



**AGENDA FOR THE MEETING OF  
EAST LOTHIAN LICENSING BOARD**

**THURSDAY 25 APRIL 2024 at 10.00am  
COUNCIL CHAMBER, TOWN HOUSE, COURT STREET, HADDINGTON  
& ONLINE HYBRID SYSTEM**

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**Agenda of Business**

**Apologies**

**Declarations of Interest**

*Members and officers should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.*

- 1. Minutes for Approval**  
East Lothian Licensing Board, 28 March 2024 (**pages 1-10**)
- 2. Occasional Licence Application**
  - a. Gregor Zielinski, Bellfield Brewery – Edinburgh Marathon Festival, Pinkie Playing Fields, Musselburgh (**pages 11-34**)
  - b. Catherine McMeeken – East Linton Gala Day (**pages 35-56**)
- 3. Provisional Premises Application**  
One Stop, 58 High Street, Tranent (**pages 57-94**)
- 4. Major Variation of Premises Licence**
  - a. Little Superstore, 2 Park Road, Ormiston (**pages 95-124**)
  - b. Tower Inn, 131 Church Street, Tranent (**pages 125-160**)
- 5. Full Premises Licence**  
Dunglass Pavillion, Dunglass, Cockburnspath (**pages 161-204**)
- 6. Variation to Provisional Premises Licence and Occasional Licences**
  - a. Broxmouth Courtyard, Broxmouth Park, Dunbar (**pages 205-224**)
  - b. Broxmouth Courtyard, Broxmouth Park, Dunbar (OCC186/24 to OCC192/24 – Monday and Tuesday Weddings – previously applied for until 12-midnight and refused by Board hearing on 22 February 2024) (**pages 225-236**)
- 7. Premises Licence to Cease to Have Effect – Section 28**  
Beer Zoo, 35 High Street, Dunbar (**pages 237-238**)

**Carlo Grilli  
Clerk of the Licensing Board  
18 April 2024**





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

**THURSDAY 28 MARCH 2024  
ONLINE PLATFORM MEETING**

**1**

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**Board Members Present:**

Councillor L Bruce (Convener)  
Councillor N Cassini  
Councillor G McGuire  
Councillor J McMillan

**Clerk of the Licensing Board:**

Mr R Thompson, Solicitor (Acting Clerk)

**Attending:**

Ms C Aitken, Licensing Officer  
Ms S Fitzpatrick, Team Manager – Licensing and Landlord Registration  
Ms K Harling, Licensing Standards Officer  
Mr C Grilli, Service Manager – Governance  
PC L Wilson, Police Scotland  
Inspector A King, Police Scotland

**Committee Clerk:**

Ms B Crichton, Committees Officer

**Apologies:**

Councillor F Dugdale  
Councillor N Gilbert

**Declarations of Interest:**

Item 2 – Councillor McMillan, due to having worked with Mr Kinnoch on various community projects.

**1. MINUTES FOR APPROVAL  
East Lothian Licensing Board, 22 February 2024**

The minutes were approved as an accurate record of the meeting.

*Sederunt: Councillor McMillan left the meeting.*

**2. PREMISES LICENCE  
Mazzoli Café, 6 High Street, Haddington**

The application sought a premises licence for a continental-style café. There had been no objections from the police, Licensing Standards Officer (LSO), environmental health, planning, or the public. The LSO had submitted a report to recommend a standard condition relating to deliveries of alcohol.

Paul Kinnoch, applicant, spoke to the application. He described the café, its food and small alcohol offer, and partnership with Winton Brewery. He gave an account of his experience in the hospitality industry and said he was very familiar with procedures around the five licensing objectives.

Karen Harling, LSO, had visited the premises and found it to be fully compliant. She commented that Mr Kinnoch was very experienced within the industry, and advised that no complaints had been received about the premises while operating under occasional licences.

PC Wilson advised that Police Scotland had no objections to the grant of the premises licence, and said no concerns had been raised regarding the premises.

The Convener was pleased that the premises licence application had come forward, and noted that Mr Kinnoch was a good licensee with two well-run establishments. He encouraged other such premises to come forward to obtain a premises licence instead of running on occasional licences. He formally proposed the LSO's recommended condition relating to deliveries.

Councillor McGuire was also pleased to see the application come forward, and commented that Mr Kinnoch was a long-established trader in Haddington who contributed to the community. Councillor McGuire supported the operation and commented on the great fare on offer. He formally seconded the condition relating to deliveries.

The Convener then moved to a roll call vote, including the condition relating to deliveries, and Members unanimously supported the application.

**Decision**

The Board granted the premises licence, subject to the following:

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

*Sederunt: Councillor McMillan rejoined the meeting.*

**3. MAJOR VARIATION OF PREMISES LICENCE  
Eskmills Venue, Archibald Hope House, Eskmills Road, Musselburgh**

The application sought to add gaming to the operating plan within core hours. There had been no objections from the police, LSO, environmental health, planning, or the public.

Brian Galbraith spoke to the application. He advised that he sought to add gaming to the premises licence to support private events run by Bingo Loco, who had proposed four dates at Eskmills Venue throughout 2024.

The LSO said she had visited the premises in the previous year and found it to be well run. She advised that the only complaint had been in relation to an extractor fan and had been quickly remedied. She asked that Mr Galbraith clarify a matter relating to core hours. She reported that there had been no complaints received following a one-off bingo event run previously.

PC Wilson advised that there had been no calls to Police Scotland about the premises over the years it had been running. He had no concerns about the venue or objections to the application.

Mr Galbraith confirmed that the events would only take place within core hours, and were proposed to run from 6.30pm-11pm, and the Convener requested that this amendment be made to Section 5e of the application.

Responding to a question from the Convener, Mr Galbraith confirmed that Bingo Loco were fully licensed with the Gambling Commission. The Convener was content to support the application on this basis, and took comfort from the success of the previous event.

The Convener moved to a roll call vote and Members unanimously supported the application.

**Decision**

The Board granted the major variation of the premises licence.

**4. OCCASIONAL LICENCES  
a. Gosford House, Longniddry  
Blythe Ewert**

The application sought an occasional licence for a wedding on 10-11 May 2025 until 3am. The application had come before the Board on the basis of representation from the LSO who had recommended conditions due to the requested terminal hour being later than Board policy.

Blythe Ewert, applicant, spoke to the application, and was accompanied by her colleague Alison Bombail. Ms Ewert advised that the application had been made to host a wedding for a couple who sought a continental-style wedding which ran later in the day. She advised that two first aiders and two personal licence holders would be present throughout, and said she understood that CCTV would be required only for a premises licence rather than an occasional licence. She advised that checks would be made throughout the event and SIS stewards would be in place. Shuttles would also

from midnight to the close of the event. She advised that the couple would be flexible to move the terminal hour to 2am.

The LSO said that representation had been made due to the requested timings of the event which had been 12-noon to 3am, which represented 15 hours of drinking time, and because Board policy for the terminal hour on Saturday night was 1am. She noted the applicant's change to a terminal hour of 2am. She raised question about the children and young people access throughout the event, as although the facilities for children would be taken away at midnight, there had been no stipulation that young people would leave at midnight. She advised that the applicant's undertakings relating to SIA stewards, etc., would only be enforceable if added to the licence.

PC Wilson had submitted representation to highlight that the requested hours were outwith Board policy, but advised that the premises had run later events without issue. He highlighted the recommended conditions within the police letter, which had been raised due to the lateness of the event and the nature of the location. He supported the LSO's comments regarding conditions being added to the licence.

Responding to questions from Councillor McMillan, Ms Bombail advised that the bar staff would be directed to monitor guests' state of drunkenness. SIA stewards would also assist with the staggered departures. There would also be several unused rooms on site which could house a wellbeing station and first aider, if needed. Ms Ewert added that she did not foresee issues with the attendees, who would be international guests used to attending high-end events.

The Convener highlighted that only 14 hours of trading was considered reasonable, and asked how the applicants would achieve health and safety objectives. Ms Ewert advised that the couple had not yet confirmed their ceremony time; 12-noon had been requested to provide flexibility, but 4pm was expected. She advised that water and soft drinks would be available throughout and regular checks and floor walks would be conducted.

The Convener asked the applicants why the Board should break their 1am terminal hour policy, and enquired whether Gosford House was planning to apply for a premises licence. Ms Bombail explained that a barrier to making a premises licence application was that the owners were against having cameras permanently fitted in a family home. She said there was no plan to make an application this year unless a premises licence application was required to run future events. She advised that the wedding party would not drink prior to the ceremony. Following a suggestion about a fixed start time, Ms Ewert said she would be amenable to changing the start time to remain within Board policy, and Councillor McMillan commented that he understood the continental customs being for later weddings.

The Convener said that the Board preferred for a premises licence to be in place when events were happening regularly, such as at Gosford House. He reported that the Board was writing to the Scottish Government to highlight concerns around the use of occasional licences. He asked Ms Ewert to convey to the family at Gosford House that the requirement for CCTV for the grant of a premises licence was at the discretion of the Board.

The Convener called for an adjournment to allow the Board to discuss the application in private session.

Upon Members' return, the Convener acknowledged that weddings were celebrated differently in different cultures, but said that licensing laws and Board policy were clear and there was an expectation that events would have a terminal hour of 1am on a Saturday. He felt it was important that this policy be protected and enforced uniformly

across the county. He proposed that the occasional licence be granted with a terminal hour of 1am. He said that a similar message had been conveyed to other wedding venues, and the Board may consider alternative arrangements under a premises licence.

Councillor McGuire reiterated the Convener's comments, and said that although events were encouraged in East Lothian, he highlighted that similar applications for extended hours had been refused in recent months to enforce the terminal hour per Board policy. He formally seconded the Convener's proposal for a terminal hour of 1am.

The Convener moved to a roll call vote and Members unanimously voted to grant the occasional licence with an amended terminal hour of 1am.

### **Decision**

The Board granted the occasional licence with the following amendment:

- The terminal hour would be 1am.

#### **b. Seton Gardens, Seton Mains, Longniddry Craig Wood**

The application sought sixteen occasional licences, The application had come before the Board on the basis of representation from the LSO.

Craig Wood, applicant, spoke to the applications. His company provided catering and bars to weddings across Scotland, and had worked for the last two years at Seton Gardens. He acknowledged previous discussions about moving to a premises licence and said that Seton Gardens would be keen to pursue this if required.

The LSO had submitted representation in relation to Board policy on repeated occasional licence applications from the same premises, and said that the premises ran weekly weddings during the peak season from a marquee.

PC Wilson advised that Police Scotland had no objection to the applications, and said there were no issues with the premises. He noted that all the applications were within Board policy.

Responding to a question from Councillor McGuire, Mr Wood said he was keen to take a multiagency approach and take advice to move towards a premises licence.

The Convener asked about the terminal hour for applications. Mr Wood clarified that there had been errors on three applications, and these three events would run until 12-midnight and not 11pm as stated. He also clarified that a midweek wedding would end at 11pm. He did not intend to run midweek weddings regularly, but was accommodating a couple whose event had been cancelled by another venue. The LSO advised that the three applications in question would have to be submitted again, as the revised hours would have to be readvertised. The Convener suggested that the Board delegate powers to officers to grant the three occasional licences in question following receipt of revised applications.

The Convener asked about complaints of noise from residents. Mr Wood explained the circumstances around the two noise complaints. He advised that one on occasion, the microphone level had been high in nine-piece band, and on other occasion, a DJ had

turned up their last three songs despite being told to turn the volume down. He reported that he had spoken with the complainant, and the premises now had a monitor set to 85 decibels and patrolled the area with a handheld noise monitor. He reassured Members that complaints were taken seriously, and said couples were told clearly that only one warning would be allowed before music would be turned off.

Responding to a question from Councillor McMillan, Mr Wood advised that he was always present during weddings, and any complainants could call him during the event.

The Convener reiterated earlier points about the importance of making an application for a premises licence, and formally proposed that officers could grant the three revised applications within terminal hours. Councillor McMillan seconded this proposal, and was minded to grant the applications.

Councillor McGuire commented that Mr Wood had great control over the operation, and a positive relationship with the LSO and Police Scotland.

The Convener moved to a roll call vote on the applications, including the proposal that the resubmitted applications could be granted under delegated powers. Members unanimously supported the applications on this basis.

## **Decision**

The Board granted the occasional licences. They also delegated powers to officers to grant the three applications to be resubmitted with revised terminal hours.

## **5. REVIEW OF PREMISES LICENCE Newbigging Newsagents, 58 Newbigging, Musselburgh**

The LSO had made application on 15 February 2024 in terms of Section 36(1) on the grounds specified in Section 36(3)(za), 36(3)(a) and 36(3)(b) of the Licensing (Scotland) Act 2005 ('the Act') to the Licensing Board to review the premises licence in respect of Newbigging Newsagents, 58 Newbigging, Musselburgh, and the application had been accepted by the Board.

Mohammad Hanif, premises licence holder, and his daughter Zakia Hanif were present at the hearing.

The LSO outlined the information relevant to the review as contained within her submitted report. She had made application for the premises licence review on all three grounds specified in Section 31(3) of the Act, namely that the licence holder was not a fit and proper person to be the holder of a premises licence, that premises licence conditions had been breached, and any other relevant ground, in this case, preventing crime and disorder and protecting children and young persons from harm.

The LSO turned to the breaches of the premises licence conditions and the actions of Mr Hanif. She advised that in 2008, Mr Hanif was the premises licence holder, the designated premises manager (DPM) was named as Abdul Nasar, and she reported that this had not changed. Police notified the Licensing Board that Mr Nasar had died on 19 October 2022, but no notification had been received from the premises licence holder within seven days of the event, as prescribed in the Act. The LSO advised that it had been agreed that this failing would be forgiven, given the difficult circumstances, and a six-week grace period was given to resolve the matter, ending on 22 December 2022.

The LSO visited the premises on 15 November 2022, and reported that Mr Hanif had been unaware that he was the premises licence holder, and said his brother had dealt with licensing. At this time, Mr Hanif did not know where the premises licence was, or that a new DPM required to be appointed. The LSO said she had advised Mr Hanif of the processes verbally and in an email so that his family could help him. The LSO reported that there were no staff training records, and said that Mr Hanif said his brother had done the training with him and others, and he would look for the records. The LSO said that, given the circumstances, and since there had been no previous issues reported about staff training, Mr Hanif was given time to locate the documents. He was also given guidance as to how to change his address on the premises licence.

The LSO reported that she returned on 23 November for a meeting with Mr Hanif and his daughter Zakia Hanif, where the LSO provided details on completing a personal licence qualification, and completing a minor variation. The LSO advised that she had questioned Ms Hanif's intention to complete a personal licence holder qualification and become the DPM given her full-time work in another job, but Ms Hanif had said she would be available to help with the management of the shop since it was a family-run business.

The LSO then gave an account of a period during which she enquired eight times about Ms Hanif's progress towards gaining a personal licence holder qualification. The LSO advised that a grace period of 13 weeks had been given in good will, given the circumstances and so as not to disrupt trade over the festive period, with a warning that a Section 14 Notice would be issued to cease the sale of alcohol in relation to Conditions 4 and 6 if Ms Hanif did not complete the qualification in this time and apply for a personal licence. Through personal circumstances and failure of the course exam, Ms Hanif was unable to complete the qualification, and on 13 January, the LSO issued a Section 14 Compliance Notice in relation to breach of Condition 4 (no DPM) and Condition 6 (staff training), which Mr Hanif said he understood. The LSO reported that Mr Hanif said his daughter had let him down, and the LSO explained that as premises licence holder, the situation was Mr Hanif's responsibility to remedy. Mr Hanif said he would comply by hanging signage to indicate that alcohol could not be sold, and correspondence ceased for a time as it appeared the premises was complying.

The LSO advised that a member of the public made a report on 13 January 2024 that alcohol was on sale and on display. The LSO and PC Wilson attended the premises on 24 January and found Mr Hanif in sole control of the store, with no signs in place indicating that alcohol could not be sold. Mr Hanif originally stated that he had only been sorting the covers. He said that the sale of alcohol on 13 January had been a mistake. The LSO reported that Mr Hanif later admitted that he had been selling alcohol, but did not say when sales of alcohol had recommenced. Mr Hanif also advised that his son, Omar Hanif, had been in the shop and had sold alcohol. The LSO advised that this had been a breach of Conditions 4, 5, and 6 and a failure to comply with the Section 14 Notice. The LSO reported that Mr Hanif informed them that his daughter had passed the personal licence holder course and he had been able to recommence the sale of alcohol on her authority. The LSO and PC Wilson found Mr Hanif's lack of competence and understanding to be seriously concerning. The LSO also noted that the premises licence was not at the premises, despite being asked to obtain a copy, and there were no training records, and signage was poor. At this time, PC Wilson advised Mr Hanif that the sales of alcohol were a criminal offence under Section 1 of the Act; sales must cease immediately, and all alcohol was to be removed from the premises within seven days to prevent any further offences. Also at this time, the LSO informed Mr Hanif that he had breached the statutory notice and she would make an application for a premises licence review, and advised Mr Hanif to seek legal advice.

The LSO advised that Ms Hanif made contact with her following this visit, and informed her that she had not completed the personal licence holder qualification. She said she had re-booked the exam and asked for more time. The LSO informed Ms Hanif that the premises licence would now be reported to the Licensing Board, and advised once more that Mr Hanif seek legal advice.

The LSO explained that it had come to her attention following her visit in January 2024, following a review of the layout plan which had been unavailable at the premises, that alcohol had been displayed outwith the display area at an increased capacity than was detailed on the operating plan. She referred to a submitted photograph, whereby alcohol had been displayed in an area marked on the layout plan as being for household items, and said Mr Hanif had been notified of this breach of Condition 13.

The LSO summarised that no action had been taken by Mr Hanif to address the issues and breaches of conditions in the 17 months since the issues were first raised, and there were still no training records available for review. She had serious concerns about Mr Hanif's ability to be the holder of a premises licence and asked the Board to consider whether Mr Hanif was a fit and proper person to hold a premises licence. She said that if sales *had* recommenced on the say-so of his daughter, this also demonstrated Mr Hanif's lack of competence and understanding. The LSO also felt that Ms Hanif was not knowledgeable enough or involved enough in the shop to take on the role of DPM, and was also concerned about the apparent lies about holding a personal licence. She noted that Mr Hanif and his son were untrained members of staff. She advised that she had asked Mr Hanif multiple times why he did not apply for a personal licence, and he had replied that he did not want to. The LSO said she was saddened to reach the point of premises licence review after the efforts made to help, but said that Mr Hanif had not taken responsibility over the past 17 months.

PC Wilson summarised his involvement in the circumstances surrounding the premises licence review. He had attended with the LSO on 24 January 2024 following concerns being raised over the running of the shop. He observed alcohol displayed for sale, which was unpriced. He reported that Mr Hanif had responded to questions by initially denying having sold any alcohol, but changed his stance and said that his daughter had told him he could sell alcohol again as she had obtained her personal licence. PC Wilson confirmed that Mr Hanif had not offered clarification as to when he had recommenced selling alcohol. He raised concern over Mr Hanif's lack of knowledge over staff training and DPM requirements. He reported that Mr Hanif appeared to be apologetic and completed requests to remove alcohol from the store, but PC Wilson said he was unaware of Mr Hanif having taken any steps to rectify the situation. PC Wilson questioned Mr Hanif's disregard for the matter, as evidenced by his lack of action, and questioned whether Mr Hanif had the required knowledge to sell alcohol in line with the licensing objectives.

Ms Hanif provided background information on the family business. She said she had been advised to take the personal licence holder exam. She said that her father was not confident with technology, and explained her late uncle had undertaken much of the business administration. She said that the exam had been difficult for her as she had never drunk alcohol; she had to learn about the industry from scratch, and medical issues had also been a barrier to taking exam re-sits. She advised of family dispute regarding shares in the shop, which was still underway, and she reported that the shop had closed for several months due to her father's medical issues.

With regards to sales of alcohol, Ms Hanif reported that her brother had not sold alcohol while it had been prohibited to do so, but said that a person had threatened to make a report about the shop if her brother would not sell alcohol to them. She said that she had to wait to obtain her personal licence holder certificate before alcohol could be sold, and said that her father had also never sold alcohol while it had been prohibited

to do so. She appreciated that a significant amount of time had gone by since the LSO had raised issues with the shop, but said there had been a lot going on. She also gave an account of her father's positive relationship with the community and his customers.

The Convener highlighted PC Wilson's and the LSO's reports that Mr Hanif had admitted to selling alcohol while it had been prohibited to do so. In response, Mr Hanif said that he had not been in the shop the day a woman had argued with his son and threatened to make a report if his son would not sell alcohol. Mr Hanif said that the stock and shelves needed to be cleaned as he had not wanted to keep alcohol on the premises until the premises licence issues were resolved, and said he had not purchased any alcohol from the cash and carry in this time. He said that he had only taken the covers off the alcohol to be able to clean the shelves. Responding to further questions from the Convener, Mr Hanif said he had decided to remove the alcohol from the shelves following an incident where someone had shouted racist abuse after staff refused to sell alcohol.

The LSO said that the person who had reported buying alcohol had been a 40-year-old male, which did not match Mr Hanif's account. She said that Mr Hanif's account had never been given to herself and PC Wilson, and reiterated that Mr Hanif had made a full admission that he had been selling alcohol.

Responding to questions from Councillor Cassini, Mr Hanif reiterated that he had been ready to clean the shelves and remove the alcohol, so that no one else could argue with staff over the sale of alcohol, when PC Wilson and the LSO had arrived at the shop.

Councillor McMillan asked whether Mr Hanif or his family had reported this abuse. Mr Hanif responded that he had been under a great deal of stress following bereavements, and he was only able to open the shop when he did not feel stressed. Responding to further questions from Councillor McMillan, Mr Hanif said that he did feel he was a fit and proper person to hold a premises licence, and just wanted to work and earn money, as he had done throughout his life. He said that anyone would agree that he was a fit and proper person.

The Convener asked for an update on the situation regarding Ms Hanif obtaining a personal licence, and about plans for the management of the premises. Ms Hanif reported that she had been advised by the course director to book the exam once more, and had needed another three-to-four weeks of studying to fully understand the material. She said the re-sit had been paid for and just had to be taken. She said she understood that she would obtain a personal licence to train staff, and have up-to-date training records available in the shop. She reported having asked her uncle's children whether previous training records could be found, but did not know where they were.

The LSO read from Section 142 guidance regarding DPMs. She thought it would be difficult, given Ms Hanif's other work commitments, for Ms Hanif to be able to run the premises, and said that training of other staff was not sufficient.

Responding to a question from Councillor McGuire, Ms Hanif gave a detailed account of the family's plans for the future of the building, whereby they wished to buy her uncle's family's share and rent the property to a tenant, but said this had not been agreed.

The Convener called for an adjournment to allow Members to discuss the premises licence review in private session.

On the Members' return, the Convener delivered a statement on behalf of the Licensing Board. He offered the Board's sympathy for the bereavement the family had

experienced, however, he highlighted that the premises licence had been in place without a DPM, and said there had been plenty of time to resolve this. He said this raised serious questions as to whether Mr Hanif was a fit and proper person to hold a premises licence, and also raised serious questions about the operation of the business. He addressed the various breaches, including: there being no premises manager in place; reports from a member of the public, the LSO, and PC Wilson of there being sales of alcohol while it was prohibited to do so; there being no training records for staff in the store; and alcohol displayed in an area marked under the layout plan for household items. He said that the issues had not been resolved in the time given, and thus Mr Hanif was not considered to be a fit and proper person to hold a premises licence. The Board therefore considered that their only option was to revoke the premises licence.

Councillor McMillan agreed with the Convener's comments. He was sympathetic towards the issues the family had experienced, but said that these persisted. He hoped that, following the revocation of the premises licence, the family would take time to review the business model, which needed a well-qualified and experienced DPM to deal with issues.

The Convener formally proposed that the premises licence be revoked, and Councillor McMillan seconded this proposal. The Convener then moved to a roll call vote and Members unanimously voted to revoke the premises licence.

#### **Decision**

The Board revoked the premises licence.

Signed .....

Councillor L Bruce  
Convener of East Lothian Licensing Board

OCC197/24

26thn may 2024 Police

LSO



AdveA 22/3

**Occasional Licence Application Form**  
**EAST LOTHIAN LICENSING BOARD**

**2a**

Before completing this form please read the guidance notes.

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

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

1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal licence number (if applicable)	498283
Name of voluntary organisation (if applicable)	

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

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

<b>4. DURATION OF LICENCE</b>
From: Sunday 26 May 2024
To: Sunday 26 May 2024 (one day only)

5. Is alcohol to be sold on & off the premises NO* - Provide relevant details as to hours requested when alcohol will be sold on the premises-* delete as appropriate	
<b>Times for sale of alcohol for consumption on premises</b>  1000-1700hrs	<b>Times for sale of alcohol for consumption off premises</b>  n/a
<b>Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises</b>  Set up of the bars will take place the day before, on Saturday 25 May 2024 but there will be no alcohol on the premises until Sunday.	

6. CHILDREN (see note 2)	
This section must be completed where alcohol is for sale for consumption on the premises	
Are children or young persons permitted entry? YES/NO (if answered yes the remainder of this section must be completed)	
<b>Ages of children or young persons permitted entry</b>  From babes in arms to 18 year olds	<b>Times at which children or young persons permitted entry</b>  1000-1700hrs - accompanied by a responsible adult at all times and not permitted to approach the bar
<b>Parts of premises to which children or young persons permitted entry</b>  The licensed area but only if accompanied by a responsible adult. Not permitted to approach the bar.	

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

8. Signature and declaration by applicant (see note 3)	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
<b>SIGNATURE</b>  Gregor Zielinski	<b>DATE</b>  12 March 2024

**NOTES**

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

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

is eligible to apply for an occasional licence

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

**3. Data Protection Act 2018**

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

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

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

**SUPPLEMENTARY INFORMATION**

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

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

--	--

**LICENSING OBJECTIVES \*\***

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

<b>8.</b> How will you prevent Crime and Disorder at the event?	See Alcohol Management Plan
<b>9.</b> How will you secure Public Safety at the event?	See Alcohol Management Plan
<b>10.</b> How will you prevent Public Nuisance at the event?	See Alcohol Management Plan

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

**SIGNATURE AND DECLARATION BY APPLICANT DECLARATION**

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

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

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

Signature	<u>Gregor Zielinski</u>	Date	12 March 2024
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## **Edinburgh Marathon Festival**

### **Alcohol and Drug Management Plan**

#### **Occasional/Premises Licence –**

**Date** : **Sunday 26 May 2024**

**Time** : **1000-1700hrs**

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

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

**Licence Holder - Gregor Zielinski**

**Tel No.** [REDACTED]

3. In the event of some unforeseen circumstances that results in Gregor Zielinski not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from the licensed area.
5. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel (IF APPLICABLE).
6. The finish area has a full perimeter wall, and there are only 2 entrance/exit points which are manned at all times by SIA stewards.
7. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.
8. No alcohol shall be allowed to be removed from the licensed area.
9. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.
10. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
11. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event (detailed below).

12. All staff authorised to make sales of alcohol, or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to safe service of alcohol. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event (see Staff training policy below).
13. The event area will be supervised by a suitable number of SIA Licensed Stewards/Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company if utilised (see SIA policy below).
14. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
15. The use of controlled drugs will not be tolerated. Any person found to be using or under the influence of controlled drugs will be asked to leave the event (see drugs policy below).
16. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licenced area. Anyone ejected from the event will not be permitted re-entry.
17. Should any person be refused entry, found within or ejected from the event due to alcohol intoxication or heavily under the influence of other substances, appropriate provisions and care must be provided through first aid services and/or emergency services.
18. Prior to the event all staff and volunteers will be briefed as to the contents of this Alcohol and Drugs Management Plan and a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.

**19. Overall control of the event will be in the hands of :**

Name of Organisers and Responsible Person	<b>Freya Ross</b>
Registered Address	<b>GSI Events Ltd Hillhouse Events, Hillhouse farm cottages, Main Street, Kirknewton, EH27 8DR</b>
Contact Numbers (including any mobile number)	██████████
Email Address (use block capitals)	<b>events@gsi-events.com</b>

**20. General Authorisation of Sale of Alcohol**

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

Name of Individual	Gregor Zielinski
Address	████████████████████████████████████████ ████

Contact Numbers (including any mobile number)	██████████
Email Address (use block capitals)	gregor.zielinski@bellfieldbrewery.com

**Personal Licence Holder Details**

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

**Provide a brief description of how the bars will operate** i.e. will the alcohol be sold via tokens or cash bar, wristband being used, what size of measures will be sold, alcohol will be decanted into plastic glasses, queuing system, display of mandatory signage Section 110 Notice and Age Verification Policy etc, Alcohol sold will comply with Minimum Unit Pricing of Alcohol, drinking water will be available free of charge etc.

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

**21. Staff Training Details**

Provide details of training any staff and/or volunteers recruited for the event will receive either prior to the event or on the day itself:

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

A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event.

## 22. Policies

### Age Verification Policy

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

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

### Refusal Policy

Provide details on the refusal policy that is in place:

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

### Drugs Policy

Provide details on the Drugs Policy that is in place:

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

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

### Dispersal Policy

Provide details on the Dispersal Policy that is in place:

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

### 23. Alcohol Outlet(s)

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

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

Name of Person Responsible on the day	Gregor Zielinski
Telephone/Mobile Number	██████████
Brief Description of Roles and Responsibilities	<p>Gregor is the Personal License Holder. He will be on site from 0800 on the day and is responsible for managing the bar staff team on all three bars.</p> <p>He will</p> <ul style="list-style-type: none"> <li>● supervise the sale of alcohol by staff</li> <li>● adjudicate in any disputes about age verification; suitable ID; service to anyone who appears to be drunk and disorderly</li> <li>● ensure compliance with the legislation at all times</li> <li>● liaise with the stewards who will control access and egress to the licensed area</li> </ul>

	<ul style="list-style-type: none"> <li>• supervise the set up and take down of the bars within the licensed area</li> <li>• ensure the area remains tidy and free of litter</li> </ul>
Does the individual hold a Personal Licence?	YES

If so, provide details of Personal Licence

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

**Use Appendix 1 if more there are any more than one outlets.**

**24. SIA Security Details**

Provide Details of company who is providing security

Name of Company/Individual providing Security	Saltire Security limited
Registered address	28 Kingdale Gardens, Knoway, Leven, Fife, KY8
Contact telephone number	██████████
Brief Description of Roles and Responsibilities	<p>There will be Stewards at each access point to the site, around the Charity Village where Bellfield Brewing will be based, at crossing points over the emergency vehicle access lane, at the points where the participants exit the runner only area, and in general roaming roles.</p> <p>The Security Stewards will be making sure no one exits the site with an alcoholic beverage in a non-sealed container, assisting in keeping people safe and secure when emergency vehicles are entering/exiting from site, dispersing people from the busy exit points from the runner only area.</p>
How many Stewards will be provided for the event?	There will a Supervisor plus another 20 Security Stewards in the finish area at Pinkie Playing Fields

How many are SIA Registered	All the Security Stewards will be SIA registered. There will be additional Event Team Marshals on site who will not be SIA registered.
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Provide details on the Stewards communication and if they will be stationed at the alcohol outlets:

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

## Licensing Objectives

The 5 licensing objectives will be upheld as follows:

Objective	Practical measures to comply with this objective
Preventing crime and disorder	<ul style="list-style-type: none"> <li>● Staff will decline to serve anyone who appears to be under 25 and who cannot provide suitable ID</li> <li>● Staff will refuse service to anyone who appears drunk and/or disorderly</li> <li>● Staff will refuse service to anyone who appears to be purchasing alcohol on behalf of a drunk person</li> <li>● Stewards may be called to help escort such persons off the premises</li> <li>● If staff have cause to believe that a person or group of people are involved in drug taking or dealing on the premises they will keep a discreet watch on the proceedings and contact the police immediately</li> </ul>
Secure public safety	As above and via stewards controlling access and egress to the licensed area
Prevent public nuisance	As above and by ensuring the licensed area remains free of litter
Protect public health	As above and adherence to minimum unit pricing (company policy already)
Protect children and young persons from harm	<p>Not allowing children and young people to approach the bar area (unless babes in arms being carried by an adult waiting to be served)</p> <p>Challenging anyone who appears to be allowing a child or young person under 25 to partake of an alcoholic drink and ensuring they are escorted off the premises</p>

## Appendix 1

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

### Bar – Main Bar 1

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

If so, provide details of Personal Licence

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

### Bar – Main Bar 2

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

If so, provide details of Personal Licence

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

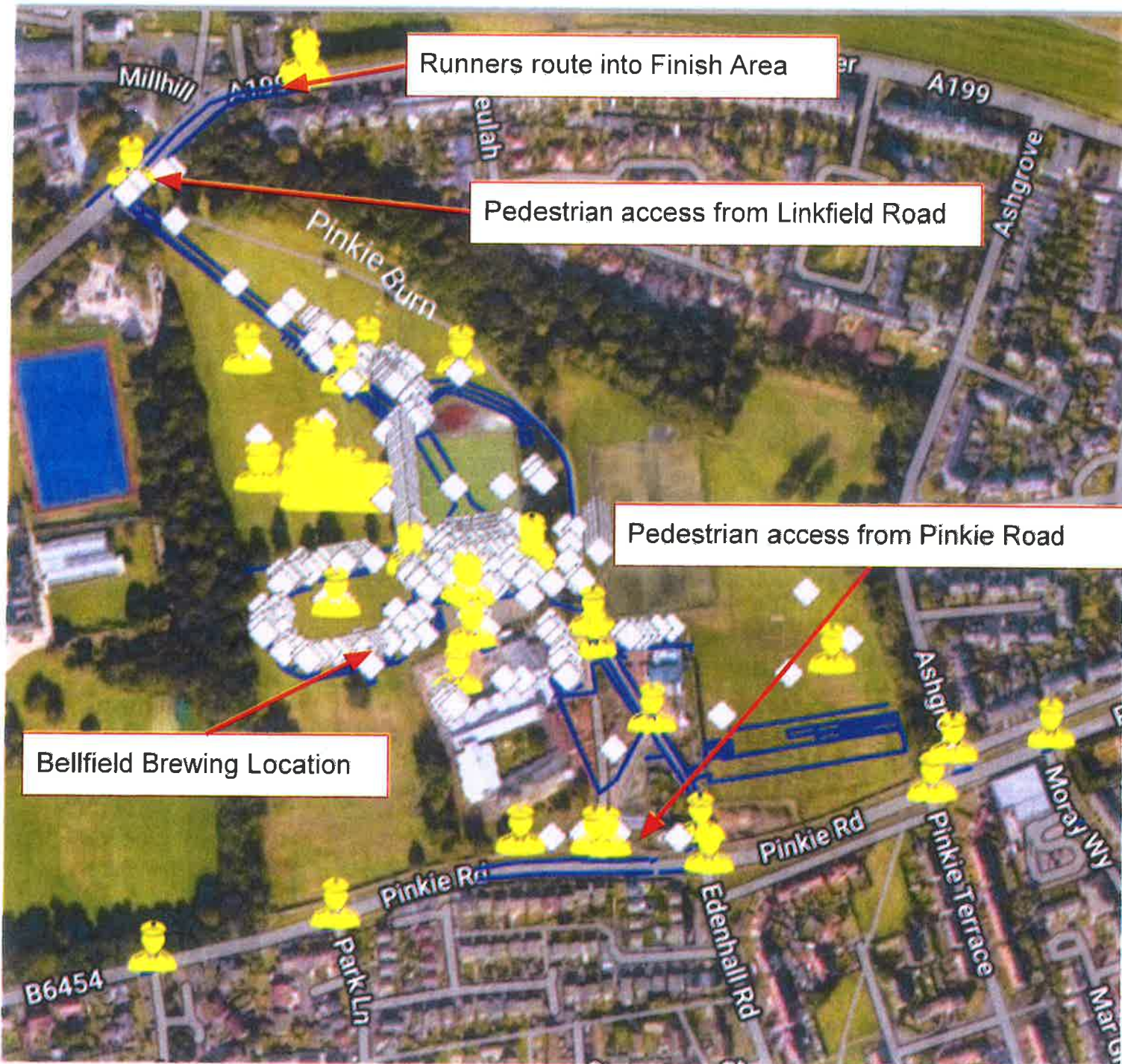
### Bar – Can bar (alcoholic and non alcoholic drinks)

Name of Person Responsible on the day	as above
Telephone/Mobile Number	as above












Brief Description of Roles and Responsibilities	as above
Does the individual hold a Personal Licence?	yes as above

If so, provide details of Personal Licence
--------------------------------------------

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



**Key**

-  Spectator Area
-  Reunion Area
-  Baggage Collection Point
-  Photo Backdrop
-  Event Buses
-  Beer Tent
-  First Aid
-  Catering
-  Toilets
-  Showers
-  Crossing Point
-  Finisher's Items Collection Point
-  Participant Exit



# • EDINBURGH •

LICENSING BOARD

## PERSONAL LICENCE

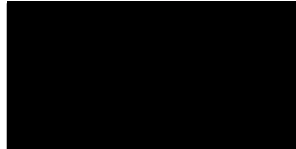
The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005.

*Licence Number*

498283

*Name and address of licence holder*

Mr Gregor Zielinski



*Name of issuing Licensing Board*

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



W000H

*Licensing Board logo*



*Expiry date*

16 May 2033



# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 28<sup>th</sup> March 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC197/24

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

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

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

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

*11.00 am to 11.00 pm Monday to Wednesday (inclusive)*

*11.00 am to 1.00 am Thursday to Saturday (inclusive)*

*11.00 am to 12.00 midnight on Sunday*

*Outside areas 11.00 am to 10.00 pm Monday to Sunday (inclusive)*

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

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

OCC197/24 – Sunday 26<sup>th</sup> May 2024 1000-1700

As this is a large event with around 18,000 competitors the applicant has submitted an Alcohol and Drug Management Plan. I have suggested a few changes and am waiting on the applicant getting back to me.

I recommend the following condition be considered:

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

In accordance with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer

## Licensing

---

**From:** Lee Wilson <Lee.Wilson2@scotland.police.uk>  
**Sent:** 19 March 2024 12:54  
**To:** Licensing  
**Subject:** OCC LIC APP - EMF - GREGOR ZIELINSKI  
**Attachments:** OCCASIONAL LICENCE APPLICATION FORM EMF FINAL.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.

Good Afternoon,

No police objections.  
Ref: 807301

Regards,  
Lee



OCC 198/24



Police

LSO

8th June 2024

ADVA 2/3

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

ELO pad

OW 98179

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.

# 2b

## 1. LICENCE DETAILS (see note 1)

Premises licence number (if applicable) \_\_\_\_\_

Personal licence number (if applicable) \_\_\_\_\_

Name of voluntary organisation (if applicable) East Linton Gala Association

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname McMeeken

Forenames Catherine

Date of birth (Day / Month / Year) [REDACTED]

**2. PERSONAL DETAILS** (cont)

Address where ordinarily resident to be used for correspondence purposes

[REDACTED]

Post town [REDACTED] Post code [REDACTED]

Telephone Numbers

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

Mobile No. [REDACTED]

Fax No. \_\_\_\_\_ Email [REDACTED]

**3. THE PREMISES**

Description of premises

East Linton War Memorial Park

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

It will be a gala day for the local community. We expect about approximately 400 people to attend throughout the course of the day. There will be outdoor music, bands, highland dancing competition, mini highland games, a gala court procession, barbecue, craft stalls, craft workshops for adults and children.

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

East Linton War Memorial Park, School Road, East Linton, Eh40 3AJ

#### 4. DURATION OF LICENCE

Date: From 8 June To 8 June

Time: From 1pm To 5pm

#### 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

Alcohol will only be sold and consumed on the premises - in a gated and marked area between the hours of 1pm and 5pm

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

As above, a range of activities for the community will be taking place in the park from 10 am that day.

#### 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)

Children will be permitted entry to the war memorial park for the gala day - but not the marked area where alcohol will be bought and consumed

Ages of children or young persons permitted entry \_\_\_\_\_

Times at which children or young persons permitted entry they will be allowed entry into the park from 10 am

Parts of premises to which children or young persons permitted entry

Children and young people will be allowed entry into the war memorial park - all parts of it that are open to the public. They will not be allowed entry into the marked area for the 'bar' which is the only place where alcohol will be available for purchase.

## 7. CHECKLIST

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

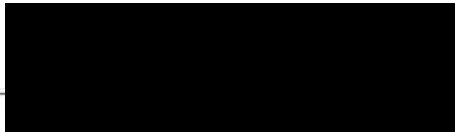
YES

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

### DECLARATION

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

Signature



Date

1 March 2024

### NOTES

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

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

is eligible to apply for an occasional licence

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

3. Data Protection Act 2018

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

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

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

**SUPPLEMENTARY INFORMATION**

**1. Event**

(a) Please detail the type of event (e.g. birthday party, anniversary, ceilidh, etc.)

Gala Day Celebrations for the local community

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

Two bands are booked to play on the day. There will also be pipers at certain points.

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**2. Attendance**

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

Between 300-400 are expected during the day. East Linton Gala is probably the smallest gala in East Lothian. We do not hugely advertise the gala beyond the borders of East Linton/Dunpender area.

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

Previous galas have had a similar footfall

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

Under 18

18 – 30

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)

It is open access to the public.

---

**3. Stewarding**

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

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

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

There will be at least 4 stewards in attendance and multiple volunteers from the committee

---

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

n/a

---

**4. Layout Plans**

Please indicate if -

- (a) there is a plan attached to a Public Entertainment Licence issued for the premises; or

- (b) the premises relate to a members club which has been issued with a premises licence; or

- (c) If neither of the above, please attach a detailed layout plan of the venue with the application

Layout of the venue is . Other licences have been applied for separately

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**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

2

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

There will be plastic glasses available

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

Please provide details of any training certificate held.

They will be volunteers but we will have a professional bar manager who will run the bar area - he is also a volunteer, and he has a personal licence

**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?**

East Linton gala is one of the smallest galas in East Lothian. It does not have a reputation for anti-social behaviour. We have specifically chosen a range of stalls that showcase artisan food and drink to East Lothian and crafting workshops, so we are looking to encourage people to attend who are not looking to get intoxicated at the event.

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

We are not publicising the event much beyond the local area, so we are ensuring that there are parameters on crowd control. As always, the event ends early at 5pm. We have a high number of volunteers who will be working throughout the day on litter picking and ensuring that public safety is encouraged.

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

There will be live music happening throughout the day but this will end at 5pm at the latest

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

We will ensure that we abide by all recycling and waste disposal requirements, and have already created a ~~list of litter pickers on hand throughout the day~~. ~~The area of the gala is not covered by the alcohol prohibition~~ bylaws from East Lothian council. Therefore, people can freely drink alcohol at the event if they would like. Our intention is that by providing an alternative to this that people know is raising money directly for future ~~galas - that people will be morally encouraged to drink alcohol responsibly in a safe space away from children.~~

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

Children will not be allowed access to the bar area, and people will not be allowed to take alcohol from ~~that area. This has proven to be effective on previous occasions.~~

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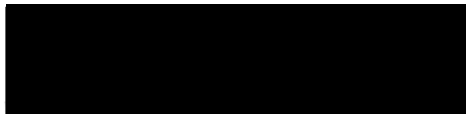
**SIGNATURE AND DECLARATION BY APPLICANT**

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

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

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

Signature



Date 1 March 2024



## **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

The application is for an alcohol licence for a gala day. This is a traditional community event that has a range of activities for individuals and families. These include highland dancing, mini highland games, a range of crafting workshops and craft stalls, children activities, and live music.

## **ON CONSUMPTION**

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

There will only be sales on consumption in a cordoned off and restricted area.

## **OFF CONSUMPTION**

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

n/a

**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:

There will be a range of catering offers on gala day that will be offered in the war memorial park, including pizzas, barbecues, tea/coffee tent, cakes etc.

**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:

Gala event

**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:

We have live music on the day from two local bands. There will be highland dancing competition from local highland dancers.

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

The drinking area will be outdoors in a marked off area.

**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:

None of this will be provided

**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:

We expect the event to end around 5pm

**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:

n/a

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

Children are allowed access to the war memorial park. There will be a number of activities for them in place throughout the day including a gala court, kids games etc. They will not be permitted access to the bar area where only alcohol can be bought and consumed.

## 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

East Linton Gala is the smallest gala in East Lothian with a relatively small footfall. We have purposefully not advertised the gala far beyond East Linton/Dunpender area. The activities that we have on during the day are for a mix of adults and children. This is very much not a children's/familygala. We have a range of activities for adult individuals including multiple craft workshops. Our stalls have been specifically chosen so that they are active/informational and of a high quality so that they do not encourage people who have come for the day to get intoxicated.

East Linton War Memorial Park and surrounding areas are not covered by the alcohol prohibition bylaws. Therefore, it is perfectly acceptable for people to drink alcohol in the park that they have purchased elsewhere. By having a separate and cordoned off area where alcohol is sold and where the profit will go directly to the gala association, we hope to discourage people from drinking outwith the marked premise.

Staff at the bar will conduct stringent age verification checks. There will be a clearly delineated area, which will be stewarded at all times by a volunteer to ensure that there is no access by anyone underage - and that nobody leaves the designated area with alcohol. All drinks will be served in pre-approved plastic containers. A personal licence holder will be managing the bar - and those who will be serving will be required to undergo a minimum of two hours training.

### Securing Public Safety:

The event will end at 5pm during the summer when it is still light. We will strongly discourage people from drinking to excess, and we will ensure that staff who are serving alcohol do not serve anyone who is drunk or underage. As noted elsewhere, children will not be allowed access to the drinks area.

We know from previous experience that there is little to no anti-social behaviour at the East Linton Gala. It is not socially acceptable.

It should be noted that there is an expectation that people who will attend with their children will not attend in the drinking area, but that this area is for use by people who are primarily attending as individuals - again noting that this is an event which is for adults as well as children.

### **Preventing Public Nuisance:**

The event will end at 5pm and we will ensure that people are well cleared from the area. We will have regular litter pickers throughout the day, and that the live music concludes before 5.

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

As per public health guidelines, we want to encourage alcohol to be consumed in moderation, and that it is possible to enjoy an alcoholic drink at public events, but not to drink to excess.

As people are free to drink alcohol in the war memorial park that they have bought elsewhere, we know that by having an area where the money from the sale of alcohol will go directly to the gala, that this puts social pressure on them to drink only in the restricted area. This was effective in previous galas.

While it is noted that there is a presumption that alcohol will be not consumed at events which are for children, it is clear that the focus of the East Linton Gala is on a wider community and inclusive basis than purely for under 18's. We have a range of activities and entertainment for plus 18's only and we have not advertised this event as a children's gala. Indeed, the intention is to focus on the history of East Linton throughout the day, appealing to an older demographic.

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

Children and young people will not be allowed in the restricted area. As noted earlier, people will not be served alcohol if they are seen to be drinking to excess.

## APPLICATION SUPPORTING COMMENTS

### Additional Information

East Linton Gala is the smallest gala in East Lothian, and we have not advertised widely outwith the local area. There has been little to no anti-social behaviour in previous galas, which is in contrast to some other areas in East Lothian. The reason for this, is that behaviour is clearly seen as socially unacceptable and not in the spirit of the gala day. People do not come to this event to drink to excess. The events that we have organised throughout the day are not entirely focused on children - there is live music for adults, and adult workshops for crafting, including a range of speakers on wider societal issues. The food and drink (both served in the pop up street food trucks and also at the stalls) is of high quality, and typically artisan and representative of the best that East Lothian has to offer. This is an event which encourages people interested in cultural activities to attend.

The alcohol area does however offer up a revenue stream for future events. At the last gala, the alcohol area took approximately £1000 in profit. This equates to approximately a fifth of our overall revenue, so it is a critical in terms of fundraising. This is particularly so, as for the first time we have not been in receipt of any funding from Dunsper CC, in contrast with previous years. Routes for fundraising are limited, and while this

### Supporting Comments

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

in itself is not a determining factor as to why a licence should be issued, it is however in my view a compelling factor - as the money is used to offset wider social issues in east linton and we have been able to give children access to all the events aimed at them on the day for free.

I would also suggest it is erroneous that people who will attend the bar area will be parents of children. This has not be the position on previous occasions. The gala is for the wider community and there are many elderly people who will be attending for the East Linton History celebration being held in the community hall.

The drinking area will be well marked, with a steward to ensure age verification and also that no alcohol is taken from the premises. The bar manager will have a personal licence and all staff who operate on the bar will complete the mandatory two hour training required under the 2005 Act. The area will have appropriate signage and the bar will also be limited in selling of beers, wine and prosecco. There will be no spirits for sale.

All drinks will be served in plastic containers.

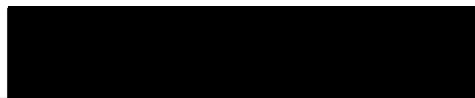
## SIGNATURE AND DECLARATION BY APPLICANT

### 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

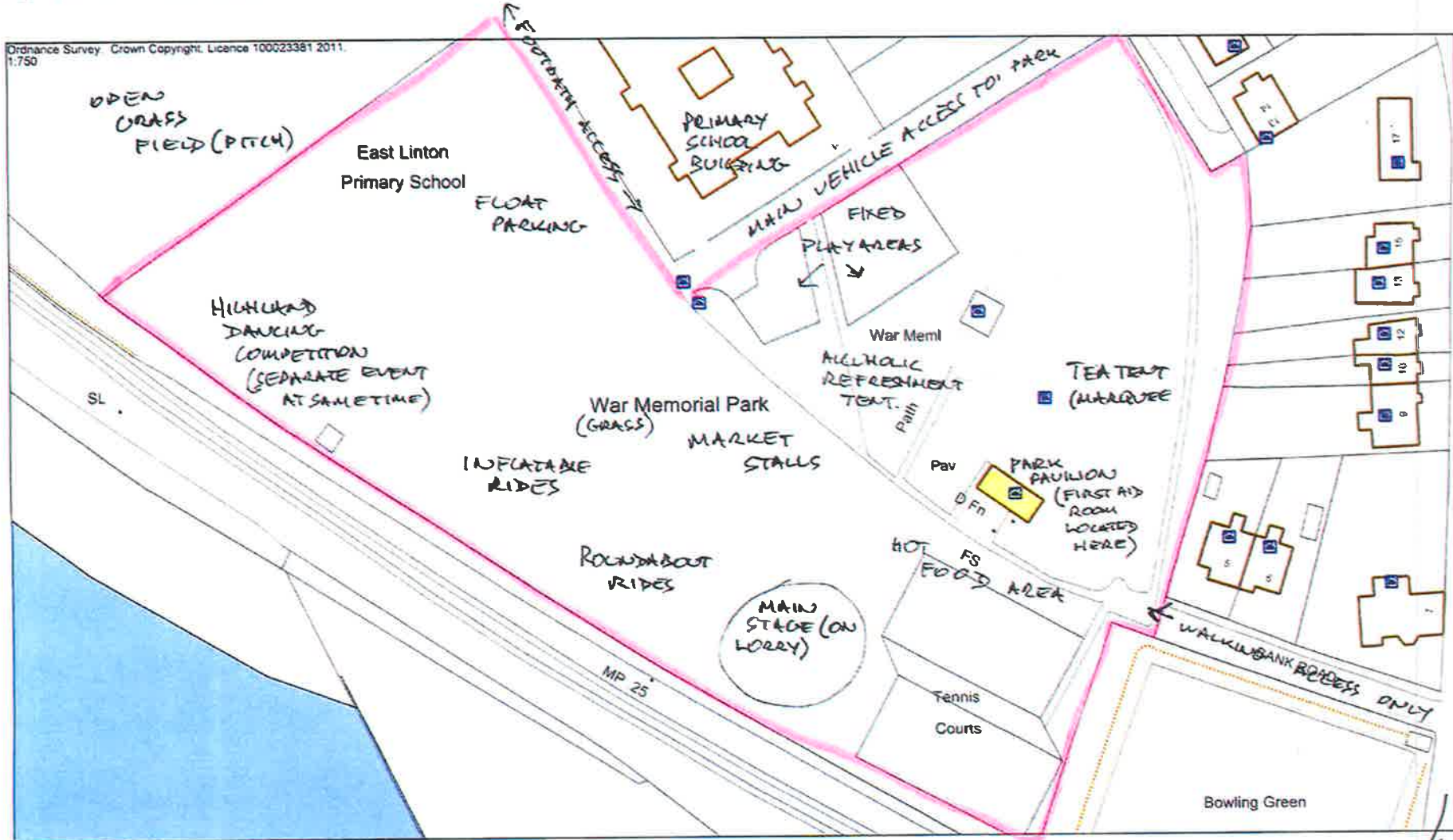


Date

1 March 2024

# EAST LINTON GALA - PARK LOCATION PLAN

Ordnance Survey Crown Copyright. Licence 100023381 2011.  
1:750

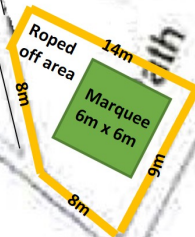


- MAIN AREA OF EAST LINTON GALA ACTIVITY IN WAR MEMORIAL PARK
- NOTE THERE IS ALSO A PARADE OF FLOATS THROUGH THE VILLAGE (20 MINS) AND INTO PARK PRIOR TO EVENT COMMENCING IN PARK.
- LOCATION OF MODERN PARK PAVILION + CHANGING ROOMS

LOCATION OF NEAREST DEFIBRILLATOR AT DOCTOR'S SURGERY ACROSS RAILWAY FOOTBRIDGE (2-3 mins from park)

War Meml

ark



52

D Fn

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 8<sup>th</sup> April 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S)

CATHERINE McMEEKEN FOR EAST LINTON GALA COMMITTEE, EAST LINTON WAR  
MEMORIAL PARK, EAST LoTHIAN

The applicant is Catherine McMeeken who is a representative of East Linton Gala Committee. Application has been made for an occasional licence for a bar at East Linton Gala. The event is described as a gala day for the local community with outdoor music, bands, highland dancing competition, mini highland games, gala court procession, BBQ, craft stalls and craft workshops. It is expected that there will be 400 people attend throughout the day.

The duration of the application is:

OCC198/23 – Saturday 8<sup>th</sup> June 2024, 1300-1700.

A bar has been proposed in a designated area which will be cordoned off but no specific plan of this area, including the size and set up has been submitted. I recommend that this should be completed to establish the exact area to be licensed and how it be cordoned off, prior to consideration of this application.

I direct the board to the Statement of Licensing Policy Section 22.14

*It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.*

Should the board wish to grant the application I recommend the following conditions are considered:

1. The marquee/outside area, must be clearly delineated with a barrier and stewarded by the organiser to ensure that there is no alcohol taken from this area.
2. No glass or cans permitted. All drinks should be served in alternative containers such as plastic or a reusable alternative.
3. Appropriate signage must be clearly displayed within the bar area, relative to age restrictions and relevant conditions of the licence. Signage should clearly identify:

- A sign prohibiting the entry of persons Under 18 to the licensed area.
- A sign prohibiting sale or supply of alcohol to persons Under 18 to be clearly displayed at any bar servery.
- Challenge 25 policy and signage must be used.
- The specific opening and closing times of the bar.
- Responsible drinking message.

4. The serving of alcohol by all staff must be undertaken in a responsible and safe manner.

In line with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licence.

Licensing Standards Officer

19/03/2024

Your Ref: EAST LINTON GALA  
Our Ref: 807297

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



Catriona Paton  
Chief Superintendent  
Divisional Commander  
The Lothians and Scottish Borders Division  
Dalkeith Police Station  
Newbattle Road  
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005  
OCCASIONAL LICENCE APPLICATION  
PREMISES: EAST LINTON MEMORIAL PARK, BANK ROAD, EAST LINTON,  
EAST LOTHIAN, EH40 3AH.  
APPLICANT: CATHERINE MCMEEKEN / EAST LINTON GALA ASSOCIATION**

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

This application relates to an alcohol licence for a gala event organised for children and families in the local area. This application may be appropriate to be heard at a licensing board as the East Lothian statement of licencing policy states the following at paragraph 22.14 (occasional licences):

*'It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.'*

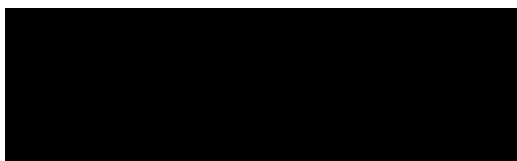
Police Scotland are of the opinion that the responsibility for confirming the identity of the applicant, and the validity and current status of any Premises or Personal Licence (including details of any previous or existing suspensions, variations, written warnings or endorsements) quoted on the application form where it was issued in another Board area, rests with the Local Authority and the Licensing

**OFFICIAL**

Board, not with the Police. When the Police receive such applications we will assume that these checks have been adequately conducted at the point of application and prior to the enquiry being submitted to Police Scotland.

This representation is submitted for your attention in consideration of this application.

Yours faithfully



Catriona Paton  
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6136.

EL401



East Lothian Council  
Licensing

29 FEB 2024

Received

# APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE\*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

\*Delete as appropriate

3

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

One Stop, 58 High Street, Tranent, East Lothian, EH33 1HH

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**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.

NA

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

NA

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

ONESTOPSHOPTRANENT LIMITED

SC787006

2/1 Lancefield House Lancefield Street, Glasgow, G3 8HZ

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

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

Yasmine Mohammed,

Nabaa Sawar,

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

**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)

Modern convenience store on a main shopping street on A199 selling a broad range

of goods and providing a number of services for customers.

**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

**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 NA

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**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
NONE				

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

## DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

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

Date 28 February 2024

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

Telephone number and email address of signatory \_\_\_\_\_

Niall Hassard, Solicitor, Hassard Licensing Ltd, 6a Randolph Crescent, Edinburgh, EH3 7TH

niall@hassardlicensing.co.uk

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

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

### \* Data Protection Act 2018

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

## OPERATING PLAN – Onestop Tranent

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

### 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>	<b>NO</b>
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	<b>YES</b>
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	<b>NO</b>
<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>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

**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>	10AM	10PM
<i>Tuesday</i>	10AM	10PM
<i>Wednesday</i>	10AM	10PM
<i>Thursday</i>	10AM	10PM
<i>Friday</i>	10AM	10PM
<i>Saturday</i>	10AM	10PM
<i>Sunday</i>	10AM	10PM

**Question 4**

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	<b>NA</b>
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*\*If YES – provide details*

**Question 5**

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

<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>	NO	N/A	N/A
<i>Conference facilities</i>	NO	NO	NO
<i>Restaurant facilities</i>	NO	NO	NO
<i>Bar meals</i>	NO	NO	NO
<b>5(b) Activity</b> <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>	NO	NO	NO
<i>Club or other group</i> <i>meetings etc.</i>	NO	NO	NO
<b>5(c)</b> <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>	NO	NO	NO
<i>Dance facilities</i>	NO	NO	NO
<i>Theatre</i>	NO	NO	NO

<i>Films</i>	NO	NO	NO
<i>Gaming</i>	NO	NO	NO
<i>Indoor/outdoor sports</i>	NO	NO	NO
<i>Televised sport</i>	NO	NO	NO
<b>5(d)</b> <i>Activity</i>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <b>YES/NO</b>
<i>Outdoor drinking facilities</i>	NO	NO	NO
<b>5(e)</b> <i>Activity</i>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <b>YES/NO</b>
<i>Adult entertainment</i>	NO	NO	NO

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

The premises may open for general retail before and after core hours when recorded music/ shop radio may be played in the background but not before 6am or after 11pm.

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 shop may offer general retail, lotto, paypoint, newsagents and tobacco and parcel collection and drop off. The premises may also offer coffee/ tea and hot and cold food to go.

The premises may offer delivery of groceries and alcohol.

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?	N/A
-------------------------------------------------------------------------------------------------------------	-----

When fully occupied, are there likely to be more customers standing than seated?	N/A
*Delete as appropriate	

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

*CHILDREN AND YOUNG PERSONS*

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

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

--

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

--

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

--

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

**Question 7**

**CAPACITY OF PREMISES**

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

**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 28 February 2024

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

Telephone number and email address of signatory t: 07766200588 [niall@hassardlicensing.co.uk](mailto:niall@hassardlicensing.co.uk)

**\* 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

A modern convenience store offering, grocery and household items, hot and cold food to go and services such as paypoint, lotto and mail collection.

**ON CONSUMPTION**

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

None

**OFF CONSUMPTION**

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

Off sales will in the main be in person within the shop itself. Depending on demand there may be the opportunity to partner with an existing delivery platform (Snappy Shopper, Uber etc) to provide grocery delivery and ancillary alcohol.

**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:

None

**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:

None

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

Recorded background music or shop radio may be provided as ancillary to the shop.

**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:

None

**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:

None

**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:

General retail - sale newspapers, groceries and hot and cold takeaway food may commence in the mornings. There will not be public activities after core hours, some restocking etc may take place after closing at peak times.

**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:

The main function will be a bright modern convenience store.

**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.

NA - off-sales only

## 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**

See separate statement attached

### **Securing Public Safety:**

See separate statement attached

**Preventing Public Nuisance:**

See separate statement attached

**Protecting and Improving Public Health:**

See separate statement attached

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

See separate statement attached

**APPLICATION SUPPORTING COMMENTS**

**Additional Information**

The applicants are experienced retailers partnering with a reputable brand

**Supporting Comments**

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

The shop will provide, jobs, facilities and services to the local community in an area where house building continues and the resident population is growing.

**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 28 February 2024

# DISABLED ACCESS AND FACILITIES STATEMENT

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

**Premises Name: One Stop Tranent**

## Question 1

**Disabled access and facilities**

1(a)	Is there disabled access to the premises	YES / NO*
1(b)	Do you have facilities for those with a disability	YES / NO*
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES / NO*
*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 a clear and detailed description of how accessible the premises are for disabled people eg. ramps, accessible floors, signage.

Premises fully accessible from street level.

## Question 3

**Facilities available**

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

Staff will assist customers with mobility or other impairments to access the shop and or products.

The shop design (aisle width etc) is with full accessibility in mind.

**Question 4**

**Other provisions**

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

Assistance animals welcome Staff offer assistance
------------------------------------------------------

**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: ..... Print Name Niall Hassard

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

Date: 28 February 2024

Telephone number and email address of signatory:

<b>Telephone No:</b>	[REDACTED]
<b>E-mail Address:</b>	niall@hassardlicensing.co.uk

Postal Address of Agent (if appropriate)

6a Randolph Crescent, Edinburgh

EH3 7TH

**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.

## **Statement of how the Licensing Objectives will be upheld by One Stop Tranent**

### **General**

1. The premises is a modern convenience store provide a wide range of products including alcohol to the public. There will be high level of staff supervision when the public are on site.
2. The premises are not immediately intending to do grocery delivery but prior to any commencement a full home delivery policy will be prepared and staff training will be rolled out.

### **Preventing Crime and Disorder:**

1. A suitable and sufficient CCTV system with recording facilities will be in place on site.
2. Relevant staff will be trained with regard to their responsibilities in the retail sale of alcohol and initial mandatory training will be supplemented by refresher training. Training records can be made available for inspection upon request.
3. A Challenge 25 policy will be operated at the premises and staff will be trained on the acceptable forms of identification.
4. The licence holder shall display prominent signage confirming the company's Challenge 25 policy.

### **Securing Public Safety:**

1. Full risk assessments are in place at the premises and reviewed on an on-going basis.
2. The premises shall be adequately staffed so that the public are supervised whilst on site.
3. Accidents and incidents will be recorded in an incident book which can be inspected upon request.
4. All incidents and accidents will be reviewed by management on a regular basis and appropriate additional mitigations will be implemented to address any concerns.

### **Preventing Public Nuisance:**

1. The premises are a single storey convenience store located in a main shopping street in Tranent. It is a community store and will ensure it fosters and maintains good relationships with the neighbours and wider community.

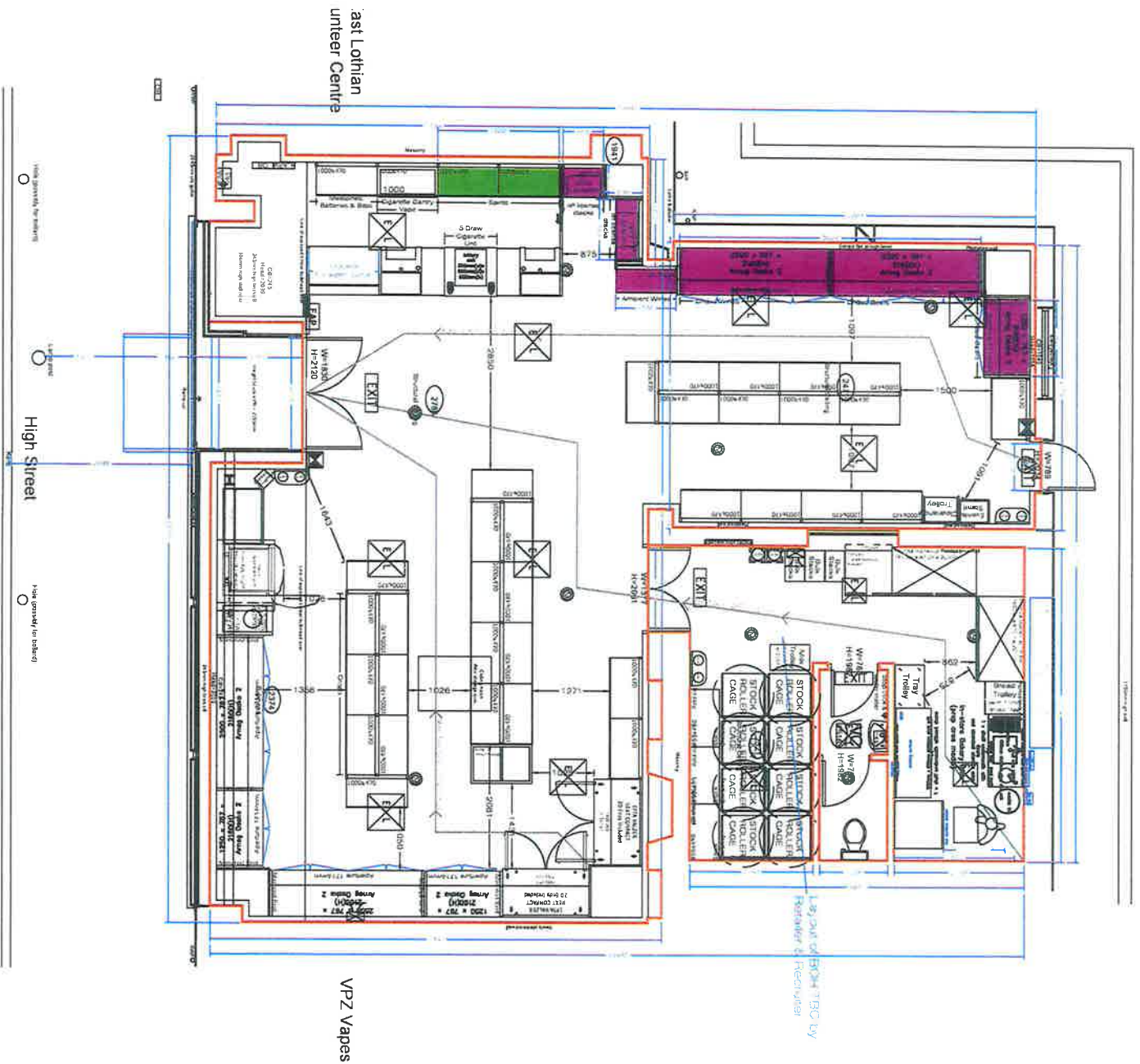
2. There are adequate arrangements in place to deal with litter and trade waste to ensure the surrounding area is kept clean.
3. Activities associated with convenience retailing are rarely associated with public nuisance (e.g. the premises do not play loud music or have customers arriving/ departing an unsociable hours)

**Protecting and Improving Public Health:**

1. A refusal log will be operated and maintained and can be produced upon request.
2. Staff will be trained to spot the signs of overconsumption and act accordingly ensuring service is refused.
3. The store will engage in healthy eating initiatives and the store management will promote responsible drinking with drink aware material displayed as appropriate.

**Protecting Children from Harm:**

1. Staff will be trained with regard to their responsibilities in sale of alcohol and refresher training will supplement the initial training.
2. Training records can be made available for inspection upon request.
3. A refusal log will be operated and can produced upon request.
4. A Challenge 25 policy will be operated at the premises.
5. The licence holder shall display prominent signage confirming the company's Challenge 25 policy.



PLEASE NOTE THE PROPOSED WORKS WILL BE CARRIED OUT IN COMPLIANCE WITH THE NOTES BELOW

EMERGENCY LIGHTING WILL COMPLY WITH BS5266 PART 1  
EMERGENCY EXIT SIGNS WILL COMPLY WITH BS5499 PART 1  
MAIN ENTRANCE DOOR COMPLIES WITH PARAGRAPHS 2 & 24  
FIRE ALARM COMPLIES WITH BS5839 PART 1

ALL EXIT DOORS PROVIDE A SIMPLE FASTENING THIS IS OPERATED FROM THE ESCAPE SIDE AND IT WILL INCLUDE A FAILSAFE ON ACTIVATION OF THE FIRE ALARM

SERVICE COUNTER HAS GIVEN CONSIDERATION TO WHEELCHAIR USERS AND IT WILL CONTAIN A SECTION NO HIGHER THAN 780MM AND 1500MM WIDE

ANY NEW LIGHTING COOLING AND VENTILATION WILL BE IN ACCORDANCE WITH THE NON DOMESTIC HEATING COOLING AND VENTILATION GUIDE

THE FIRE EXITS DOOR WILL LEAD TO A ULTIMATE PLACE OF SAFETY  
ALL VENTILATION WILL COMPLY WITH GBSE GUIDE 8 20055  
THE STAFF W/C WILL BE BUILT SO THE INTERNAL MEASUREMENTS ARE NO LESS THAN 2200 x 1500

- ELECTRICAL LEGEND**
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**store profile**

On The Move / Neighborhood Hybrid old store grading

Metal Stands - 4  
Combined Compact  
sales area - 119 m<sup>2</sup>  
stack area - 242.0 m<sup>2</sup>  
stack area - 29.7 m<sup>2</sup>  
total area - 119 m<sup>2</sup>  
pitch area - m<sup>2</sup>  
pitch - %

project type  
franchise

store address  
28 High Street  
Trinity  
East Lothian  
EH1 1JH

Off Lic area  
Total space  
Length of Alcohol - 10.915m  
Height of Alcohol - 2.2m

public alcohol display area  
non-public alcohol display area



STATUTORY  
P.A.A.I.



East Lothian Council

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

**SECTION 50  
PLANNING CERTIFICATE**

APPLICANT: **One Stop Shop Tranent Limited**  
NAME AND ADDRESS OF PREMISES: **One Stop, 58 High Street, Tranent, East Lothian, EH33 1HH**

**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: 23/00099/P) has been obtained in respect of the construction or conversion of the subject premises.
- I confirm that planning permission is not required.

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

Signed:		Date:	<b>21<sup>st</sup> February 2024</b>
<b>Keith Dingwall Service Manager, Planning</b>			

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

**Date:** 19<sup>th</sup> March 2024

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

**PROVISIONAL PREMISES LICENCE APPLICATION**

**ONE STOP, 58 HIGH STREET, TRANENT, EAST LoTHIAN EH33 1HH**

I refer to the above subject and can confirm that I have visited the premises and confirmation has been received that the site notice has been displayed.

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

This type of licence is considered for premises that are yet to be, or in the course of being, constructed or converted for use as a licensed premises. On my visit the premises was constructed but was in the process of being converted into a shop and had not yet been fitted nor was operational.

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

The off sales capacity applied for is 24.013 m<sup>2</sup>. As requested by the Board, within an 800m radius there are 11 other premises (excluding Clubs) as follows:

### Off sales

- Aldi, Haddington Road - Off sales only
- Asda, High Street – Off sales only
- Day to Day, Bridge Street – Off sales only
- Mini Market, New Row – Off sales only
- Premier Store, Muirpark Drive – Off sales only
- Tranent Superstore, Bridge Street – Off sales only

### On and Off sales

- The Brig Inn, Bridge Street – On and off sales
- Tower Inn, Church Street – On and off sales
- Tranent arms, Bridge Street – On and off sales
- Whispers, High Street – On and off sales

### On sales

- Ross High RFC, Blawearie Road – On sales only

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

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

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

Licensing Standards Officer

## Licensing

---

**From:** Lee Wilson <Lee.Wilson2@scotland.police.uk>  
**Sent:** 19 March 2024 14:06  
**To:** Licensing  
**Subject:** PROV PREM LIC - ONE STOP, TRANENT  
**Attachments:** LIC06 PREMISES - NO CONVICTIONS - ONE STOP, TRANENT.RTF

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

Good Afternoon,

No police objections.  
Ref: 802900

Regards,  
Lée

## Licensing

---

**From:** Muir, Marion  
**Sent:** 20 March 2024 11:50  
**To:** Licensing  
**Subject:** FW. New Provisional Premises Licence - One Stop, 58 High Street, Tranent, East Lothian, EH33 1HH - EL401  
**Attachments:** objectives statement One Stop Tranent.pdf; Premises\_Application signed.pdf; Supplementary\_Information signed.pdf; One Stop Tranent Op plan (post call).pdf; Final licensing plan 6727 High Street, Tranent rev E (27.02.23) - STATUTORY PLAN.pdf; One Stop, Tranent (Planning s50).pdf; One Stop DAFS.pdf; Re: New Provisional Premises Licence - One Stop, 58 High Street, Tranent, East Lothian, EH33 1HH - EL401

Christine/Licensing

In relation to the below and attached, this office has no comments to make at this stage as the application is for a provisional premises licence and the agent has advised that everything is very much at an early stage and the premises are currently "a shell" (see email attached).

The applicant has been advised by the agent of the need for the operator to register with this authority should their proposals come to fruition.

Best regards

Marion

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Friday, March 1, 2024 2:05 PM  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Licensing Standards Officer <Iso@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; licensing@nhslothian.scot.nhs.uk; tecc.secretary@aol.co.uk  
**Subject:** FW: New Provisional Premises Licence - One Stop, 58 High Street, Tranent, East Lothian, EH33 1HH - EL401

Good afternoon

Please find attached provisional application for the above premises. Can we please have reports/representations by 2<sup>nd</sup> April 2024.

Kind regards  
Christine Aitken

Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664  
| E. [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

Licensing Board  
John Muir House  
Haddington,  
EH41 3HA.

Fairway Scot Ltd,  
26 Bridge Street,  
Tranent,  
EH33 1AG.

01/04/24

Application ref: One Stop Tranent LTD  
58 High Street, Tranent, East Lothian, EH33 1HH

Objection for granting off licence for the above premises.

Dear Sir/Madam

We are writing as the property owners/ landlord of 26/28 Bridge Street, Tranent, East Lothian, EH33 1AG. Trading as Day Today Tranent.

We would like to object to this licence being granted as our tenant Mr Manish Kumir has been in touch via email very concerned regarding another premises being granted an off sales licence. In such a small town there are already 9/10 premises selling alcohol. With the cost of living and operating a small business, staff wage increases, operational costs, rent rates. He may have to try to exit his lease as any more competition he will struggle to make ends meet. This is very concerning

These small shops already have to compete with Asda and Aldi, online shopping, as well as each other giving out more off licences is going to put all these shops under more pressure with operating costs just rising with no end in sight just now.

I urge the licensing board to take my points into consideration when making a decision on the above application as it will affect all the small businesses in Tranent.

Kind Regards,  
M.A.Nadeem  
(Director Fairway Scot LTD)

## Licensing

---

**From:** Abdul Jabbar [REDACTED]  
**Sent:** 03 April 2024 00:44  
**To:** Licensing

You don't often get email from [REDACTED] [Learn why this is important](#)

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

Dear Sir/Madam

Good afternoon

I am writing regarding the recent application for off sale license at 58 High Street Tranent EH33 1HH. I am a retail in tranent at 22 High street Tranent EH33 1HQ and I would like to strongly object the application for off sale license at 58 High Street Tranent EH33 1HH. As I've been trading in tranent for over 1 year now, we work within the local community responsibly. Being trading in tranent in the last year I've realised the we (retailers) are already struggling with the businesses and think there's no need for another licence premises. Opening another licensed premises will eventually cause closing of existing premises including my own as I have already have licensed premises within 20 metres of my business and another three not far off. There are many young teenagers due to a school near by and I believe opening another off license may cause further access to young teenagers. I also believe that the accumulation of off license shops in the same area can cause disruption for other businesses struggling even in these hard times. I once again strongly object the off sale application to save our youth and existing retailers. I hope my objection will be considered and if you need to contact me regarding the matter you're more than welcome to.

Kind regards

Tranent news agents.

Sent from Yahoo Mail for iPhone

## Licensing

---

**From:** muhammad akbar [REDACTED]  
**Sent:** 02 April 2024 18:18  
**To:** Licensing  
**Subject:** Object To License Application

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

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

Dear Sir/Madam

Good afternoon

I am writing regarding the recent application for off sale license at 58 High Street Tranent EH33 1HH. I am a licensed retail in tranent @ New Row Tranent and I would like to strongly object the application for off sale license at 58 High Street Tranent EH33 1HH. As I've been trading in tranent for almost 5 years now, we work within the local community responsibly. Being trading in tranent in last 5 years I've realised the we (retailers) are already struggling with the businesses and think there's no need for another licence premises. Opening another licensed premises will eventually cause closing of existing premises or struggling even in these hard times. I once again strongly object the off sale application to save our youth and existing retailers. I hope my objection will be considered and if you need to contact me regarding the matter you're more than welcome.

Kind Regards

M H Akbar  
Mini Market  
New Row  
Tranent  
EH33 2AE  
[REDACTED]

Sent from my iPhone

# NOTICE OF APPLICATION FOR PREMISES LICENCE

1. Applicant/Agent Name & Address  
(including Postcode)  
**One Stop Tranent Ltd**

2. Name & Address of Premises  
(including Postcode)  
**One Stop  
58 High Street  
Tranent  
East Lothian  
EH33 1HH**

	LICENSED HOURS APPLIED FOR	
	On Sales	Off Sales
Monday	N/A	10.00 until 22.00
Tuesday	N/A	10.00 until 22.00
Wednesday	N/A	10.00 until 22.00
Thursday	N/A	10.00 until 22.00
Friday	N/A	10.00 until 22.00
Saturday	N/A	10.00 until 22.00
Sunday	N/A	10.00 until 22.00

3. Brief overview of nature of the business proposed to be carried on in the premises  
Premises offering alcohol for consumption off the premises and offering, recorded music.

Further detailed information in regard to this application (including the operating plan) is available for inspection at the Licensing Board offices John Muir House, Haddington, EH41 3HA. (Office opening hours: 10am-12pm & 2pm-4pm Monday to Thursday, 10am-12pm & 2pm-3.30pm on Friday)

Any person is eligible to object. Anyone wishing to object or make representation must not later than Tuesday 2 April 2024 lodge with the clerk of the Licensing Board a written notice of objection or representation. It is the responsibility of the person making the objection or representation to ensure that the Board has received it and it may be helpful to lodge it in one of the following ways:

- > Delivered by hand within the time specified; or
- > Posted (by registered or recorded or special delivery post) so that in the normal course of post it might be expected to be delivered within that time; or
- > Faxed within that time and an acknowledgement of the fax is kept; or
- > Emailed within that time and an acknowledgement of the email is kept.

It is the responsibility of the person making the objection or representation to ensure it is received by the Board.

Date: 01/03/2024

Signature: 

Dear sir/madam,  
Please refer to attachment and would like to bring forward the matter of

objecting as a landlord in regard to the alcohol licence premises in Tranent. We already have an alcohol licence business and there are a few other alcohol licence business surrounding the area. We think granting another alcohol licence in the area will over provision alcohol licence in the area which will lead to more antisocial behaviour and effect other licence businesses which are already struggling in the economic climate. We are hugely concerned it can or may lead to the remaining businesses closure.

As a landlord we have had to cut down rent charges due to lack of business and having another alcohol license in the area will affect our business more.

On these basis, we strongly object to another alcohol based premises in the area.

Could you please consider our concerns and decline the application.

Yours sincerely  
Abdul Nadeem

## Licensing

---

**From:** Harp S [REDACTED]  
**Sent:** 02 April 2024 16:43  
**To:** Licensing  
**Subject:** Objection one stop Tranent ltd

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

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.

Mr Singh  
Tranent grocers  
32-34 bridge street  
Tranent  
Eh33 1al

I am writing to object against one stop Tranent ltd (58 high street Tranent, eh33 1ahh) from being granted an alcohol licence. We are a small family run business and are struggling financially as it is. Our business wont survive if more shops are granted alcohol licences. There are already many stores for the public to choose who they buy alcohol from. More stores selling alcohol could cause more harm to locals in Tranent (5 licsening objectives). We need the support from the council in order for our small businesses to run. So many businesses have closed down due to not making any profit and I feel that if more shops are granted licenses we will have no option but to close too. This leads to more empty shops and lost jobs in Tranent. Please consider my objection carefully.

Kind regards  
Hardev  
Tranent Grocers

## Licensing

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**From:** Mani So [REDACTED]  
**Sent:** 29 March 2024 21:13  
**To:** Licensing  
**Subject:** Objection for off licence to one stop tranent

You don't often get email from [REDACTED] [Learn why this is important](#)

**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.

Licensing Board officers  
John Muir House  
Haddington  
EH41 3HA

Mr manish  
Day today  
26/28 bridge street  
Tranent  
East lothain  
EH33 1AG

Application reference: one stop Tranent ltd  
Location: One Stop  
58 High Street  
Tranent (East Lothian)  
EH33 1HH  
Subject: objection for issuing off license for premises

Dear sir or Madam,

I am writing to you as the owner of Day Today , located at the address mentioned previously.

I wish to object to the application from one stop limited for a premises license and sale of alchohal from 10am to 10 pm every day.

My objection is based on various factors listed below

- 1) There are already many shops in the area who are allowed to sell alcohol apart from local shops there are asda and aldi who have rights to sell alchohal in tranent
- 2) As a owner of superstore day today just wanted to let you know that due to rise in living cost local businesses are also suffering if one more store got the licence it will affect our sales as well and we have to cut down the staff which is not good for the local staff.

Thank you for your attention to these concerns  
Looking forward to hear from you

Regards  
Manish kumar  
Owner  
Day today  
Tranent  
Eh33 1AG



East Lothian Council  
Licensing  
28 FEB 2024  
Received

# APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

# 4a

LICENSING (SCOTLAND) ACT 2005, SECTION 29

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

## 1. TYPE OF VARIATION

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)

- 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)

WE WOULD LIKE TO EXTEND  
 THE SELLING HOURS OF ALCOHOL  
 MONDAY - TO SUNDAY 10AM - TO - 10PM

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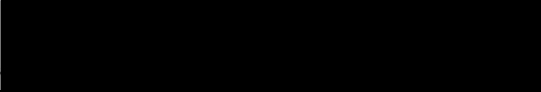


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**2. PREMISES LICENCE DETAILS**

2(a) Licence Number of Premises EL0283

2(b) Name and Address of Premises 2 PARK ROAD  
ORMISTON, TRANENT - EAST-LOTHIAN

Post Code EH35 5JS Tel. No. 



Email 

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

TAHMINA KAMRAN



Post Code 

Tel. No.  Email address 

**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 detail below the proposed changes. (See Note 1)

I would like to EXTEND  
my SELLING HOURS OF ALCOHOL  
NEW HOURS - MONDAY TO -  
- SUNDAY - 10AM - TO 10 - PM

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

A copy 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.

**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)

**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)

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**5. FEE PAYABLE**

Information on fees can be found at

[https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol\\_licences/2](https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2)

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) (i) the appropriate fee of £ 200 is enclosed

(ii) the proposed Operating Plan is enclosed

(iii) the proposed Layout Plan is enclosed

(iv) the Premises Licence is enclosed

Signature  (See note 5 overleaf)

Date 27/02/24

Capacity APPLICANT / AGENT (delete as appropriate)

**If agent, please provide details**

Full name TAHMINA KANSER

Address 

Post Code 

Tel. No. 

Email address 

**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.)



## OPERATING PLAN

LICENSING (SCOTLAND) ACT 2005, SECTION 20(2)(B)(i)

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

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

Name and Address of Premises LITTLE SUPER STORE ORMISTON

2 PARK ROAD, ORMISTON, TRANENT EH35 5JS

Post Code EH35 5JS

**1(a)** Will alcohol be sold for consumption solely ON the premises? YES  NO

**1(b)** Will alcohol be sold for consumption solely OFF the premises? YES  NO

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

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

<b>DAY</b>	<b>ON CONSUMPTION</b>	
	Opening time	Terminal Hour
Monday	N/A	N/A
Tuesday	N/A	N/A
Wednesday	N/A	N/A
Thursday	N/A	N/A
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

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

<b>DAY</b>	<b>OFF CONSUMPTION</b>	
	Opening time	Terminal Hour
Monday	10:00	22:00
Tuesday	10:00	22:00
Wednesday	10:00	22:00
Thursday	10:00	22:00
Friday	10:00	22:00
Saturday	10:00	22:00
Sunday	10:00	22:00

#### 4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES  NO

\*If YES – provide details

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

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

<b>5a.</b>	Accommodation	N	N/A	N/A
	Conference facilities	N	N	N
	Restaurant facilities	N	N	N
	Bar meals	N	N	N

Social functions including:

<b>5b.</b>	Weddings, funerals, birthdays, retirements etc.	N	N	N
	Club or other group meetings etc.	N	N	N

Entertainment, including:

<b>5c.</b>	Recorded music – see 5(g)	N	N	N
	Live performances – see 5(g)	N	N	N
	Dance facilities	N	N	N
	Theatre	N	N	N
	Films	N	N	N
	Gaming	N	N	N
	Indoor/outdoor sports	N	N	N
	Televised sport	N	N	N

<b>5d.</b>	Outdoor drinking facilities	N	N	N
------------	-----------------------------	---	---	---

<b>5e.</b>	Adult Entertainment	N	N	N
------------	---------------------	---	---	---

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

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

OPEN AT 6AM MONDAY TO SUNDAY TO SELL MORNING PAPERS, ROLLS, TOBACCO AND GENERAL GROCERY ITEMS.

**5(g) Late night premises opening after 1.00am**

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?

YES  NO

When fully occupied, are there likely to be more customers standing than seated?

YES  NO

**6. ON-SALES ONLY – CHILDREN AND YOUNG PERSONS**

**6(a)** When alcohol is being sold for consumption on the premises will children or young persons be allowed entry? YES  NO

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

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

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

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

**7. CAPACITY OF PREMISES**

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

OFFSALES - 36.05M M2

**8. PREMISES MANAGER**

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

Full Name ZAFFAR IQBAL

Date of birth

[REDACTED]

Contact address

[REDACTED]

Post Code

[REDACTED]

Tel. No.

[REDACTED]

Email address

[REDACTED]

**Personal licence**

Date of issue 23 APRIL 2021

Name of Licensing Board issuing CITY OF EDINBURGH COUNCIL

Reference no. of personal licence 448051

**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 28/02/24

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

Tel. No. of signatory



Email address



**\* 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.





## **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

TO HELP THE LOCAL AND  
ELDERLY COMMUNITY SUPPLYING  
FOOD ETC BASILLY WE  
RUN THE SHOP AS A COMMUNITY  
SHOP

### **ON CONSUMPTION**

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

OFF LICENCE CONVINCE -  
STORE

### **OFF CONSUMPTION**

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

**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:

N/A

**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:

N/A

**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:

N/A

**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:

N/A

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

N/A

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

N/A

**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:

N/A

**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.

N/A

## 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

CHALLENGE 25- AMN 24/7  
- FOR ALCHALL  
CCTV - report SUSPICIOUS  
ACTIVITIES TO THE POLICE

### Securing Public Safety:

CCTV and ALWAYS STAY  
ALERT.

**Preventing Public Nuisance:**

KEEP A LOG AND  
KEEP IN CONTACT WITH  
THE POLICE

**Protecting and Improving Public Health:**

KEEP THE PREMISES CLEAN  
AND TIDY AND NO  
TRIP HAZARDS ETC

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

WE KEEP VERY ALERT AND KNOW  
MOST OF THE PARENTS IN ORMISTON  
AS WE HAVE OWNED THE SHOP  
FOR 15 YEARS AND HAD 0 ISSUES  
KEEP EVERYTHING SAFE.

**APPLICATION SUPPORTING COMMENTS**

**Additional Information**  
WE HAVE RAN 2 PARK ROAD  
ORMISTON SINCE 2009 WE  
would LIKE TO GIVE BACK TO  
THE community and KEEP  
our CUSTOMERS HAPPY

**Supporting Comments**  
i.e. reasons why the Board should support your application.  
ORMISTON HAS A LOT OF NEW  
BUILT HOUSES AND WE would  
LIKE TO MAXIMISE our TURN-OVER  
ALSO KEEP ~~THE~~ our community  
HAPPY SELLING OTHER PRODUCTS IN THE  
LATE EVENING'S

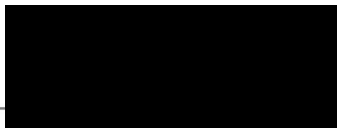
**SIGNATURE AND DECLARATION BY APPLICANT**

**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

27/02/24



SCHEDULE 6 Regulation 7

# DISABLED ACCESS AND FACILITIES STATEMENT

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

## 1. DISABLED ACCESS AND FACILITIES

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

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

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

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

## 2. DISABLED ACCESS TO, FROM AND WITHIN THE PREMISES

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

WE HAVE A RAMP and -  
- ACCESSIBLE FLOOR.  
we personally HELP people eg  
NO THE SHOPPING and PACK THEIR  
BAGS FOR THE MISABLED.

### 3. FACILITIES AVAILABLE

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

NO WE DO NOT  
HAVE THESE FACILITIES

### 4. OTHER PROVISIONS

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

ASSISTANCE DOGS WELCOME

**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 27/09/24

Capacity PREMISES LICENCE HOLDER

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

Tel. no. of signatory \_\_\_\_\_

Email \_\_\_\_\_

**\* Data Protection Act 2018**

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

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

**To:** C. Grilli

**Clerk to the Licensing Board**

---

Date: 11<sup>th</sup> March 2024

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

**PREMISES LICENCE MAJOR VARIATION**

**EL0283, LITTLE SUPERSTORE, 2 PARK ROAD, ORMISTON, EAST LoTHIAN EH35 5JS**

I can confirm that the applicant and premises have been visited in relation to this variation application and the site notice was displayed.

On the door of the shop there was a notice displayed that looked old, detailing "We serve alcohol Monday-Sunday from 10am-10pm 7 days a week". The rest of the notice detailed the age verification policy being challenge 25, a section dealing with proxy sales, and sales to drunk persons.

A compliance visit was conducted where the display area was checked, and a staff training record was given for the member of staff present. The summary of premises licence was not displayed, and the staff member was asked to put it up on the wall. Other signage was present and correct.

The changes applied for are:

- To change off sale hours on a Sunday from 12noon – 10pm to 10am – 10pm

It appears that this change has been requested in a somewhat retrospective manner after the licence holder has realised that the commencement hour on a Sunday was 12 noon and not 10am as they originally thought.

Licensing Standards Officer

## Licensing

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**From:** Lee Wilson <Lee.Wilson2@scotland.police.uk>  
**Sent:** 15 March 2024 14:04  
**To:** Licensing  
**Subject:** MAJOR VARIATION - LITTLE SUPERSTORE, URMISTON  
**Attachments:** LIC38 PREMISES VARIATION - NO ADVERSE COMMENT - LITTLE SUPERSTORE.RTF

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

Good Afternoon,

No police objections.

Ref: 802428

Regards,

Lee

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 01 March 2024 11:56  
**To:** Licensing  
**Subject:** RE: Attached Image - Major Variation for Little Superstore, 2 Park Road, Ormiston

Hello,

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

Kind Regards  
Scott

Scott Robertson | Assistant Planner – Development Control | East Lothian Council | John Muir House | Haddington EH41 3HA

T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at <https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eastlothian.gov.uk%2F&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7C283813c09b1f4ec32f0208dc39e699d3%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C638448909775851121%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLjBtIi6k1haWwiLCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=6SWgEjo2ZByrKMVlgFudnt%2FOW3v3R8847ie21hjE WyU%3D&reserved=0>

-----Original Message-----

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Thursday, February 29, 2024 11:10 AM  
**To:** Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'licensing@nhslothian.scot.nhs.uk' <licensing@nhslothian.scot.nhs.uk>; [REDACTED]  
**Subject:** FW: Attached Image - Major Variation for Little Superstore, 2 Park Road, Ormiston

Hi

Please find attached Major Variation for Little Superstore to vary their hours on a Sunday at the moment they have 12 noon to 10pm. They want to change this to 10am to 10pm, in line with the other days of the week. Can I have representations/reports by 28th March, 2024.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114

## Licensing

---

**From:** Douglas, Andrew  
**Sent:** 01 March 2024 08:02  
**To:** Licensing  
**Subject:** FW: Attached Image - Major Variation for Little Superstore, 2 Park Road, Ormiston  
**Attachments:** Herkes\_Gillian\_XVF20528\_FIREBIRD\_2670\_001.pdf

No objections, std conditions

Andrew

-----Original Message-----

**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** Thursday, February 29, 2024 2:42 PM  
**To:** Douglas, Andrew <adouglas@eastlothian.gov.uk>  
**Subject:** FW: Attached Image - Major Variation for Little Superstore, 2 Park Road, Ormiston

-----Original Message-----

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Thursday, February 29, 2024 11:10 AM  
**To:** Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'licensing@nhslothian.scot.nhs.uk' <licensing@nhslothian.scot.nhs.uk>;  
[REDACTED]  
**Subject:** FW: Attached Image - Major Variation for Little Superstore, 2 Park Road, Ormiston

Hi

Please find attached Major Variation for Little Superstore to vary their hours on a Sunday at the moment they have 12 noon to 10pm. They want to change this to 10am to 10pm, in line with the other days of the week. Can I have representations/reports by 28th March, 2024.

Kind regards

Gillian

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





# APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

# 4b

LICENSING (SCOTLAND) ACT 2005, SECTION 29

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

## 1. TYPE OF VARIATION

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)

- 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)

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**2. PREMISES LICENCE DETAILS**

**2(a) Licence Number of Premises** EL093

**2(b) Name and Address of Premises** Tower Inn, 128-130 Church Street  
Tranent

Post Code EH33 1BL Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

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

Four Sisters Properties Ltd

51 Craighouse Avenue, Edinburgh

\_\_\_\_\_ Post Code EH10 5LP

Tel. No. [REDACTED] Email address \_\_\_\_\_

**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 detail below the proposed changes. (See Note 1)

To increase the area for Outdoor Drinking Facilities, as shown on the new Layout Plan. The area will be enclosed with fencing.

There will be no increase in capacity but there will be a maximum of 40 customers in the area at any time.

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

A copy 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 substitute a new Layout Plan showing including the proposed additional outside area.

**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)

**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)

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**5. FEE PAYABLE**

Information on fees can be found at [https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol\\_licences/2](https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2)

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) (i) the appropriate fee of £ 200.00 is enclosed



(ii) the proposed Operating Plan is enclosed



(iii) the proposed Layout Plan is enclosed



(iv) the Premises



Signature \_\_\_\_\_ (See note 5 overleaf)

Date 29/4/14

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

**If agent, please provide details**

Full name Macdonald Licensing

Address 21a Rutland Square, Edinburgh

Post Code EH1 2BB

Tel. No. 0131 229 6181 Email address alistair@macdonaldlicensing.com

**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 2018**

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

FOR OFFICE USE ONLY		
Received & Receipt No.	System Updated	Licence Issued

## OPERATING PLAN

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

Name, address and postcode of premises to be licensed.

Tower Inn 128-130 Church Street Tranent East Lothian EH33 1BL
---------------------------------------------------------------------------

### Question 1

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

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

### Question 2

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

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11am	11pm
<i>Tuesday</i>	11am	11pm
<i>Wednesday</i>	11am	11pm
<i>Thursday</i>	11am	1am
<i>Friday</i>	11am	1am
<i>Saturday</i>	11am	1am
<i>Sunday</i>	11am	Midnight

**Question 3**

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

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

**Question 4**

*SEASONAL VARIATIONS*

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

*\*If YES – provide details*

We would seek to take advantage of any extended period of trading granted by the Board for significant local/ national events e.g. festive period and bank holidays etc.

**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>	No	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	No	No	No
<i>Bar meals</i>	No	No	No
<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	No
<i>Dance facilities</i>	No	No	No
<i>Theatre</i>	No	No	No
<i>Films</i>	No	No	No
<i>Gaming</i>	Yes	Yes	No
<i>Indoor/outdoor sports</i>	Yes	Yes	No
<i>Televised sport</i>	Yes	Yes	Yes

<i>5(d)</i> <i>Activity</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>Outdoor drinking</i> <i>facilities</i>	Yes	Yes	Yes
<i>5(e)</i> <i>Activity</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>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.*

Receptions – we have the facility to offer a range of reception facility. This may include funeral purveys that require alcohol on the premises from 9am. This activity would be subject to the expedient grant of an Extended Hours Application.

Club Meetings – we have the facility to host local community meetings. This may include events that require alcohol to be available on the premises from 9am e.g. golf day. This would be obtained through an Extended Hours Application.

Recorded Music – this may be played outwith core hours during reception.

Televised Sport – we anticipate that certain major sporting events e.g. Olympics, Football World Cup may be televised outwith core hours and we would wish to offer the sale of alcohol on premises at these times. This would be obtained through an Extended Hours Application.

Outside Drinking facilities-may be used by customers if the premises are open before the commencement of licensed 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.*

We may provide a range of activities during core hours such as quiz nights, dominoes, charity nights, or similar social activities appropriate to the target market. Activities requiring alcohol outwith core hours will be subject to an Extended Hours Application being granted. No additional activities shall take place after core hours (with or without the provision of alcohol) unless under the authority of an Extended Hours Application.

Food may be supplied for customers, having been prepared at other premises, but consumed on these premises.

*5(g) Late night premises opening after 1.00am*

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	<i>N/A</i>
--------------------------------------------------------------------------------------------------------------------	------------

<i>When fully occupied, are there likely to be more customers standing than seated?</i>	N/A
<i>*Delete as appropriate</i>	

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

*CHILDREN AND YOUNG PERSONS*

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

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

Children and Young Persons will be admitted only when accompanied by an adult.

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 must vacate the premises by 8pm and Young Persons by 11pm unless attending a private pre-booked function in which case they may remain until the end of the function, subject to management discretion.

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

Children and Young Persons will be admitted to all public areas.

**Question 7**

*CAPACITY OF PREMISES*

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

On Sales – 156 (Maximum of 40 customers in the outside area)
-----------------------------------------------------------------

**Question 8**

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

*Personal details*

8(a) *Name*

Jenna Stephanie Dignan Baxter
-------------------------------

8(b) *Date of birth*


-------------------------------------------------------------------------------------

8(c) *Contact address*


-------------------------------------------------------------------------------------

8(d) *Email address*

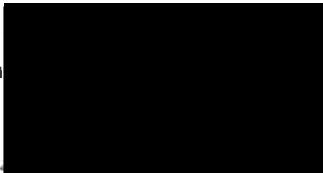
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8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
24 February 2022	East Lothian Licensing Board	EL1829

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

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

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

Signature ..... (see note below)

Date ..... 29/2/24

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

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

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181, [alistair@macdonaldlicensing.com](mailto:alistair@macdonaldlicensing.com)

**\* Data Protection Act 1998**

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



## SUPPLEMENTARY APPLICATION INFORMATION

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

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

**BUSINESS PROFILE**

Please describe your business offering

This is a new outside area to be added to the licensed area. It will be used for customers to sit outside, weather permitting.

**ON CONSUMPTION**

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

For use by customers of the bar who will come in and purchase drinks to take outside.

**OFF CONSUMPTION**

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

Not applicable.

**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:  
Non of these in this area.

**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:

Not specifically, but customers attending an event may take  
advantage of this area.

**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:

None .

**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 will be no music in this area.

The area will be monitored by staff and covered by CCTV.

The permission is till 8pm, within the Board policy, to minimise any such nuisance.

**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:

Might be used before licensed hours if customers were having a coffee or soft drink.

**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:

None.

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

Baby changing facilities available in the bar.

Children and young persons would require to be with an adult, but staff will also monitor.

Nothing will take place there that would be inappropriate for children to be present.

## 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**

Will be monitored by staff. Will notify Police if appropriate. CCTV will be regularly monitored and staff will clear tables on a regular basis.

### **Securing Public Safety:**

Enclosed fence and CCTV. Shouldn't be any issues, and safety of customers is paramount.

**Preventing Public Nuisance:**

No music in this area.

Area will be monitored to check customers behaviour and to take appropriate action if such behaviour could result in public nuisance.

May involve asking customers to reduce their voice, but will be asked to leave if appropriate.

**Protecting and Improving Public Health:**

This is to allow customers to sit and enjoy the better weather with their family and friends. Consumption will be monitored.

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

Would be with an adult, but staff will monitor CCTV and be in the garden to clear tables/ monitor behaviour.



**APPLICATION SUPPORTING COMMENTS**

**Additional Information**

Just to add a facility to the bar, which customers will appreciate.

**Supporting Comments**

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

Outside areas are important to licensed operations. Customers like to sit outside, especially in the summer.

Well run operation, which will not prejudice their reputation by allowing them to become a nuisance of any kind.

**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 my knowledge and belief.

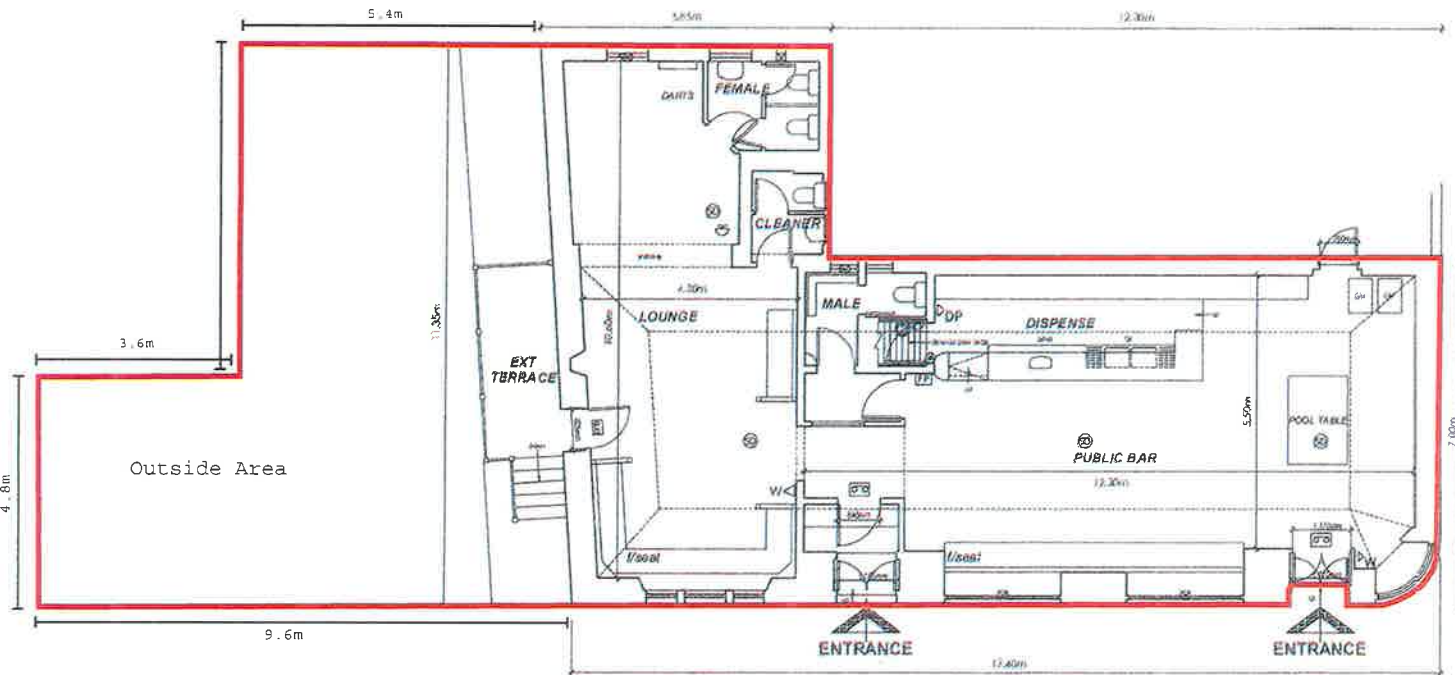
Signature \_\_\_\_\_

Date \_\_\_\_\_

29/1/04

FIRE & EQUIPMENT LEGEND	
	3hr minid emerg light
	3hr minid emergency incl Euro Legends
	Fire Alarm Sounder
	F Alarm Break Glass Pnt
	Fire Blanket
	Smoke Detector (Contined 90 & 100-000)
	Heat Detector (Contined 90 & 100-000)
	Fire Alarm Control Panel
	Emergency Push Bar
	Self closing FR doors
	Self closing door
	Fire Ext-Water 9L
	Fire Ext-Dry Powder 2.3kg
	Fire Ext-Carbon Dioxide 2.3kg (Type 21b)
	Dry Foam
	Hose Reel

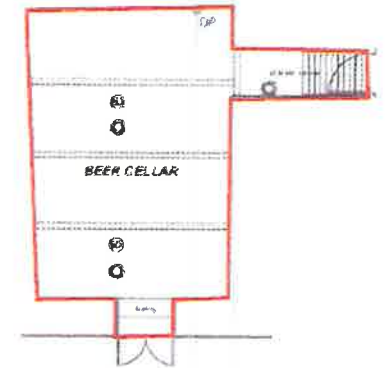
— Licensed Area



GF PLAN 1:100



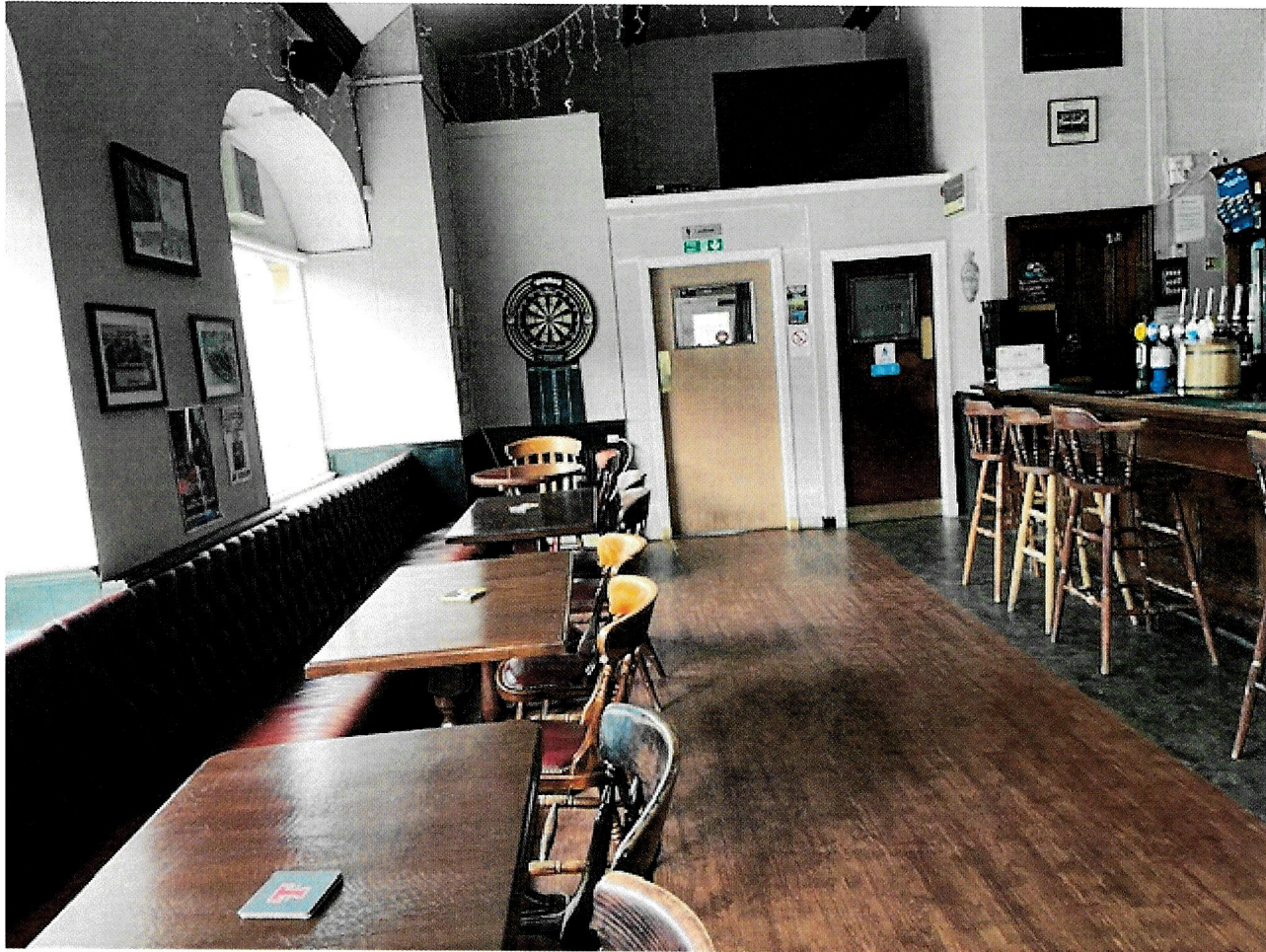
LOCATION 1:1250 N^



LOWER GF PLAN 1:100

PROJECT TOWER INN 130 Church Street Tranent EH35 1BL		
NATURE LICENSING APPLICATION	DRG. PLAN 1/1	SCALES 1:100





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3.



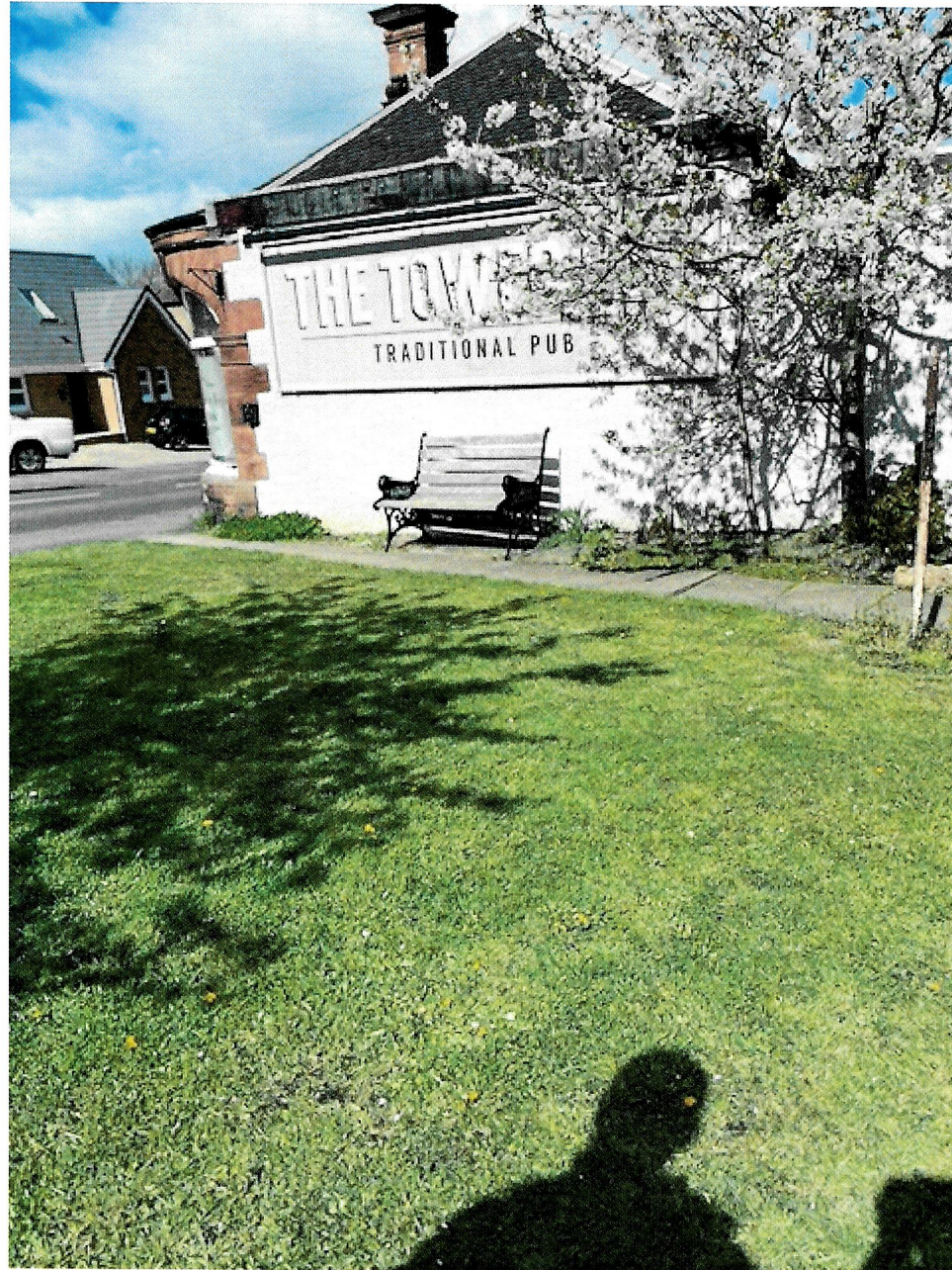
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# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

**To:** C. Grilli

Clerk to the Licensing Board

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Date: 11<sup>th</sup> March 2024

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

PREMISES LICENCE MAJOR VARIATION

TOWER INN, 128-130 CHURCH STREET, TRANENT, EAST LoTHIAN EH33 1BL

I can confirm that the applicant and premises have been visited in relation to this variation application. The site notice was on display and are required. The premises have been inspected over the last 12 months and found to be compliant with the Act. There has been 1 complaint in the last 12 months in relation to loud music and intoxicated patrons. A meeting was held with police, management and I at the premises and guidance was given.

The changes applied for are:

- To change layout to extend the outdoor drinking area to the side of the premises to form a beer garden.

The premises already has outdoor drinking on the operating plan and the small landing area at the top of the steps that enters the lounge bar is within the licensed area. From discussions with the director, Dominic McNeil of Cairn McNeill Group who run the premises, the intention is to create a contained external beer garden to provide a larger outdoor drinking area with seats for a maximum of 40 customers. Mr McNeil keeps regular contact with me in relation to the operations at the premises.

I recommend the following conditions in line with Board policy:

- 1) The outside area must be clearly delineated, and entry only be permitted to patrons by coming through the main premises.
- 2) No public entertainment, amplified music, amplified vocals or live music played in the outdoor area to ensure the use does not cause nuisance to neighbouring residential properties.
- 3) The use of outdoor areas will cease by 8.00pm
- 4) The external area is covered by an effective and properly maintained CCTV system.

Licensing Standards Officer

18/03/2024

Your Ref: TOWER INN  
Our Ref: 802895

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



**POLICE  
SCOTLAND**

Keeping people safe

Catriona Paton  
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  
TOWER INN 131 CHURCH STREET, TRANENT, EAST LOTHIAN, EH33 1BL.**

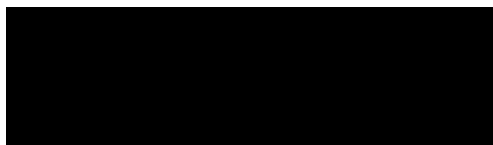
I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of a change in the layout plan to include the addition of an outdoor area for alcohol consumption.

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

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

Yours faithfully



Catriona Paton  
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6136.

## Licensing

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**From:** Robertson, Scott  
**Sent:** 06 March 2024 10:42  
**To:** Licensing  
**Subject:** RE: Tower Inn-Major Variation

Hello,

Please note there is no record of planning permission for the use of the area of land as a beer garden and planning permission would be required for the change of use of the land to a beer garden.

The applicant has submitted a planning application (24/00236/PP) which is currently invalid as we await further information. The applicant should wait until planning permission has been granted before starting any works to the proposed beer garden.

Kind Regards  
Scott

Scott Robertson | Assistant Planner – Development Control | 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:** Friday, March 1, 2024 11:23 AM  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; tecc.secretary@aol.co.uk; Cramer, Torquil <torquil.cramer@firescotland.gov.uk>; licensing@nhslothian.scot.nhs.uk  
**Subject:** FW: Tower Inn-Major Variation

Hi

Please find attached Major Variation to increase the outside area drinking facilities as shown on the new layout plan. Can I please have comments/representations by 31<sup>st</sup> March, 2024.

Kind regards

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

## Licensing

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**From:** Chrissie Irvine [REDACTED]  
**Sent:** 21 March 2024 14:20  
**To:** Licensing  
**Subject:** The Tower Inn - CG/mjw/EN/L/L1

You don't often get email from [REDACTED]. [Learn why this is important](#)

**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.

Good afternoon

I would like to raise concerns with regards to the application for major changes at The Tower Inn, Tranent (ref: CG/mjw/EN/L/L1).

I do not necessarily have 'objections' with regards to the building of an outdoor space, if the right rules are in place, but I do have concerns with regards to this. I have discussed these directly with Dominic McNeil but wanted them to be noted formally. My concerns relate to the noise to the surrounding residential properties that the influx of people drinking outside will cause.

We have had several dealings with Dominic and his team regarding the departure of their patrons in the early hours of the mornings, they are often loose willed, shouting, fighting, in the road and green areas for large periods of time. Dominic and his team have passed on their numbers to contact them should we have issues in the small hours with them not vacating the area. We have often had to contact them but I am disappointed that it comes to this on occasions as we are then at the mercy of their team.

Now with the building of a 'beer garden' are we to expect to have elevated noise up to 8pm or even possibly 10pm, as Dominic advised he has already been given permission to have them out there until 10pm. Also, what are the plans for live music, are we to expect this to be outside given that most of the patrons could be outside rather than in, at any one time?

We are in a conservation area and have single glazing with the Council blocking the opportunity to upgrade to double glazing, so how are we to protect ourselves from this additional noise? I have two small children, who often wake with the noise at kick out time and now I am facing the potential of having noise right through their bedtimes. So, reality is that my under 1yr old and 6yr old may have disrupted sleep for the majority of their weekends?

As I note above, I have discussed these issues with Dominic but I would like these concerns to be discussed on a larger scale to see if there are rule/regulations that can be put in place to assist all, not only residents, most of whom have young families, but the business too. I know Dominic has worked hard at turning the fortunes of the pub around, but it cannot be at the cost of those that live around it. The Council needs to find the balance in what is permitted to satisfy all.

Kind regards  
Chrissie Burt



## Licensing

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**From:** Morag Rutherford [REDACTED]  
**Sent:** 27 March 2024 18:30  
**To:** Licensing  
**Subject:** The Tower Inn CGmjw/EN/L/L1

You don't often get email from [REDACTED] [learn why this is important](#)

**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.

I would like to raise a few points that are concerning me regarding the proposed changes to the Tower Inn with regards to the building of an outdoor space to accommodate up to 40 people. I am concerned about noise issues with lots of people drinking and probably music playing. I have already been disturbed by loud music when the Inn first opened. I would point out I live in Duncan Gardens in the 1st house I could hear the music in my lounge which is at the back of a detached property it was very loud. I have been wakened up several times in the early hours of the morning with people coming into our street and shouting etc this is a cul de sac with no way out. I have also witnessed people across from my garage doing things they shouldn't be doing and a couple of times it sounded like someone was trying to open my garage door but it may well have been people leaning against the door. I feel I now have to go to the trouble of getting a security light and camera put above my garage door. I have lived here for 31 years and have never had any trouble like this until the Tower changed hands, it would appear they are attracting a young crowd it was always a quiet pub and we never had any problems with bad behaviour. There has been a lot of noise and fighting on Church street, I have also noticed quite a lot of vomit on Church Street and the odd glass and bottles at weekends obviously from people who have been drinking. We get a lot of cars parked in our street when there is a function on in the pub I am happy if people leave their cars overnight at least they are not drinking and driving but sometimes the cars are

left for days on end its not a big street so it can be very inconvenient for people living here I have often had cars parked

across my garage door.

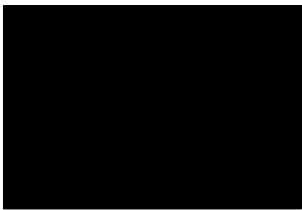
This is a conservation area its being spoiled for the residents in the area.

I am an elderly lady living on her own I feel my nice quiet existance has gone and don't feel secure any more. I worry it will only get worse

if things are not dealt with fairly and sensibly to all concerned.

Regards

Mrs M.V.Rutherford







# APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE\*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

\*Delete as appropriate

5

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

Dunglass Pavillion  
Dunglass  
Cockburnspath  
Berwickshire  
TD13 5XF

**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.

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

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

Dunglass Estate Events Ltd

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Estate Office

---

Dunglass Estate

---

Cockburnspath

---

Berwickshire

---

TD13 5XF

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Company Number SC368709

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

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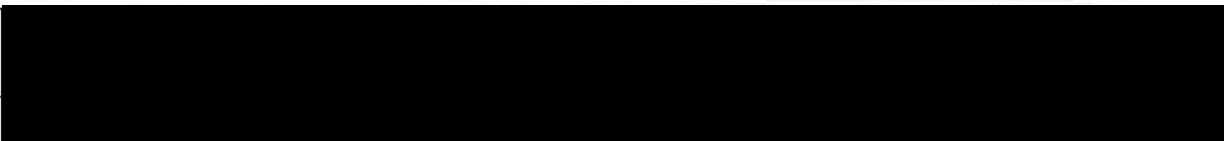
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**2(e)** Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.\*

Simon Usher



Joyce Usher



\* 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
NONE				

(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)

The premises consist of an historic building to which is attached a pavilion. Also located within the building are self catering apartments together with outside areas

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**Question 6** – To be completed by members' clubs only

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

YES  NO

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

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

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

Date 9/3/14

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

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

Telephone number and email address of signatory

0131 229 6181  
alistaire@macdonaldlicensing.com

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

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

\* Data Protection Act 2018

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

## EAST LoTHIAN LICENSING BOARD

### OPERATING PLAN

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

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

Dunglass Pavillion Dunglass Cockburnspath Berwickshir TD13 5XF
----------------------------------------------------------------------------

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

#### Question 2

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

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

**Question 3**

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

Day	OFF Consumption	
	Opening time	Terminal hour
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Question 4**

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand	NO
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*\*If YES – provide details*

**Question 5**

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

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

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

Conference Facilities may begin before licensed hours.

Club or Other Group Meetings and Dance, Yoga or Fitness Activities may be prior to licensed hours.

TV Sport and Recorded Music could be in the accommodation included in this Application at any time, where guests attending a function may be staying. They might also sit outside before or after licensed hours. Indoor/outdoor sports might take place in the accommodation or outside areas outwith licensed 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.

This is a venue, principally for weddings, and corporate functions.

There could be classes such as Dance or Fitness, or Yoga etc

There might in the future be cinema nights with the provision of food and drink, which might require additional licensing i.e. Cinema Licence.

Indoor/ Outdoor Sports – this might be something that is introduced by the guests, particularly those staying, such as football, croquet or throwing a rugby ball about.

*5(g) Late night premises opening after 1.00am*

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	<i>N/A</i>
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<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<i>N/A</i>
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<i>*Delete as appropriate</i>	
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**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>	<b>YES</b>
	<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 must be accompanied by an adult when attending a function or possibly a Class, which may include staying in the accommodation.

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

Children and young persons between ages (0-17 years) may be present.

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

Children and young persons will be permitted entry for the duration of an event, or until the end of the Class.

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

Children and young persons will have access to all public areas, including, if appropriate, the accommodation.

[Empty box]

**Question 7**

**CAPACITY OF PREMISES**

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

200 in the Function area plus 18 guests in the accomodation

**Question 8**

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

*Personal details*

8(a) Name

Simon Usher

8(b) Date of birth

[Redacted]

8(c) Contact address

[Redacted]

8(d) Email address and telephone number

[simon@dunlassestate.com](mailto:simon@dunlassestate.com)  
Tel: [Redacted]

8(e) Personal licence

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
27 February 2024	East Lothian Licensing Board	EL2182

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

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

The content of this declaration is true to the best of my knowledge and belief.

Signature (please see note below)

Date

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

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

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181  
alistair@macdonaldlicensing.com

**\* Data Protection Act 1998**

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

“SCHEDULE 6

Regulation 7

**DISABLED ACCESS AND FACILITIES STATEMENT**

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

**Question 1**

**Disabled access and facilities**

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

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

**Question 2**

**Disabled access to, from and within the premises**

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

The premises were constructed recently and therefore required to comply with Building Standards regulations regarding access and facilities for people with disabilities. This is all in place.

From an access point of view there is disabled parking spaces, which then lead, over a flat path, into the premises. The access is wide and someone in a wheelchair for example should be able to access without difficulty.

There is levelled access throughout the entertainment space as per Building Standards requirements.

**Question 3**

**Facilities available**

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

As explained, the premises have been built in accordance with the Building Warrant which contained certain requirements regarding disabilities.

~~There are disabled parking spaces. The access is suitable, and there is an accessible toilet within the premises.~~

As it is mainly weddings and functions, in general there would be table service, but certainly anyone with difficulty in ordering would be assisted by the staff.

Staff Training is specifically designed to ensure that all staff are taught how to deal with anyone, not only with mobility issues, but hearing, sight etc.

**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 regularly carry out 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  statement are true to the best of my knowledge and belief.

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

Date ..... 25/9/09 .....

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."



## 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

The premises are a purpose built event space, principally for weddings which generally take place on either a Wednesday or Saturday. In addition there may be events such as conferences, training courses, corporate events etc, but weddings are certainly the most common form of event.

The facility might be used for classes, such as exercise, yoga etc.

When a booking is taken either Marie or Darcie who are the Event Managers will be with the couple throughout the event management process up until their first dance. Their Operations Manager, who is an ex Police Sergeant in East Lothian, manages all of the weddings and closes the venue after carriages at midnight.

**ON CONSUMPTION**

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

On sales would be in connection with an event and people attending this, such as weddings, conferences etc. There would generally be a meal or food as part of the event.

**OFF CONSUMPTION**

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

Not applicable.

**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;

There is accommodation involved, as shown on the Layout Plan, and these facilities will generally be used by people attending the wedding or function.

The premises do cater for conference facilities of all kinds.

Restaurant facilities would be the provision of food at these events.

Food in general is brought in by the caterers of the event rather than produced by the venue itself but it is possible that cooking/heating up could take place.

Bar Meals - not applicable.

**Social Functions – Weddings; Birthdays; Retirements ; Other:**

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

The main business of the premises are weddings, which are booked up well in advance and take up Wednesday and Saturdays in general. It is considered that the days in between are required to prepare for the next one.

However there may be occasional functions such as birthdays, retirements on those other days. Again they would have to be pre-booked and a specific organiser/ contact provided.

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

- Recorded Music would be background music at the event, or in the accomodation.
- Live Performances could be a band for instance for the wedding, or someone playing the bagpipes, or of course a DJ.
- For corporate events there might be other forms of entertainment such as a comedian, a speaker or tutor etc.
- There are Dance Facilities, particularly for weddings, but could be relevant for other events as well.
- With regard to Theatre and Films these could take place with appropriate Licences
- Gaming - Not applicable
- Indoor/ Outdoor Sports - possibly by guests organising something informal
- Televised Sport - this would be for people staying in the accommodation, but there might be a corporate event, perhaps golf orientated, which would involve a screen.

**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:

It is possible for customers to take their drinks outside. This is within a private estate owned by our clients' directors, and there would be no disturbance or interference with any other residents.

Those staying in the accommodation might want to sit outside later in the evening, or in the morning to have their breakfast for instance.

As explained, taking into account the location, it is highly unlikely that this would cause a nuisance.

**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:

There will of course be accommodation and therefore some of the Activities mentioned above such as TV Sport, might take place outwith core hours.

~~Conferences and Club Meetings might start prior to licensed hours, possibly from 8am or 9am. The same would apply to corporate events.~~

No alcohol would be sold or supplied however until such time as it is permitted legally.

**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:  
Other than the events there might be occasional dance, yoga, exercise classes as mentioned.

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

Children and young persons would require to be accompanied by an adult and attending a pre-booked event probably, although they might attend a class as well.

Children could be of any age and baby changing facilities will be in place.

## 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**

Firstly, during their time operating as an events venue, they have had no issues whatsoever, and have not had to phone the Police.

Because of its remote location, the only crime and disorder would be by the customers at the event and this would be highly unlikely. Nevertheless staff are trained to deal with such situation, and anyone behaving in an inappropriate fashion would be asked to leave. It is obviously awkward to ask people to leave such events, such as weddings, and therefore the ethos would be to prevent such incidents, which could be alcohol fueled, happening in the first place. There is also a problem with location in so far as it may not be possible for people just to leave. If they have had any alcoholic drinks they would be unable to drive and they might either be staying in the accommodation or waiting for a bus to collect them or a lift. As explained our client's staff are trained to deal with such situations. Competent and vigilant staff consistently monitor, and there is also 24 hour CCTV both inside and outside the venue.

### **Securing Public Safety:**

This is a recent development and therefore as part of the Building Warrant process has had to go through safety checks. The premises are well maintained and the safety of customers and staff is paramount to our clients.

Any issues which could conceivably affect public safety would be dealt with appropriately by management and staff.

~~As explained in the Business Offering section, our client's Operations Manager, an ex Policeman, deals with client's safety/ locking up, and is of course fully conversant with what the Police would expect/ require.~~

Regular safety checks for fire and electricity by professional bodies in addition to weekly fire alarm and smoke detector/ carbon monoxide tests throughout the venue and cottages.

They also have an annual health and safety inspection by Greens of Haddington.

### **Preventing Public Nuisance:**

As explained, the premises are remote and there have been no complaints regarding public nuisance.

The nearest residence outwith the estate are approximately five miles away.

As explained the Operations Manager is responsible for locking up, which is done promptly after the customers have departed.

They constantly monitor public conduct to ensure that guests comply with and pay respect for their venue, staff and each other.

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

This is an events location, and not a destination for those wishing to drink alcohol as such. Excessive drinking is not permitted.

Nevertheless it is not unknown for people to drink too much at a wedding! Staff will be trained to identify any possible future issues, and perhaps have a chat with other people that are accompanying the person in question. We have already explained the difficulties with asking such customers to leave.

An event such as this is not an excuse for irresponsible consumption or over consumption of alcohol. Our clients do not wish guests to drink to that level, which would affect the whole ambience and spoil the wedding day. It would also not do the reputation of the venue any good.

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

Children and young persons will be with an adult at an event or possibly a class. Whilst the accompanying adult, who will presumably in most cases be a relative, have ultimate responsibility for their care, staff will keep an eye out for any possible issues and draw to the attention of other people attending the event if they consider that children and young persons are being put in an inappropriate situation.

~~They will also look out in general for any behaviour which would be inappropriate for children being present.~~

## APPLICATION SUPPORTING COMMENTS

### Additional Information

Dunglass Estate Events operated a previous operation from 2012 and so far as we are aware there were no issues with this. This is a replacement facility, currently operating under Occasional Licences, which is superior to the previous building.

It has become very popular and weddings are booked well in advance.

### Supporting Comments

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

This is a beautiful part of East Lothian and obviously at weddings and functions people are travelling from different parts of the country or further afield. It is highlighting East Lothian and we would ask for the Board's support to continue such a facility. It is accepted that the time on a Wednesday is in excess of your policy hours. However, as explained, weddings are generally held on a Wednesday or Saturday and in order to compete with other venues in other parts of the country it is important to our clients to have midnight and we will be asking the Board to accommodate that.

The previous Application, back in 2012, did allow midnight each night of the week and so far as we are aware these additional hours on Monday to Wednesday did not cause any issues. For this Application we have not requested the additional hour on Monday and Tuesday, just the Wednesday.

At the Hearing we will of course provide our arguments in support of this facility.

## SIGNATURE AND DECLARATION BY APPLICANT

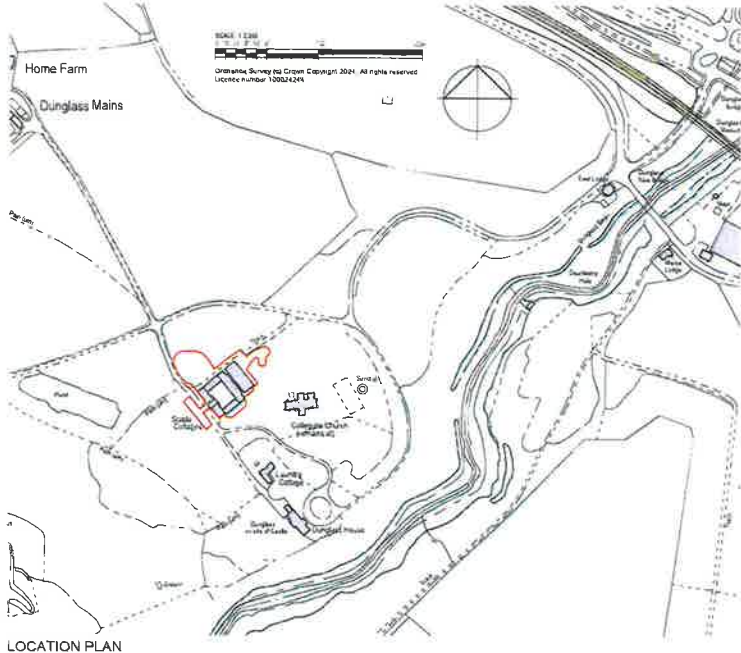
### IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

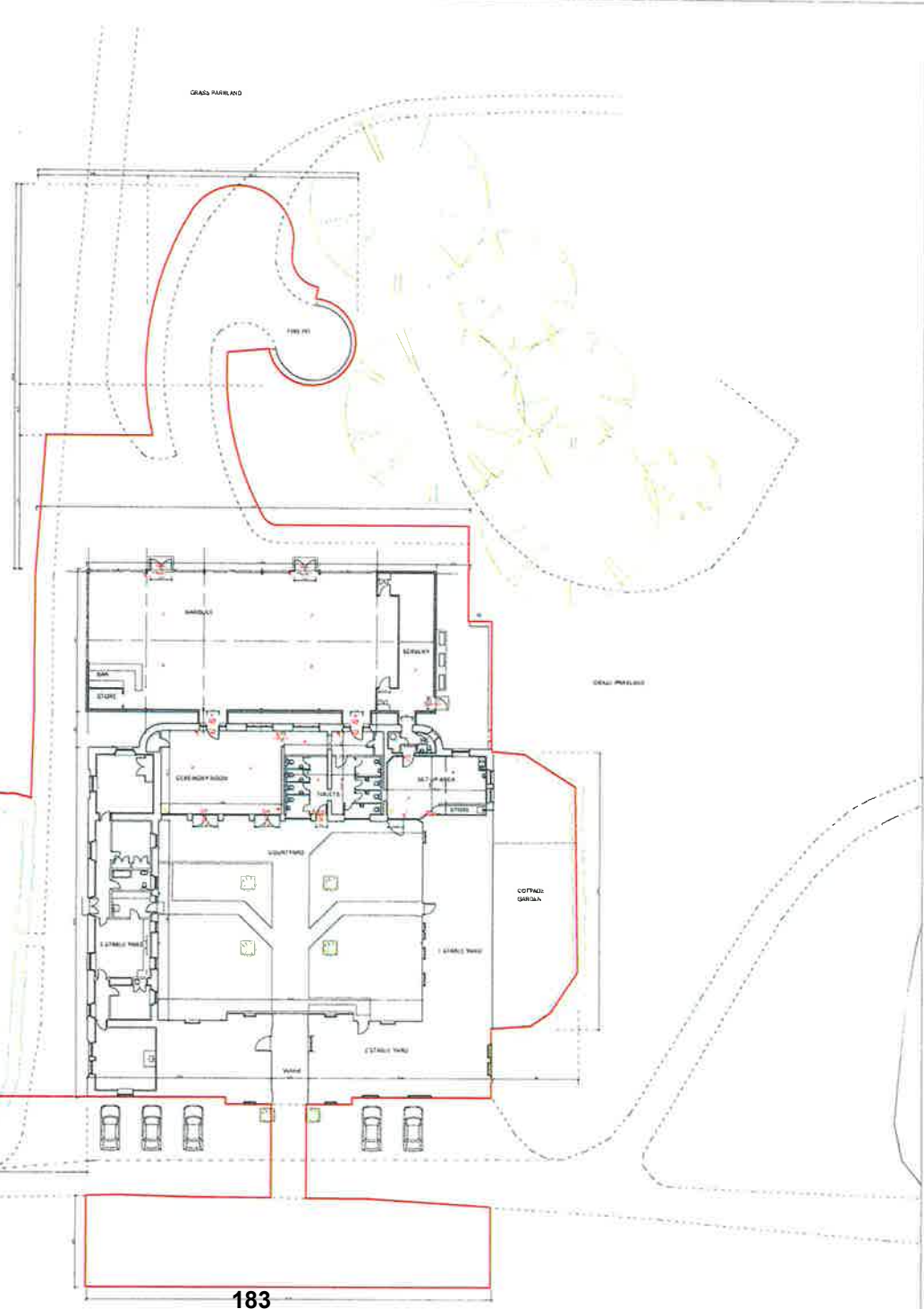
The contents of \_\_\_\_\_ of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_



LOCATION PLAN



**LEGEND**

- Fire alarm panel
- Fire alarm call point
- Fire alarm detector / sounder
- Emergency light
- Fire Extinguishers

Author/Drawn

Project  
**WEDDING VENUE AT DUNGLASS COCKBURNSPATH TD13 5XF**

Client  
**DUNGLASS ESTATE EVENTS**

Title  
**LICENSING PLAN 1**



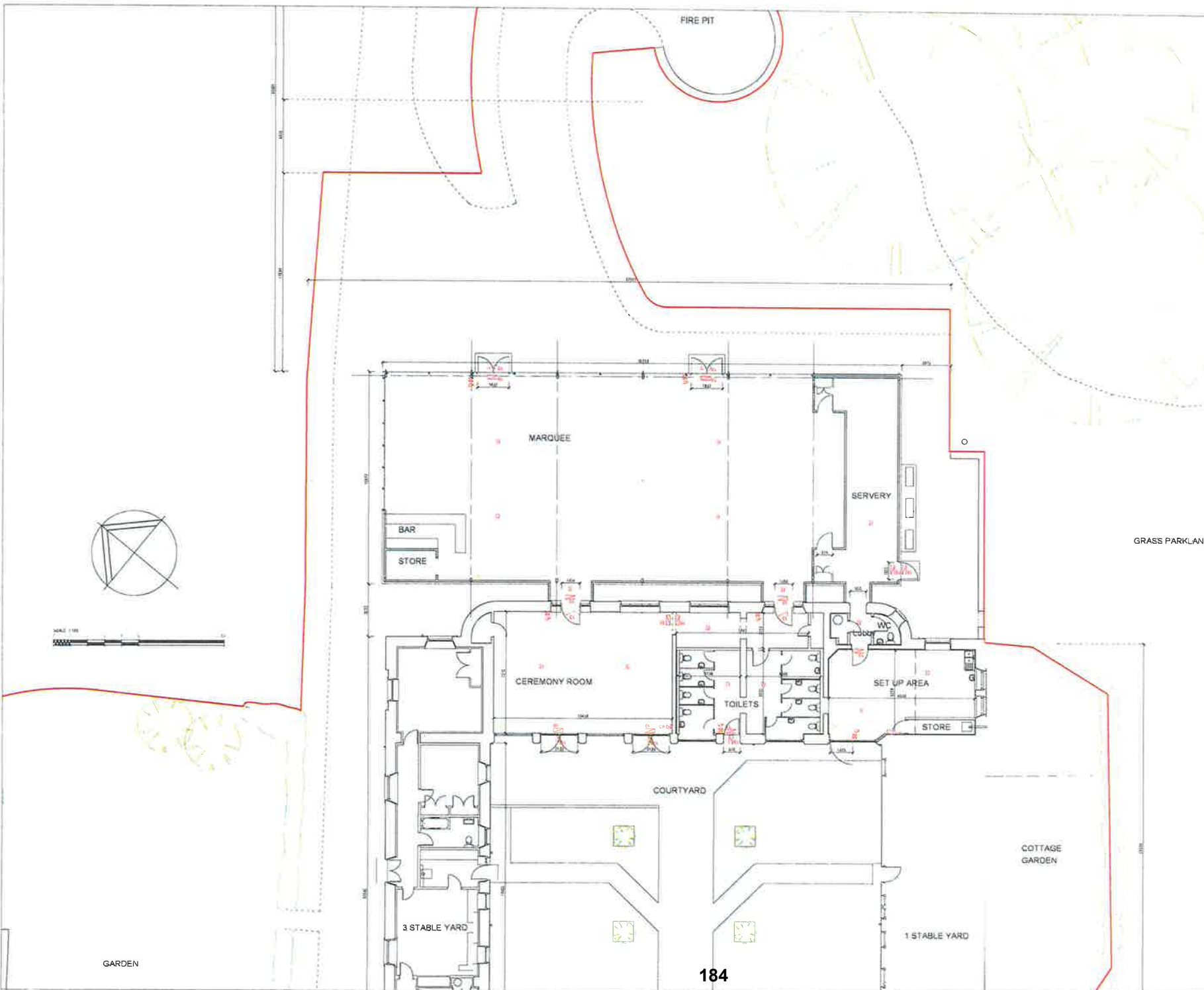
The City Centre  
 St James Boulevard  
 Newcastle upon Tyne NE4 5BZ  
 Tel: 0191 511 1164  
 www.savills.co.uk

Scale  
 1:2500 @ A1






Drawn  
 I.M.

Date  
 FEBRUARY 2024

Drawing Number  
**5191 / 60 / C**



**LEGEND**

-  Fire alarm panel
-  Fire alarm call point
-  Fire alarm detector / sounder
-  Emergency light
-  Fire Extinguishers

Project  
**WEDDING VENUE AT DUNGLASS**  
 CCKBURNSPATH  
 TD13 5XF

Client  
**DUNGLASS ESTATE EVENTS**

Title  
**LICENSING PLAN 2**



The Lymington Arms Road  
 100, The Lymington Arms Road  
 Newnham Castle, Lymington, Hampshire, SO41 1AA  
 Tel: 01753 513114  
 www.savills.co.uk

Scale 1:100 @ A1	Drawn I.M.
Design Number 5191 / 61	Date FEBRUARY 2024



# East Lothian Council

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

## SECTION 50 PLANNING CERTIFICATE

APPLICANT:	Dunglass Estate Events Limited
NAME AND ADDRESS OF PREMISES:	Dunglass House, Dunglass, Cockburnspath, East Lothian, TD13 5XF

**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: 18/01251/P) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

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

Signed:		Date:	21 <sup>st</sup> February 2024
---------	-------------------------------------------------------------------------------------	-------	--------------------------------

Keith Dingwall  
Service Manager, Planning

**LICENSING (SCOTLAND) ACT 2005  
BUILDING (SCOTLAND) ACTS 2003****SECTION 50  
BUILDING STANDARDS CERTIFICATE**

**Section 50 Application No:** 24/00005/S50

**Applicant:** Dunglass Estate Events Limited Dunglass House Dunglass  
Cockburnspath East Lothian TD13 5XF

**Agent:** Macdonald Licensing 21A Rutland Square Edinburgh  
EH1 2BB

**Premises Address:** Dunglass House Oldhamstocks Innerwick Cockburnspath  
East Lothian TD13 5XF (Marquee / Events buildings)


**Proposed Use of Premises:** Events venue

I confirm that building warrant 19/00581/BW was issued and a completion certificate acceptance for this then issued on 01.11.2023

Therefore, in terms the above Acts, I have no objections to the issue of a Premises License.

Drwg No.	Rev.	Description.	Source.
		Building Warrant & Licensing drawings	

**Signed:**

  
Frank Fairgrieve  
Building Standards Team Manager

**Date:** 23.02.2024

**Contact Details:**

**Address:** Building Standards, Engineering Services & Building Standards,  
East Lothian Council, John Muir House, Haddington, East  
Lothian EH41 3HA

**Tel No:** 01620 827 216

**Email:** [buildingstandards@eastlothian.gov.uk](mailto:buildingstandards@eastlothian.gov.uk)  
[Marked for the attention of Frank Fairgrieve]

**Issued To:** Macdonald Licensing 21A Rutland Square Edinburgh  
EH1 2BB

**Copied To:** Licensing, East Lothian Council, John Muir House, Haddington



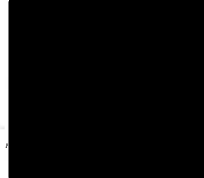
**East Lothian  
Council**

Our ref: LS/JD  
Your ref:  
Direct Line: 01620 827374  
Fax Number: 01620 827918  
E Mail: [chts@eastlothian.gov.uk](mailto:chts@eastlothian.gov.uk)

John Muir House  
Haddington  
East Lothian  
EH41 3HA  
Tel 01620 827827  
Fax 01620 824295

7 March 2023

Claire Weir, Events Manager  
Dunglass Estate Events

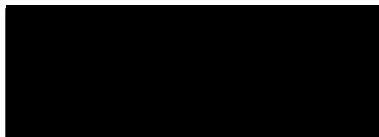


Dear Madam

**THE LICENSING (FOOD HYGIENE REQUIREMENTS) (SCOTLAND) ORDER 2011  
DUNGLASS ESTATE EVENTS, DUNGLASS ESTATE, OLDHAMSTOCKS**

I hereby certify, in terms of Section 50 of the Licensing (Scotland) Act 2005, that the above premises does comply with the relevant requirements of the retained EU provisions which are listed in Schedule 2 to the Food Hygiene (Scotland) Regulations 2006 (S.S.I. 2006/3)

Yours faithfully



Lynn Slight  
Senior Environmental Health Officer

cc Licensing Board

**Invoice for £117.40 will be issued by our Finance Department**

eastlothian.gov.uk

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

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Date: 25<sup>th</sup> March 2024

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

**PREMISES LICENCE APPLICATION**

**DUNGLASS PAVILLION, DUNGLASS, COCKBURNSPATH, BERWICKSHIRE, EAST  
LoTHIAN TD13 5XF**

I refer to the above subject and can confirm that the applicant has liaised with the LSO in relation to this application and I have visited the premises. The premises was found to be well run and compliant with the occasional licences that have been in use. I met with the applicant and management staff and found them knowledgeable and aware of their responsibilities. Dispersal operations (buses, taxis and minibus provided by the estate), the structure of wedding days, and corporate events were discussed, along with requirements of the Act that the premises licence holder and premises manager will now be responsible for.

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

The on-sale hours requested fall within Board policy except for Wednesday where a terminal hour of 12 midnight has been requested (Board policy is 11pm).

I have included the attached photographs for the Board's information.

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

Licensing Standards Officer

## Photos

Pavilion



Bar area



Seating area beside bar



Rear Courtyard



Fire pit and pavilion



Pavilion front



Walkway from parking/drop off area



19/03/2024

Your Ref: DUNGLASS  
Our Ref: 804539

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



**POLICE  
SCOTLAND**

Keeping people safe

Catriona Paton  
Chief Superintendent  
Divisional Commander  
The Lothians and Scottish Borders Division  
Dalkeith Police Station  
Newbattle Road  
Dalkeith, EH22 3AX

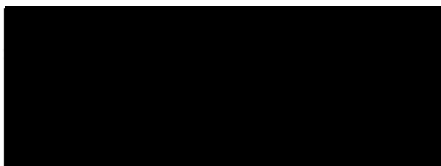
Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A  
PREMISES LICENCE  
DUNGLASS PAVILLION, DUNGLASS, COCKBURNSPATH, BERWICKSHIRE,  
TD13 5XF.**

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



Catriona Paton  
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6136.

## Licensing

---

**From:** Anshus, Oyunn  
**Sent:** 12 March 2024 16:29  
**To:** Licensing  
**Subject:** FW: Dunglass Estate-Events Space-Premises Licence - EL402  
**Attachments:** Dunglass-Premises Licence Application.pdf; Dunglass-Operating Plan.pdf; Dunglass-Disabled Access Statement.pdf; Dunglass-Supplementary Information Form.pdf; Dunglass- Section 50s x 3.pdf; 5191-60-C\_Licensing Plan\_A1L\_200-2500.pdf; 5191-61\_Licensing Plan\_A1L\_100 (Illustrative).pdf

Good afternoon,  
We have no objections and ask that standard conditions are attached to the licence.

Kind regards,

Oyunn Anshus  
Senior Environmental Health Officer - Business Compliance  
East Lothian Council, John Muir House Brewery Park, Haddington, East Lothian, EH41 3HA  
M 07855 187997 | E oanshus@eastlothian.gov.uk



REHIS  
Chartered Environmental Health Officer  
2024

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**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** Tuesday, March 5, 2024 2:25 PM  
**To:** Anshus, Oyunn <oanshus@eastlothian.gov.uk>  
**Subject:** FW: Dunglass Estate-Events Space-Premises Licence - EL402

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**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, March 5, 2024 1:31 PM  
**To:** 'LothianScotBordersLicensingEastMid@Scotland.police.uk'; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; 'licensing@nhslothian.scot.nhs.uk' <licensing@nhslothian.scot.nhs.uk>; secretarycccc@live.co.uk  
**Subject:** FW: Dunglass Estate-Events Space-Premises Licence - EL402

Good Afternoon

Please find attached full premises licence application for Dunglass Pavillion, can we please have reports/representations by 2<sup>nd</sup> April, 2024.

Kind regards

Gillian

Gillian Herkes

## Herkes, Gillian

---

**From:** Scott Kennedy [REDACTED]  
**Sent:** 18 March 2024 16:47  
**To:** Licensing; Herkes, Gillian  
**Cc:** Cockburnspath and Cove Community Council  
**Subject:** Fwd: Dunglass Estate-Events Space-Premises Licence - EL402  
**Attachments:** Dunglass-Premises Licence Application.pdf; Dunglass-Operating Plan.pdf; Dunglass-Disabled Access Statement.pdf; Dunglass-Supplementary Information Form.pdf; Dunglass- Section 50s x 3.pdf; 5191-60-C\_Licensing Plan\_A1L\_200-2500.pdf; 5191-61\_Licensing Plan\_A1L\_100 (Illustrative).pdf

You don't often get email from [REDACTED] [Learn why this is important](#)

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

Dear Gillian,

The Licence Application EL402 was discussed and minuted at the Cockburnspath and Cove Community Council Meeting held on Wednesday 13th March 2024.

The Community Council was supportive of the application.

The Dunglass Estate provides employment for a number of local people through its wedding related activities with further knock on benefits to the Community Shop through increased custom from visitors to the Estate, and benefits to local people that operated AirBnB type businesses.

It was not felt that there was any detriment due to the extra licensed hour from 23:00 to 0:00, and no representations from members of the public had been received.

Many thanks

Scott

Scott Kennedy

Treasurer - Cockburnspath and Cove Community Council

Begin forwarded message:

**From:** Cockburnspath and Cove Community Council <secretarycccc@live.co.uk>  
**Subject:** Fwd: Dunglass Estate-Events Space-Premises Licence - EL402  
**Date:** 5 March 2024 at 13:37:03 GMT  
**To:** "CCCC649022@groups.outlook.com" <CCCC649022@groups.outlook.com>

For your information

Best wishes  
Hazel  
Secretary  
Cockburnspath and Cove Community Council

Sent from [Outlook for Android](#)

Dear Sirs,

Dunglass Estate Premises Licence

Oldhamstocks Community Association SCIO write in support of the application by Dunglass Estate Wedding venue for an extension of licensing hours on Wednesdays - from 11pm to midnight.

There is no doubt that Dunglass Estate is a successful and valuable local business, providing considerable local employment opportunities and income for the local communities.

They employ over 20 staff from the area as well as supporting local businesses, with wedding couples and guests using many of these services whilst staying in the area.

The one hour extension of their licence for Wednesday weddings will ensure that Dunglass are able to provide the same high quality wedding package as they do for those held on a Saturday.

We trust that you will consider this relatively minor extension to the licence to be of great value not only to Dunglass, but to our local area, ensuring that existing bookings for Wednesday weddings are not at risk of cancellation and subsequent loss of income, employment and business.

Your sincerely,

John McGregor  
Chair, OCA/OCA SCIO

Oldhamstocks Community Association (OCA) is a trading name  
of Oldhamstocks Community Association Scottish Charitable  
Incorporated Organisation

Dear Gillian,

The Licence Application EL402 was discussed and minuted at the Cockburnspath and Cove Community Council Meeting held on Wednesday 13th March 2024.

The Community Council was supportive of the application.

The Dunglass Estate provides employment for a number of local people through its wedding related activities with further knock on benefits to the Community Shop through increased custom from visitors to the Estate, and benefits to local people that operated AirBnB type businesses.

It was not felt that there was any detriment due to the extra licensed hour from 23:00 to 0:00, and no representations from members of the public had been received.

Many thanks

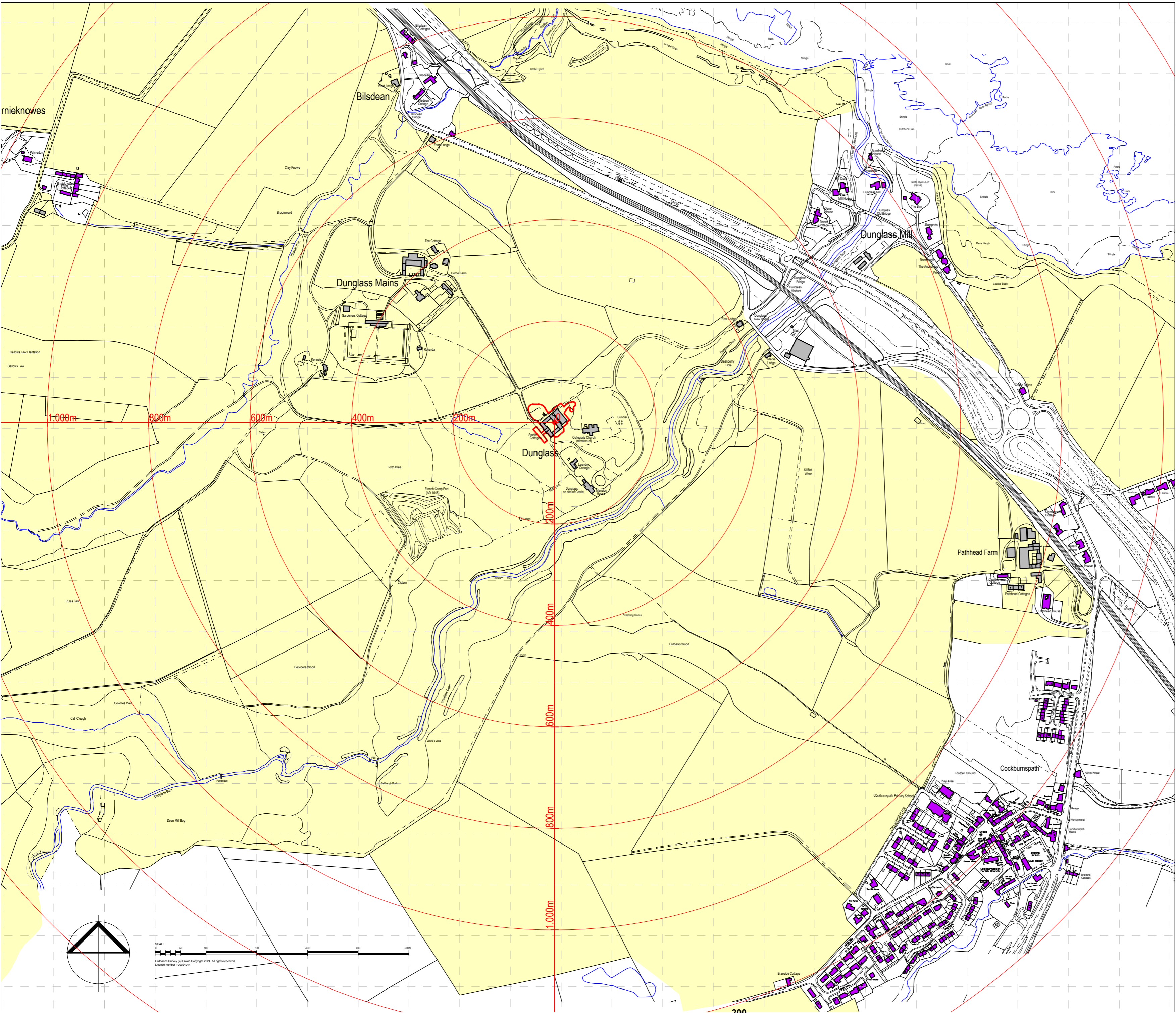
Scott

Scott Kennedy

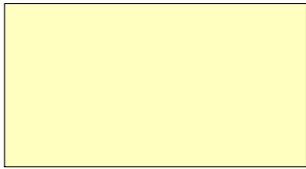
Treasurer - Cockburnspath and Cove Community Council







Notes :


 DUNGLASS ESTATE

Amendments :

Project :  
**WEDDING VENUE AT  
 DUNGLASS  
 COCKBURNSPATH  
 TD13 5XF**

Client :  
**DUNGLASS ESTATE EVENTS**

Title :  
**LICENSING PLAN 4**

 The Lumen  
 St James Boulevard  
 Newcastle Helix  
 Newcastle upon Tyne, NE4 5BZ  
 Tel 0191 917 1444  
 www.savills.co.uk

Scale : 1:5,000 @ A2	Drawn : I.M.
	Date : MARCH 2024

Drawing Number :  
**5191 / 64 / B**

1



2



3



④



East Lothian Council  
Licensing  
13 MAR 2024  
Received



# APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

# 6a

LICENSING (SCOTLAND) ACT 2005, SECTION 29

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

## 1. TYPE OF VARIATION

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)

- 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)

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**2. PREMISES LICENCE DETAILS**

**2(a) Licence Number of Premises** CL 0387

**2(b) Name and Address of Premises** Broxmouth Courtyard  
Broxmouth Park  
Dunbar

Post Code EH42 1QW Tel. No. \_\_\_\_\_

Email c/o - Caroline.Loudon@TLT.com

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

Broxmouth Estates Limited, Broxmouth Park, Dunbar, East Lothian

\_\_\_\_\_ Post Code EH42 1QW

Tel. No. \_\_\_\_\_ Email address c/o - Caroline.Loudon@TLT.com

**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

N/A
-----

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

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

Q2 - To amend the terminal hour to 00.00 Monday - Wednesday.  
Q5 - To add accommodation as an activity.  
Q5(f) - To add the following wording, "The premises will operate as a private hire event space with catering provision. Weddings (including ceremonies), receptions and other celebrations may take place. Private, corporate, community and charity events may include fundraising (raffles, auctions etc). Tastings and samplings, demonstrations and events such as exhibitions may occur from time to time. Special events including product launches can take place. Ceremonies, meetings, conferences and presentations may also take place from time to time. Marquees may be used. Pop up bars may also be used to service licensed external areas. Click and collect/delivery services to service Broxmouth estate only."

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

A copy 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.

N/A

**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)

N/A

**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)

Can be sent under a separate cover if required.

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**5. FEE PAYABLE**

Information on fees can be found at

[https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol\\_licences/2](https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2)

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) (i) the appropriate fee of £ 200 is enclosed

(ii) the proposed Operating Plan is enclosed

(iii) the proposed Layout Plan is enclosed

(iv) the Premises Licence is enclosed

Signature \_\_\_\_\_ (See note 5 overleaf)

Date 6 March 2024

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

**If agent, please provide details**

Full name Caroline Loudon - TLT Solicitors

Address Cadworks  
Floor 9  
41 West Campbell Street  
Glasgow Post Code G2 6SE

Tel. No. 0333 006 1405 Email address Caroline.Loudon@TLT.com

**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.)

## OPERATING PLAN

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

### 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>	11.00	00.00
<i>Tuesday</i>	11.00	00.00
<i>Wednesday</i>	11.00	00.00
<i>Thursday</i>	11.00	01.00
<i>Friday</i>	11.00	01.00
<i>Saturday</i>	11.00	01.00
<i>Sunday</i>	11.00	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>	11.00	22.00
<i>Tuesday</i>	11.00	22.00
<i>Wednesday</i>	11.00	22.00
<i>Thursday</i>	11.00	22.00
<i>Friday</i>	11.00	22.00
<i>Saturday</i>	11.00	22.00
<i>Sunday</i>	11.00	22.00

**Question 4**

*SEASONAL VARIATIONS*

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

*\*If YES – provide details*

The premises may utilise any additional hours granted by the board from time to time, more particularly: extension of on sale core hours until 1.00am on Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day – whatever day of the week these shall fall.

<i>Dance facilities</i>	YES	YES	YES
<i>Theatre</i>	YES	YES	YES
<i>Films</i>	YES	YES	YES
<i>Gaming</i>	YES	YES	YES
<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.

Activities listed above may take place prior to core hours but not before 6am. This will allow set up and preparations for events to take place. Activities will not continue after core hours unless extended hours are in place. Accommodation is private space provided for use during the booked event by the wedding/booking party. This can be used prior to and beyond core hours.

Restaurant facilities and bar meals (to include fish/chip/pizza vans/buffet and lighter meals) may be brought in by external caterers. The external licensed areas can be used for removable bars (including stationary vehicles) and can be used outwith core hours for the service and provision of non alcoholic drinks (unless subject to an extended hours application which would allow the sale of alcohol.)

**Question 5**

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

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

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 will operate as a private hire event space with catering provision. Weddings (including ceremonies), receptions and other celebrations may take place. Private, corporate, community and charity events may include fundraising (raffles, auctions etc). Tastings and samplings, demonstrations and events such as exhibitions may occur from time to time. Special events including product launches can take place. Ceremonies, meetings, conferences and presentations may also take place from time to time. Marquees may be used. Pop up bars may also be used to service licensed external areas. Click and collect/delivery services to service Broxmouth estate only.

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?	N/A
-------------------------------------------------------------------------------------------------------------	-----

When fully occupied, are there likely to be more customers standing than seated?	N/A
*Delete as appropriate	

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

**CHILDREN AND YOUNG PERSONS**

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

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

Children and young persons will be permitted access at management discretion.

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 and young persons to 22.00 unless attending a private pre-booked function when they can remain to the terminal hour.

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

All public parts, excepting 1.5m from any bar areas.

### Question 7

#### *CAPACITY OF PREMISES*

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

On sales - 451

**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 – Caroline Loudon – TLT Solicitors

Date – 6 March 2024

Capacity - AGENT

Telephone number and email address of signatory – 0333 006 1405; [Caroline.Loudon@TLT.com](mailto:Caroline.Loudon@TLT.com)

**\* Data Protection Act 1998**

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

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

**To:** C. Grilli

Clerk to the Licensing Board

---

Date: 8<sup>th</sup> April 2024

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

**PROVISIONAL PREMISES LICENCE MAJOR VARIATION**

**BROXMOUTh COURTYARD, BROXMOUTh PARK, DUNBAR EAST LoTHIAN EH42 1QW**

On 31<sup>st</sup> March 2022, a provisional premises licence was granted for the above location with the licence holder being Broxmouth Estates. The venue has and continues to operate on occasional licences for weddings.

I can confirm that I have spoken with the applicant's agent Caroline Loudon. The premises have been visited previously and I liaised with Paul Mitchell who has applied for the occasional licences at the premises. At my last visit the premises was found to be fully compliant with the occasional licences granted, and well managed. I have not received any complaints about the premises.

The changes applied for are:

- To change the terminal on-sale hour Monday – Wednesday to Midnight.
- To add accommodation.
- To add additional wording to Q5(f) to detail activities such as corporate, community and charity events including raffles and auctions, tasting and sampling, exhibitions, and special events such as product launches. Marquees and pop-up bars may be used to service external licensed areas.
- To add click and collect delivery service to Broxmouth Estate only.

The current licensed hours of the premises on the provisional premises licence which are in line with Board policy are as follows:

**Current ON SALES**

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11:00	23:00
<i>Tuesday</i>	11:00	23:00
<i>Wednesday</i>	11:00	23:00
<i>Thursday</i>	11:00	01:00
<i>Friday</i>	11:00	01:00
<i>Saturday</i>	11:00	01:00
<i>Sunday</i>	11:00	00:00 (12 Midnight)

The current off sale hours are 1100-2200 hours.

The new on- sales hours applied for are, as shown below:

**Proposed ON SALES**

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11:00	00:00 (12 Midnight)
<i>Tuesday</i>	11:00	00:00 (12 Midnight)
<i>Wednesday</i>	11:00	00:00 (12 Midnight)
<i>Thursday</i>	11:00	01:00
<i>Friday</i>	11:00	01:00
<i>Saturday</i>	11:00	01:00
<i>Sunday</i>	11:00	00:00 (12 Midnight)

The requested terminal on-sales hours of 12 midnight Monday – Wednesday are outwith Board policy with the policy the terminal hours on Monday to Wednesday being 2300 hours.

From conversation with Ms Loudon, I understand the click and collect delivery service will be to allow those staying on the estate to pre-order and collect alcohol and other food to take away for example a picnic hamper with alcohol. I recommend the board considers the following condition in relation to the click and collect delivery service.

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

Licensing Standards Officer

22/03/2024

Your Ref: BROXMOUTH  
Our Ref: 807793

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



**POLICE  
SCOTLAND**

Keeping people safe

Catriona Paton  
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  
BROXMOUTH COURTYARD  
BROXMOUTH PARK, DUNBAR, EH42 1QW.**

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

The variation requested consists of:

Q2 – To amend the terminal hour to 00.00 Monday – Wednesday.

Q5 – To add accommodation as an activity.

Q5(f) – To add the following wording: “The premises will operate as a private hire event space with catering provision. Weddings (including ceremonies), receptions and other celebrations may take place. Private, corporate, community and charity events may include fundraising (raffles, auctions etc). Tastings and samplings, demonstrations and events such as exhibitions may occur from time to time. Special events including product launches can take place. Ceremonies, meetings, conferences and presentations may also take place from time to time. Marquees may be used. Pop up bars may also be used to service licenced external areas. Click and collect / delivery services to service Broxmouth estate only.

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

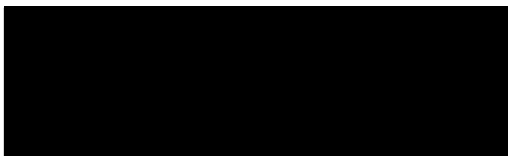
In terms of Section 22(1)(b)(ii) and (iii) of the same Act, I make the following representation:

**OFFICIAL**

The additional hours requested are out with board policy.

This representation is submitted for your attention in considering this application.

Yours faithfully



Catriona Paton  
Chief Superintendent

For enquiries please contact the Licensing Department on 0131 561 6136.

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 04 April 2024 14:26  
**To:** Licensing  
**Subject:** RE: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar

Hello,

Please note I have no comment or objection to this application.

Regards  
Scott

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>  
Sent: Tuesday, March 19, 2024 11:05 AM  
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <Iso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; dunbarcommunitycouncil@gmail.com; licensing@nhslothian.scot.nhs.uk  
Subject: FW: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar

Hi

Please find attached Major Variation for Broxmouth Courtyard, Dunbar for representation/report by 18th April, 2024.

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

-----Original Message-----

From: "Herkes, Gillian" <gherkes@eastlothian.gov.uk>  
Sent: Tuesday, March 19, 2024 10:46 AM  
To: Herkes, Gillian <gherkes@eastlothian.gov.uk>  
Subject: Attached Image

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.

## Licensing

---

**From:** Johnson, Darren  
**Sent:** 19 March 2024 11:15  
**To:** Licensing  
**Subject:** FW: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar  
**Attachments:** Herkes\_Gillian\_QXM04806\_FIREBIRD\_1525\_001.pdf

Hi

No objections.

Darren

-----Original Message-----

**From:** Douglas, Andrew <adouglas@eastlothian.gov.uk>  
**Sent:** Tuesday, March 19, 2024 11:09 AM  
**To:** Johnson, Darren <djohnson@eastlothian.gov.uk>  
**Subject:** FW: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar

Hello Darren,

Can you please deal with this Licence.

Thanks

Andrew

-----Original Message-----

**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** Tuesday, March 19, 2024 11:07 AM  
**To:** Douglas, Andrew <adouglas@eastlothian.gov.uk>; Anshus, Oyunn <oanshus@eastlothian.gov.uk>; Clark, Colin - EHO <cclark1@eastlothian.gov.uk>; Callow, Scott <scallow@eastlothian.gov.uk>  
**Subject:** FW: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar

-----Original Message-----

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** Tuesday, March 19, 2024 11:05 AM  
**To:** Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Licensing Standards Officer <lso@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Fire (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; dunbarcommunitycouncil@gmail.com; licensing@nhslothian.scot.nhs.uk  
**Subject:** FW: Attached Image - Major Variation to Provisional Licence for Broxmouth Courtyard, Dunbar

Hi

Please find attached Major Variation for Broxmouth Courtyard, Dunbar for representation/report by 18th April, 2024.



6/5.

OCC186/24.  
PC, LSO 11/3  
Adv 15/3.

## EAST LoTHIAN LICENSING BOARD

### APPLICATION FOR OCCASIONAL LICENCE

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

1. Application to be sent to: Clerk to the Licensing Board  
Licensing Division  
John Muir House  
Haddington  
East Lothian EH41 3HA
2. The application requires to be lodged not later than **42 days** prior to the date of the function together with the fee payable of **£10.00**.
3. For marquee or outside events - 4 copies of a detailed plan should be lodged with the application, showing the area and grounds which are required to be licensed.
4. The Board can only consider applications for Occasional Licence applied for by such person whom are listed below:
  - i) the holder of a premises licence
  - ii) the holder of a personal licence and
  - iii) a representative of any voluntary organisation
5. Applicant should advise Council's Environment and Consumer Services Department on 01620 827365 of any intention to prepare and serve food at the function. Applicant should also advise what toilet facilities are to be provided.
6. Applicant should advise Council's Environmental Protection Department on 01620 827365 if they are intending to have live or amplified music.
7. It is the policy of the Licensing Board that events that are predominantly organised for children should not necessarily attract the need for an alcohol licence to be granted in relation to it. Therefore, applicants for events mainly focused towards children and families, where the majority of attendees will be children, young persons and families, will be required to justify why an alcohol licence is required and may be required to attend a Licensing Board hearing for a determination.

6b

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


**APPLICATION FOR OCCASIONAL LICENCE**

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

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

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

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number (if applicable)	
Personal licence number (if applicable) EL413	
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS</b>	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	Mitchell
Forenames	Paul Anthony
DATE OF BIRTH	Day 
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
c/o TLT Hobart House 80 Hanover Street	
Post town Edinburgh	Post code EH2 1EL
TELEPHONE NUMBERS	

Daytime	0333 006 1405
Evening	
Mobile	
<b>FAX NUMBER</b>	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b> Caroline.Loudon@TLT.com	
<b>3. THE PREMISES</b>	
<b>Description of premises</b> Broxmouth Courtyard is a purpose built, exclusive use venue within Broxmouth Park Estate and provides a luxury setting for weddings, corporate hospitality and private parties	
<b>Description of activities to be carried on in the premises – (including number of persons expected to attend)</b> Private wedding event.  This occasional licence is to cover only the period 23.00 - 00.00 on Monday 6 May 2024.	
<b>Full postal address of premises which this application refers to</b> Broxmouth Courtyard Broxmouth Park Dunbar East Lothian EH42 1QW	

<b>4. DURATION OF LICENCE</b>
<b>From:</b> 6 May 2024
<b>To:</b> 6 May 2024

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

23.00 - 00.00	N/A
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises N/A	

<b>6. CHILDREN (see note 2)</b>	
This section must be completed where alcohol is for sale for consumption on the premises	
Are children or young persons permitted entry? YES/ <del>NO</del> (if answered yes the remainder of this section must be completed)	
Ages of children or young persons permitted entry 0-17 years.	Times at which children or young persons permitted entry At all times.
Parts of premises to which children or young persons permitted entry All areas but must be kept 1.5m from bar counter.	

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

<b>8. Signature and declaration by applicant (see note 3)</b>	
<b>DECLARATION</b>	
The contents of this Application are true to the best of my knowledge and belief.	
SIGNATURE Nicola Smith - TLT Solicitors	DATE 7 March 2024

**NOTES**

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

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

is eligible to apply for an occasional licence

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

**3. Data Protection Act 1998**

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

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

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

**SUPPLEMENTARY INFORMATION**

<p><b>1. Event</b></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc.)</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc.)</p>	<p>(a)</p> <p>(b)</p>
<p><b>2. Attendance</b></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p><input type="checkbox"/> Under 18</p> <p><input type="checkbox"/> 18 - 30</p> <p><input type="checkbox"/> 30 - 50</p> <p><input type="checkbox"/> over 50</p>

<p><b>3. <u>Stewarding</u></b></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards.</p>	
<p>Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at <u>Security Industry Authority</u>.</p> <p>(a) Please state the number, if any, of stewards to be employed at the event. (a)</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers. (b)</p>	
<p><b>4. <u>Layout Plans</u></b></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or (a)</p> <p>(b) the premises relate to a members club which has been issued with a premises licence; or (b)</p> <p>(c) if neither of the above, please attach a detailed layout plan of the venue with the application (c)</p>	
<p><b><u>5. Applications Lodged by Voluntary Organisations or Members Clubs Only</u></b></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December</p>	

6. Will alternatives to glass receptacles be provided?	
7. To what standard those serving alcohol be trained? Please provide details of any training certificate held	

**LICENSING OBJECTIVES \*\***

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

8. How will you prevent Crime and Disorder at the event?	
9. How will you secure Public Safety at the event?	
10. How will you prevent Public Nuisance at the event?	

<p>11. How will you promote and protect Public Health at the Event?</p>	
<p>12. How will you protect Children from Harm at the Event?</p>	

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

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

---

Date: 26<sup>th</sup> March 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC186-192/24

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

The applicant is Paul Mitchel who is a personal licence holder. Application has been made for 6 occasional licences for weddings to be held at Broxmouth Courtyard. There is currently a provisional premises licence for this premises that was granted on 31<sup>st</sup> March 2022. A major variation application has been submitted to vary the on sales hours of the provisional premises licence that has not yet been confirmed. The major variation application has been sent out for consultation and a separate report will be submitted in due course.

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

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

*11.00 am to 11.00 pm Monday to Wednesday (inclusive)*

*11.00 am to 1.00 am Thursday to Saturday (inclusive)*

*11.00 am to 12.00 midnight on Sunday*

*Outside areas 11.00 am to 10.00 pm Monday to Sunday (inclusive)*

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

The 6 applications fall outwith the permitted on-sales hours detailed withing the Board's policy.

OCC186/24 –Monday 6<sup>th</sup> May 2024, 2300 – 0000 (Previously applied for as part of OCC056/24)

OCC187/24 –Monday 20<sup>th</sup> May 2024, 2300 – 0000 (Previously applied for as part of OCC060/24)

OCC188/24 –Monday 3<sup>rd</sup> June 2024, 2300 – 0000 (Previously applied for as part of OCC065/24)

OCC189/24 - Tuesday 4<sup>th</sup> June 2024, 2300 – 0000 (Previously applied for as part of OCC065/24)

OCC189/24 –Monday 10<sup>th</sup> June 2024, 2300 – 0000 (Previously applied for as part of OCC068/24)

OCC190/24 –Monday 17<sup>th</sup> June 2024, 2300 – 0000 (Previously applied for as part of OCC071/24)

OCC191/24 –Monday 24<sup>th</sup> June 2024, 2300 – 0000 (Previously applied for as part of OCC074/24)

The above hours were previously applied for as indicated above and refused by the Board during the Licensing Board hearing on 22<sup>nd</sup> February. The Board altered the terminal hour of on-sale on a Monday and Tuesday to 2300.

The permitted hours applied for and granted on the provisional licence are as per board policy above:

*11.00 am to 11.00 pm Monday to Wednesday (inclusive)*

*11.00 am to 1.00 am Thursday to Saturday (inclusive)*

*11.00 am to 12.00 midnight on Sunday*

Mr Mitchell was previously the premises manager at another premises however he has since been replaced.

In accordance with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures demonstrated promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer

14/03/2024

Your Ref: Broxmouth Courtyard  
Our Ref: 805320

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



**POLICE  
SCOTLAND**

Keeping people safe

Catriona Paton  
Chief Superintendent  
Divisional Commander  
The Lothians and Scottish Borders Division  
Dalkeith Police Station  
Newbattle Road  
Dalkeith, EH22 3AX

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005  
OCCASIONAL LICENCE APPLICATION  
PREMISES: BROXMOU TH COURTYARD, DUNBAR, EH42 1QW  
APPLICANT: PAUL ANTHONY MITCHELL, [REDACTED]**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make representation in relation to the following applications all of which fall out with board policy:

OCC186/24 – 0000 finish Monday 6th May 2024  
OCC187/24 – 0000 finish Monday 20th May 2024  
OCC188/24 – 0000 finish Monday 3rd June 2024  
OCC189/24 – 0000 finish Tuesday 4th June 2024  
OCC190/24 – 0000 finish Monday 10th June 2024  
OCC191/24 – 0000 finish Monday 17th June 2024  
OCC192/24 – 0000 finish Monday 24th June 2024

This representation is submitted for your attention in consideration of this application.

Yours faithfully

[REDACTED]

Catriona Paton

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

Date: 10<sup>th</sup> April 2024

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

**SECTION 28 – PREMISES LICENCE CEASE TO HAVE EFFECT**

**EL0369 BEER ZOO, 35 HIGH STREET, DUNBAR, EAST LoTHIAN**

**7**

The Licensing (Scotland) Act 2005, section 28(1)(b) & 28(5)(D) provides that in respect of a premises licence the premises licence holder, being an individual, a partnership or a company, becomes insolvent the licence will cease to have effect.

On 2<sup>nd</sup> February 2024 the premises licence EL0369, Beer Zoo was confirmed and granted to the premises licence holder Northern Hobby Ltd.

On 4<sup>th</sup> April 2024 the attached email was received from Dominic Holt director of Northern Hobby Ltd notifying the Board that the company had gone into administration and become insolvent. A check on Companies' House confirms this.

I recommend that East Lothian Licensing Board note the content of this report and confirms by declaration at the next meeting of East Lothian Licensing Board that premises licence No. EL0369 now ceases to have effect, and that they notify the premises licence holder accordingly.

Licensing Standards Officer

## Licensing

---

**From:** Licensing  
**Sent:** 04 April 2024 11:21  
**To:** 'BEER ZOO'  
**Subject:** RE: Premises closure

Good Morning Dominic

I have passed your email onto Karen Harling, our licensing standards officer, she is on holiday until Monday 8<sup>th</sup> April, 2024. She will give you a call to discuss the matter further when she returns to work.

Kind regards

Gillian

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



---

**From:** BEER ZOO <office@beerzoo.co.uk>  
**Sent:** Thursday, April 4, 2024 11:16 AM  
**To:** Licensing <licensing@eastlothian.gov.uk>  
**Subject:** Premises closure

**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.

Good morning.

I am premises manager of 35 High Street Dunbar, EH42 1EW, premises license number EL0369 11/10894. Northern Hobby Ltd, who holds the license, has unfortunately gone into administration. Please advise. Do I need to resign as premises manager, in which case how do I do this?

Many thanks  
Dominic Holt