be staffed during the hours of 0900 to 1100.

The premises are in good order.

CCTV covers all areas in which alcohol can be bought and consumed on the premises.

I have no adverse comment to make regarding the variations proposed.

Yours faithfully



Gregg Banks  
Divisional Commander

For enquiries, please contact the Licensing Department on 0300 424 0033

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

**To:** C. Grilli

**Clerk to the Licensing Board**

---

Date: 10th February 2026

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

**PREMISES LICENCE MAJOR VARIATION**

**EL319, RENAISSANCE NEW GOLF CLUB, COWDEN HILL DRIVE, DIRELTON, EH39 5HS**

I can confirm that the application has been discussed with the applicant's solicitor, Niall Hassard, and the premises manager Robin Stewart. The site notice was correctly displayed.

The changes applied for are:

- To amend the commencement time to 9am daily
- To alter the seasonal variations to take advantage of festive or event specific hours
- To add films within and outwith core hours
- To add accommodation, receptions, club or other group meetings, recorded music, live performances and dance facilities outwith core hours
- To amend the wording in Q5 in relation to activities outwith core hours
- To amend the wording in Q5(f) to - The premises hosts a number of golf competitions and charity events throughout the year. These may commence prior to core hours, but not usually before 6am. Weddings, conferences, events, functions and celebrations may all take place. There may be non-alcoholic beverages served but no alcohol out with core hours. The halfway house will operate as an extension of the club house and will be available to golfers and their guests. There is also a private members lounge adjacent to the clubhouse for the use of members and their guests.
- To amend the capacity breakdown
- To amend the layout plans so they are accurate and included the entirety of the proposed licensed area by adding the existing lodge and halfway house.
- To amend the name of the premises to "Renaissance Golf Club"
- To amend the description to "Golf Club"

This variation has been brought forward following a compliance check where inconsistencies between operations and the premises licence were identified.

I have discussed the change in on-sales hours to commence at 9am with the premises manager Mr Stewart. The change has been requested to facilitate a demand for alcohol with a breakfast service due to the location, character of the premises and the members and guests it attracts.

Previously when considering an application for on sales hours prior to 11am the board have considered and added the following conditions, and I would recommend these conditions are applied:

1. Alcohol served between 0900-1100 hrs is to be accompanied by a substantial plated meal with a limit of 2 drinks per person.
2. Alcohol served between 0900-1100 hours is to be served only by the glass and not the bottle.

The variation application contains the addition of a halfway house on the course between the 10<sup>th</sup> and 11<sup>th</sup> holes. I have been provided with an alcohol management plan for the operation of this facility however, the proposed operations in my opinion do not comply with several mandatory conditions of the premises licence and do not protect the licensing objectives.

The alcohol management plan details that the halfway house will not be staffed at various times. It will be unstaffed during the winter period and evenings in the summer. The only period it will be staffed is during the summer season 1<sup>st</sup> May – 30<sup>th</sup> September between 0930-1600 hours.

Access to the halfway house when it is unstaffed will be gained using an entry code given to members and those playing the course. Members will be able to access a range of cans of alcohol including lager Guinness, cider and premixed drinks. An honesty system will operate for the member to record what they have taken to be charged to their account. There is CCTV, however, it's not monitored remotely on a continuous basis. It is proposed that CCTV will be used as tool to reconcile stock checks in case of any incidents of theft.

A small, limited supply of alcohol is to be left in the premises overnight. Spirits, wine etc will only be available when the halfway house is staffed and will not be left overnight but taken with the staff member to and from the halfway house.

My first concerns are in relation to mandatory premises licence conditions 5 (authorisation of sales) and 9A (age verification).

Taking conditions 5 - All sales of alcohol made on the premises must be authorised (whether generally or specifically) by—

- (a) the premises manager, or
- (b) another person who holds a personal licence.

This is normally adhered to by authorising a trained member of staff who will assess each sale. If the halfway house is unstaffed this authorisation by a responsible person does not appear to be taking place. Members and guests will be able to authorise their own sales. In the absence of a staff member there can't be any intervention to refuse a sale, for example if a person is intoxicated or under 18.

Condition 9A states –

- (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).

If there is no member of staff, I cannot see how a challenge 25 policy can be implemented. The condition states there must be a policy where steps are taken to establish any person who looks under the age of 25 is asked to produce ID and only ID permitted by the Act can be accepted. I have spoken with Mr Hassard, and he has detailed that there is only a small number of members who are under 18 but this does not include guests. With the proposed operations should a person under 25 access the halfway house there is nothing to stop them accessing alcohol without a check being completed at that time.

Giving a code to access the facility allows for that code to be passed on to others by members and guests, even if changed on a regular basis. In addition, there is a risk that the door is left open by members or members hold open the door for others in the passing etc. This presents a risk that a person under 18 could access the alcohol, amounting to criminal offences. The CCTV in the halfway house appears to be a reactive tool rather than a means of intervening. It can only be utilised after the event.

Another risk is a proxy purchase by an adult for a young person or child. Whilst there are no means to ever fully deal with proxy sales, if there are no staff to monitor patrons, the risk that an adult could buy alcohol and pass it on to a person under 18 is increased.

In addition, without any staff there doesn't seem to be a way of assessing intoxication or complete a refusal. I understand that it is unlikely that there will be intoxication however the proposed operation still presents a risk of this happening.

The proposed times that alcohol will be accessible are unclear and have not been detailed in the halfway house alcohol management plan. There is no information about how off-sales will be managed to make sure they only happen between 10am-10pm. In addition, if the facility is unstaffed alcohol could be accessible and sold as an off sale at 10am, however, should the board apply the suggested conditions above, alcohol cannot be drunk on the premises until 11am. Without a staff member present this difference in sales cannot be regulated.

To avoid supply/sale of alcohol from the halfway house whilst unstaffed I have proposed to the applicant that the pro shop within the main clubhouse could be used for off-sales of alcohol prior to setting out on the course. There is a fridge at the rear of the club house and members could purchase alcohol as an off sale and take it with them to be consumed at the halfway house. Challenge 25 and authorisation could then take place by a trained staff member, and should the circumstances arise they are able to refuse a sale. Alternatively, the halfway house could be manned on a demand basis dictated by course bookings and player timings.

The halfway house building has a full glass front it is easy to see inside, and see alcohol stored in the glass fronted fridge. It would be more appropriate for all alcohol to be out of sight within the building.

In my opinion the proposed unstaffed operation of the halfway house does not uphold the licensing objectives in particular protecting children and young people from harm and preventing crime and disorder.

This is a supply of alcohol that is available to numerous members, guests and potentially others should the code be given out (even if mitigated by changing that code). To protect the licensing objectives and be compliant with the premises licence conditions I believe it needs to be regulated by a staff member at all times when alcohol is available.

Therefore, I recommend the Board considers and applies the following additional condition should the variation be granted:

3) Alcohol is only to be sold at the halfway house by a personal licence holder, or an authorised and trained member of staff who are present in the building.

I have received no complaints about the premises and support all the other proposed changes on the variation application.

Licensing Standards Officer