



East Lothian Council  
Licensing  
18 MAR 2025  
Received

# APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

LICENSING (SCOTLAND) ACT 2005, SECTION 29

**2(i)**

**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** EL0 384

**2(b) Name and Address of Premises** Newhailes Estate

Musselburgh, East Lothian

Post Code \_\_\_\_\_ Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

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

The National Trust for Scotland Enterprises Ltd

Hermiston Quay

5 Cutlins Road

Edinburgh

EH11 4DF

\_\_\_\_\_ 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)

Q7 - Add additional capacity of 650 persons within external area for specific events such as Festhales.

**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.

Additional external area to be used for specific events such as Festhales

**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)

Lodged by email

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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



## OPERATING PLAN – Newhailes

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>	<i>YES</i>
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	<i>NO</i>
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	<i>NO</i>
<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	12MN

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

**Question 4**

*SEASONAL VARIATIONS*

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

Extra hours to be added to the terminal hour as per Board guidelines.  
Any additional hours granted by the Board for special occasions from time to time.

<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
<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>	YES	YES	YES
<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.

Activities listed above may take place prior to core hours but no alcohol will be sold outwith core hours.

Activities will not continue after core hours unless extended hours are in place.

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 premise will operate as an attraction and private hire event space with catering provision. Weddings, receptions and other celebrations will take place. Private, corporate, community and charity events may include fundraising (raffles, auctions and the like). Tastings and samplings, demonstrations and events such as exhibitions may occur from time to time. Special events including product launches.

Ceremonies, meetings, conferences and presentations may take place from time to time.

5(g) Late night premises opening after 1.00am

**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>	YES	YES	YES
<i>Restaurant facilities</i>	YES	YES	YES
<i>Bar meals</i>	YES	YES	YES
<i>5(b) Activity</i> <i>Social functions</i> <i>including:</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>	YES	YES	YES
<i>Club or other group</i> <i>meetings etc.</i>	YES	YES	YES
<i>5(c)</i> <i>Activity</i> <i>Entertainment</i> <i>including:</i>	<i>Please confirm</i> <i>YES/NO</i>	<i>To be provided</i> <i>during core licensed</i> <i>hours – please</i> <i>confirm</i> <i>YES/NO</i>	<i>Where activities are</i> <i>also to be provided</i> <i>outwith core licensed</i> <i>hours please confirm</i> <i>YES/NO</i>
<i>Recorded music – see</i> <i>5(g)</i>	YES	YES	YES
<i>Live performances –</i> <i>see 5(g)</i>	YES	YES	YES
<i>Dance facilities</i>	YES	YES	YES
<i>Theatre</i>	YES	YES	YES

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

All times.

6(e) Provide statement regarding the **PARTS** of the premises to which children and

*young persons will be allowed entry*

All public parts

**Question 7**

***CAPACITY OF PREMISES***

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

**On sale:**

550

650 – additional external capacity for specific events such as Festhailes

**Question 8**

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

*Personal details*

8(a) *Name*

Sharon Brown

8(b) *Date of birth*

[REDACTED]

8(c) *Contact address*

[REDACTED]

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>
01.09.19	City of Edinburgh Licensing Board	258744

**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 Alison Smith – TLT Solicitors..... \* (see note below)

Date 17.3.25

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

Telephone number and email address of signatory 07919 628077 Alison.Smith@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.

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Key  
 --- boundaries - new/modified plans  
 x - buildings not to scale  
 any structure in the landscape

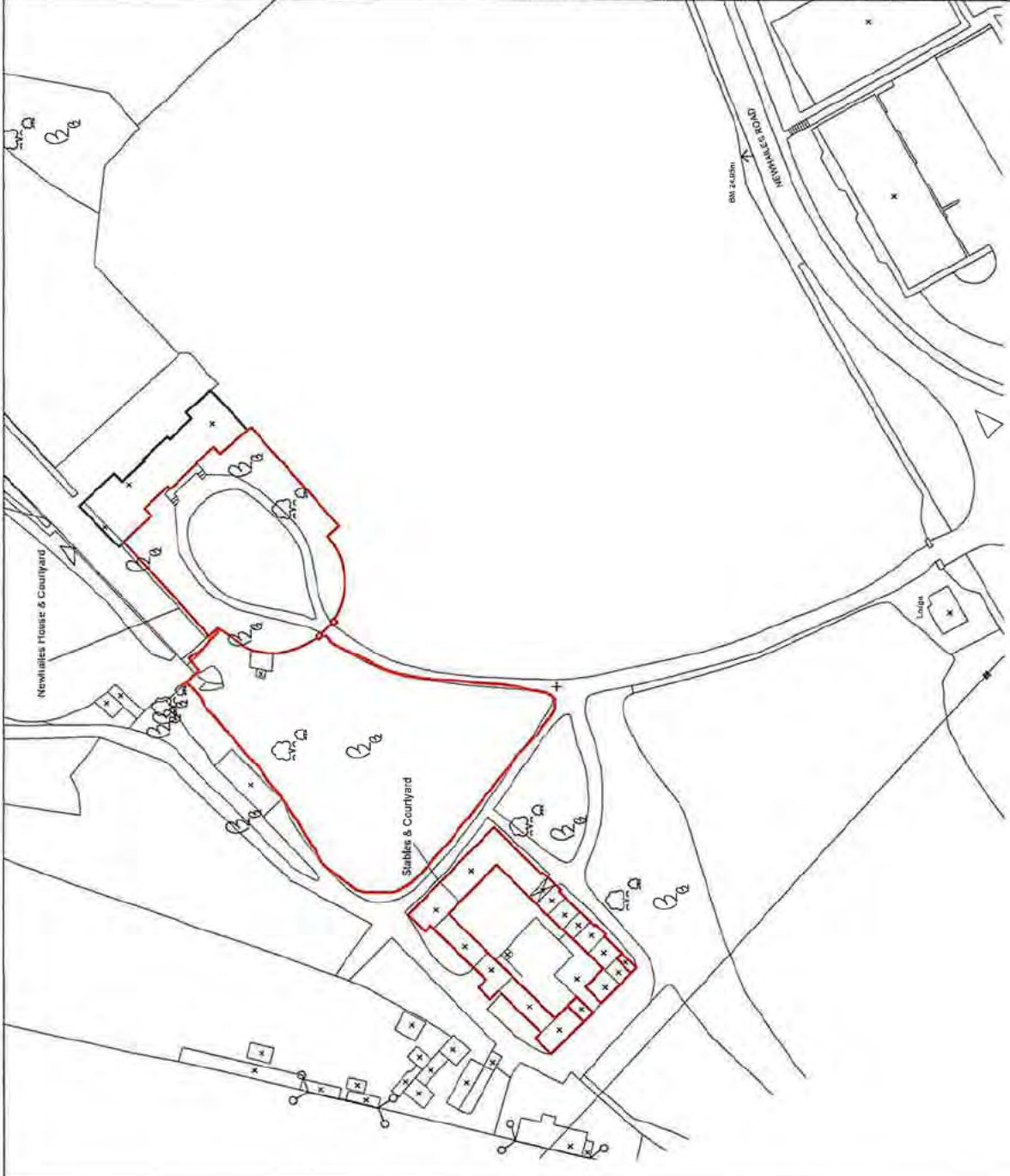
No.	Description	By	Date
Client	National Trust for Scotland 5 Culbains Way Hermiston Quay Edinburgh EH11 4DF		
Project	Newhall's Stables		

Drawing Title  
Newhall's Estate - Licensing Plan

Drawing No. EDMSC076LLA/01  
 Scale 1:1000 Original Sheet Size A3

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 LICENSING  
 Drawn HM Checked HM  
 Date 04/21 Rev.

Gledits Building Surveying | T: +44 (0)131 240 6500 | gledits.com  
 Hobart House, 80 Hanover Street, Edinburgh, EH2 1EL



## Licensing

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**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 19 March 2025 09:56  
**To:** Licensing  
**Subject:** ELO384 - VARIATION - NEWHAILE ESTATE MUSSELBURGH EH21 6RY  
**Attachments:** MAJOR VARIATION APPLICATION\_NEWHAILES.PDF

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

Morning,

No police objections

PSOS ref 907665

regards

Stephen

# **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 2025**

**Subject: LICENSING (SCOTLAND) ACT 2005  
PREMISES LICENCE MAJOR VARIATION  
ELO 384, NEWHAILES ESTATE, MUSSELBURGH, EAST LOTHIAN**

I can confirm that the application has been discussed with the applicant's agent. The site notice was correctly displayed.

The changes applied for are:

- Increase capacity by 650 to allow for specific events such as Festhailes
- Included new outdoor area on layout plan

I have received no complaints about the premises; however I guided the premises licence holder to make this variation following the Festhailes event last year.

Licensing Standards Officer

## Herkes, Gillian

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**From:** Muir, Marion  
**Sent:** 08 April 2025 17:05  
**To:** Licensing  
**Cc:** Grant, Shona; Environmental Protection; Douglas, Andrew  
**Subject:** FW: Major Variation Application - Newhailes Estate, Musselburgh, East Lothian - ELO 384  
**Attachments:** Operating plan.doc; Layout plan - additional external area.pdf; Major Variation Application\_ Newhailes.pdf

Dear Licensing

I would advise that Business Compliance (Food and Safety) have no objections in principle to the attached application for Major Variation, I have however copied this email to colleagues in Environment Protection in relation to the addition of events such as "Festhailes" in the outdoor space as I am not sure if they have received this application directly.

Best regards

Marion

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**From:** Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>  
**Sent:** 18 March 2025 13:40  
**To:** Muir, Marion <mmuir@eastlothian.gov.uk>  
**Subject:** FW: Major Variation Application - Newhailes Estate, Musselburgh, East Lothian - ELO 384

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** 18 March 2025 12:52  
**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>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; [REDACTED]  
[REDACTED] Burke, Kat <kat.burke@nhs.scot>  
**Subject:** FW: Major Variation Application - Newhailes Estate, Musselburgh, East Lothian - ELO 384

Hi

Please find attached Major Variation for Newhailes Estate, Musselburgh for report/Representation by 9<sup>th</sup> April, 2025.

Kind regards

Gillian  
Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services

**Herkes, Gillian**

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**From:** Robertson, Scott  
**Sent:** 20 March 2025 08:11  
**To:** Licensing  
**Subject:** RE: Major Variation Application - Newhailes Estate, Musselburgh, East Lothian - ELO 384

Hi Gillian,

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

Regards  
Scott

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

T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

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**From:** Licensing <licensing@eastlothian.gov.uk>

**Sent:** 18 March 2025 12:52

**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>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; [REDACTED] [REDACTED] Burke, Kat <kat.burke@nhs.scot>

**Subject:** FW: Major Variation Application - Newhailes Estate, Musselburgh, East Lothian - ELO 384

Hi

Please find attached Major Variation for Newhailes Estate, Musselburgh for report/Representation by 9<sup>th</sup> April, 2025.

Kind regards

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



Law Society  
of Scotland

Accredited paralegal  
liquor licensing





East Lothian Council  
Licensing

- 3 APR 2025

Received

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

LICENSING (SCOTLAND) ACT 2005, SECTION 20

**3 (i)**

\*Delete as appropriate

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

Margiotta

The Hay Shed

5 Longniddry Farm Steading

Longniddry

EH32 0QJ

**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.

JELCM Limited

1 Cliftonhall Industrial Estate

Newbridge Industrial Estate

Newbridge

EH28 8PJ

Company Number SC649872

**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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**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.\*

Caterina Margiotta, [REDACTED]

Elena Francesca Margiotta, [REDACTED]

Joseph Ross Margiotta, [REDACTED]

Luisa Margaret Margiotta, [REDACTED]

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

**Question 3** – Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES  NO

If YES – provide full details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Question 4** – Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES  NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

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

**DESCRIPTION OF PREMISES**

**Licensing (Scotland) Act 2005, section 20(2)(a)**

**Question 5** - Description of premises

(where application is submitted by a members' club, please also complete question 6)

Retail unit within a new development at Longniddry Farm Steadings,  
containing a variety of commercial operators.

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

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

Date 3/4/15

APPLICANT / AGENT (delete as appropriate)

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

Telephone number and email address of signatory

0131 229 6181  
alistair@macdonaldlicensing.com

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

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

\* Data Protection Act 2018

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

<b>For use by the Licensing Board only Application checklist</b>	
Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

<b>For use by the Licensing Board only If application is for a Premises Licence – Documents required</b>	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

<b>For use by the Licensing Board only If application is for a Provisional Premises Licence Documents required</b>	
Provisional planning certificate	
Operating plan	
Layout plan	

## EAST LoTHIAN LICENSING BOARD

### OPERATING PLAN

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

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

Margiotta The Hay Shed 5 Longniddry Farm Steading Longniddry EH32 0QJ
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**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>	<i>NO</i>
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	<i>YES</i>
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	<i>NO</i>
<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>	<i>NO</i>
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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> <b>5(a)</b> <b>Activity</b>	<b>COL. 2</b> <b>Please confirm</b> <b>YES/NO</b>	<b>COL. 3</b> <b>To be provided</b> <b>during core licensed</b> <b>hours - please</b> <b>confirm</b> <b>YES/NO</b>	<b>COL. 4</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>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> <b>Social functions</b> <b>including:</b>	<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>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> <b>Activity</b> <b>Entertainment</b> <b>including:</b>	<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>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> <i>YES/NO</i>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <i>YES/NO</i>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <i>YES/NO</i>
<i>Outdoor drinking facilities</i>	No	No	No
<b>5(e)</b> <i>Activity</i>	<b>Please confirm</b> <i>YES/NO</i>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <i>YES/NO</i>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <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.*

Recorded music, namely background music, may be played prior to licensed hours commencing, as the property may open from 7am.

*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.*

Hot food takeaway (there will be a limited amount of hot food available, together with coffees and teas).

Deliveries (which may include alcohol).

The shop may open at 7am and remain open until 10pm each day.

*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>YES/NO*</i>
--	----------------

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

*\*Delete as appropriate*

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

**CHILDREN AND YOUNG PERSONS**

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

Off Sales – 26.5 m<sup>2</sup>

**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 and telephone number*

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 ..... 3/4/25 .....

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.



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

**SECTION 50  
PLANNING CERTIFICATE**

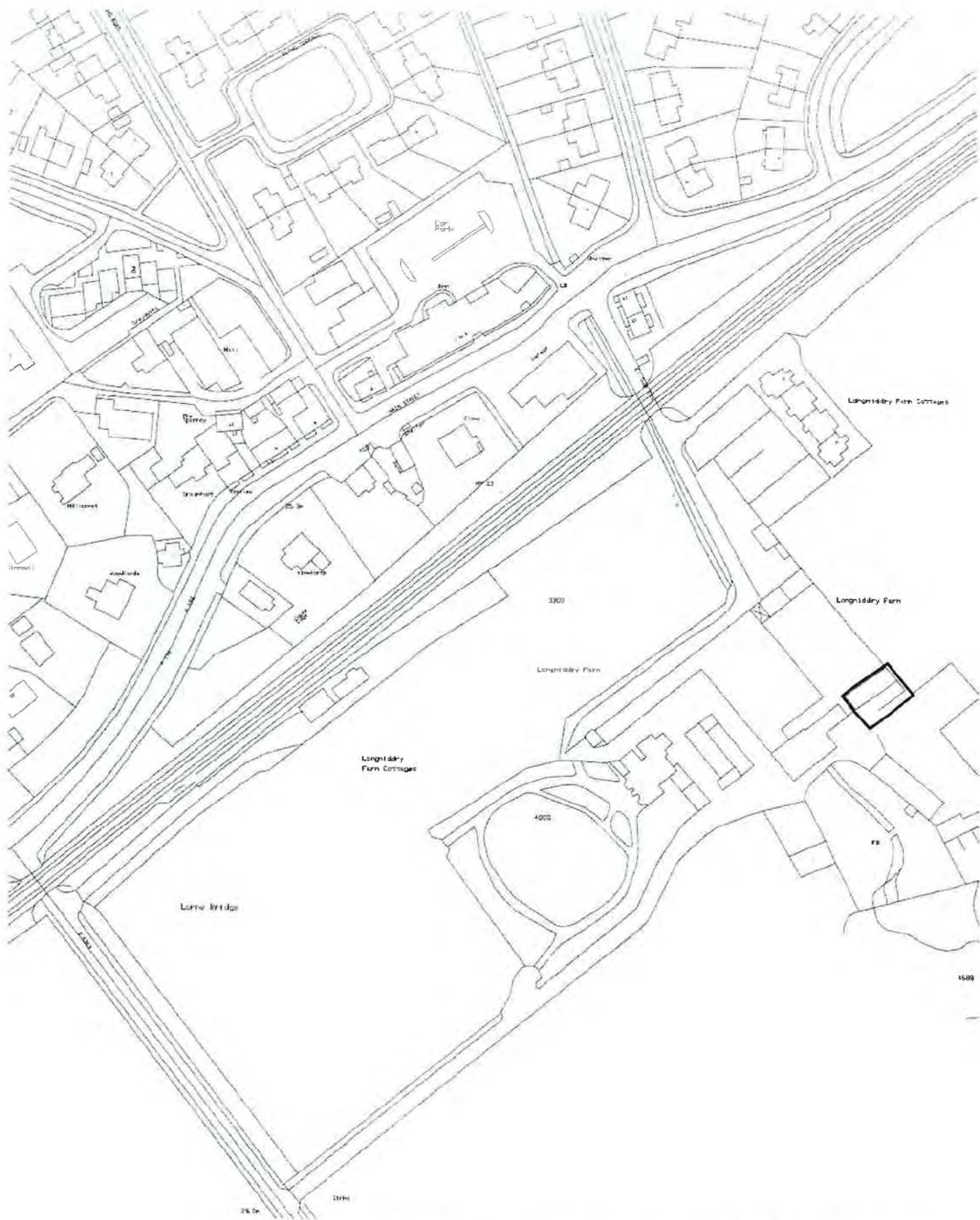
APPLICANT: **JELCM Limited**  
NAME AND ADDRESS OF PREMISES: **The Hay Shed, 5 Longniddry Farm Steading, Longniddry, EH32 0QJ**

**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: 23/00393/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:	2 <sup>nd</sup> April 2025
Keith Dingwall Chief Planning Officer			



0 10 50m

LOCATION PLAN 1:1250 SCALE



“SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

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

**Question 1**

**Disabled access and facilities**

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

As refurbished premises, there will be a Building Warrant for the fitting out work, and the work will require to comply with the rules on accessibility etc. Certainly the premises will be accessible by someone in a wheelchair for instance or with a mobility issue.

**Question 3**

**Facilities available**

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

As aforesaid, the premises will be designed in way to be accessible to wheelchair users, and generally to meet the criteria for facilitating visits to the premises, not only by customers with a mobility issue, but also sight, hearing etc.

Part of the Staff Training will be to explain to staff how to identify such customers and provide them with assistance as and when required. The Margiotta outlets are already pro active in this respect, including the two stores in East Lothian that they have.

**Question 4**

**Other provisions**

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


Once again this matter has been brought to the attention of our clients and they will now do an assessment of what facilities they may be able to provide, and in particular assistance for other types of disability, beyond mobility difficulties, including mental health, sight, hearing and other types of illness.

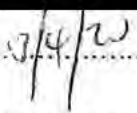
It is hoped to provide staff with guidance as to how to identify such people and what assistance can be provided.

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

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

The contents of this disabled access and facilities statement are true to the best of my knowledge and belief.

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

Date ..... 17/4/20 .....  


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

This Application is by JELCM Ltd, owned and operated by the Margiotta family. Margiotta Ltd operate eight convenience stores in Edinburgh and are well known and well respected in Edinburgh. They have since taken over Aberlady Village Store, and in 2021 opened up a new store in Gullane. These have proved very successful and they decided that they would like to expand in East Lothian and open another outlet. They consider this development in Longniddry as an exciting opportunity. A Building Warrant for the fit out has been applied for and the work is nearing completion. It is hoped that the premises might open on 1<sup>st</sup> June. Of course opening dates are dependent on various factors but Occasional Licences will shortly be applied from that date. If it is clear that the date is to be postponed we shall advise the Board accordingly.

In general the Margiotta shops range in size from fairly small, to quite substantial, and are all overseen by members of the family. Younger members of the family are now involved to a larger extent as well. They are the Directors of this Company and all have Personal Licences.

The Application deals with the following issues:-

- Standard hours for an off sales Licence
- Recorded Music as an Activity. This is simply background music which they play in all of their shops. The volume will be at a level that is conducive to people carrying on their business of shopping and for staff serving. It will not be loud.
- Alcohol display capacity and location as shown on the Layout Plan.

- There is an element of hot food sold plus coffees, and also deliveries may take place. That is the case in their Edinburgh and East Lothian stores and they will just repeat the formula which works very well.
- With regard to the shop hours, all of their current shops remain open until 10pm, which is the maximum Statutory Hours for an off-sale. We have also provided that they may open at 7am in the morning.
- Finally there is a Layout Plan showing the new layout including the alcohol display area

**ON CONSUMPTION**

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

As explained above a convenience store type of business with a range of products, including groceries, fresh fruit and veg, toiletries and alcohol, which is what the shop provides at the moment.

**OFF CONSUMPTION**

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

With regard to deliveries, deliveries are carried out by Margiotta staff who have received the two hour statutory training. The Board's Conditions in respect of Deliveries will be accepted.

**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:

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:

Not applicable.

**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:

As explained above Recorded Music will be played at an appropriate level. None of the others are applicable.

**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:

Not applicable.

**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:

The shop will open from 7am. Recorded Music may be played during that period and the general business of the shop, other than the sale of alcohol, will be available from then. No alcohol will be sold or supplied until the commencement of licensed hours.

**Any Other Activities** - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

As explained, there will be a limited hot food (rolls, pies, pizza, for takeaway) available along with teas and coffees.

**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.

There is of course no restriction on access by children and young persons in off-sales. The store would expect to have children and young persons as customers, sometimes unaccompanied. From the point of view of the sale of alcohol, our clients are experienced in implementing Challenge 25, appropriate staff training and due diligence. This will be strictly enforced here as well.

## 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

Our clients have had no issues in their East Lothian or Edinburgh and would not expect to have here, in this environment. One of the Margiotta family will be the Premises Manager and staff will be employed, probably locally.

Our clients wish to fit into the town in the same way as they do in other areas and the main business will be from locals, but of course there are a large number of visitors to the area and no doubt many of them visit Longniddry and the shop will cater for them as well.

On that basis the last thing they would want to do is create any issues or concerns regarding crime and disorder. We have already made reference to the sale of alcohol to children and young persons, but they will be equally strict with regard to people who have already consumed alcohol. This is not expected to be an issue but they will be diligent, especially in the initial period when they open.

Potential theft is an issue that all shops have to deal with these days but our clients will have a new CCTV system when they open and this will be closely monitored. In particular alcohol display areas will be in view of the staff to deal with potential theft of alcohol, as well as other products.

### Securing Public Safety

The premises is going through a major refurbishment and public safety of customers and of course staff is taken into account when this is done. There will be CCTV for the protection and assistance of staff and customers alike. There have been no public safety issues at any of their shops. They are responsible and experienced operators.

Customers with any form of disability, be it mobility, sight, hearing etc will be treated accordingly and their safety will be paramount. Aisles will be wide and counters will be easily used by customers with any form of issue.

### Preventing Public Nuisance

Recorded Music in the premises will be played at a low volume appropriate for a shop.

They do not consider that their shop will cause any inconvenience. It is not anticipated this will be an issue. Obviously in the first few weeks or months of opening, our clients will welcome input from local neighbours if there has been an increase in any form of inconvenience, which they will then address.

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

Our clients are responsible retailers and are fully aware of the concerns of the Government, alcohol agencies and the public at large.

They consider that they have contributed to the increased standards in the off-sale trade, including training, and heightening the awareness and responsibility of staff and management in their shops.

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

As explained above children and young persons will be welcomed onto the premises and monitored if appropriate. They would also expect most children and young persons to be local and over time for staff to get to know them, know how old they are, and do not envisage there being any issues.

## **APPLICATION SUPPORTING COMMENTS**

### **Additional Information**

This is a significant investment for our clients and their third place in East Lothian. It will be a high standard of shop. They are a local family business but are large enough to compete for suppliers with the majors, and will be looking even more to East Lothian for suppliers, and to pass on that benefit to the customers.

They consider East Lothian to already be a thriving part of Scotland, but with a growing population resulting in increased demand for first class services in terms of shopping, restaurants and bars etc they wish to increase their participation in.

East Lothian is of course a major producer of fresh fruit, vegetables and meat and they would certainly envisage looking locally for their supplies.

### **Supporting Comments**

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

This is an exciting project by the Developer, bringing back into use previously unused/ semi-dilapidated buildings and they obtained the relevant permissions to convert it into retail and other commercial operations. There is an interesting mix of operators within the site which used also bring additional customers to the shop. Hopefully some of the visitors to the shop will take advantage of these other operations as well! They are delighted with their current East Lothian operations and hope they can add a Premises Licence to this business. All of their other shops have Licences.

The Directors are the next generation of Margiotta's. They all grew up with their parents being involved in this business so have a lot of experience for their ages! All Directors have Personal Licences.


Margiotta have been looking in East Lothian for another outlet and Longniddry, and this development, have proved to be a very attractive proposition.

**SIGNATURE AND DECLARATION BY APPLICANT**

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

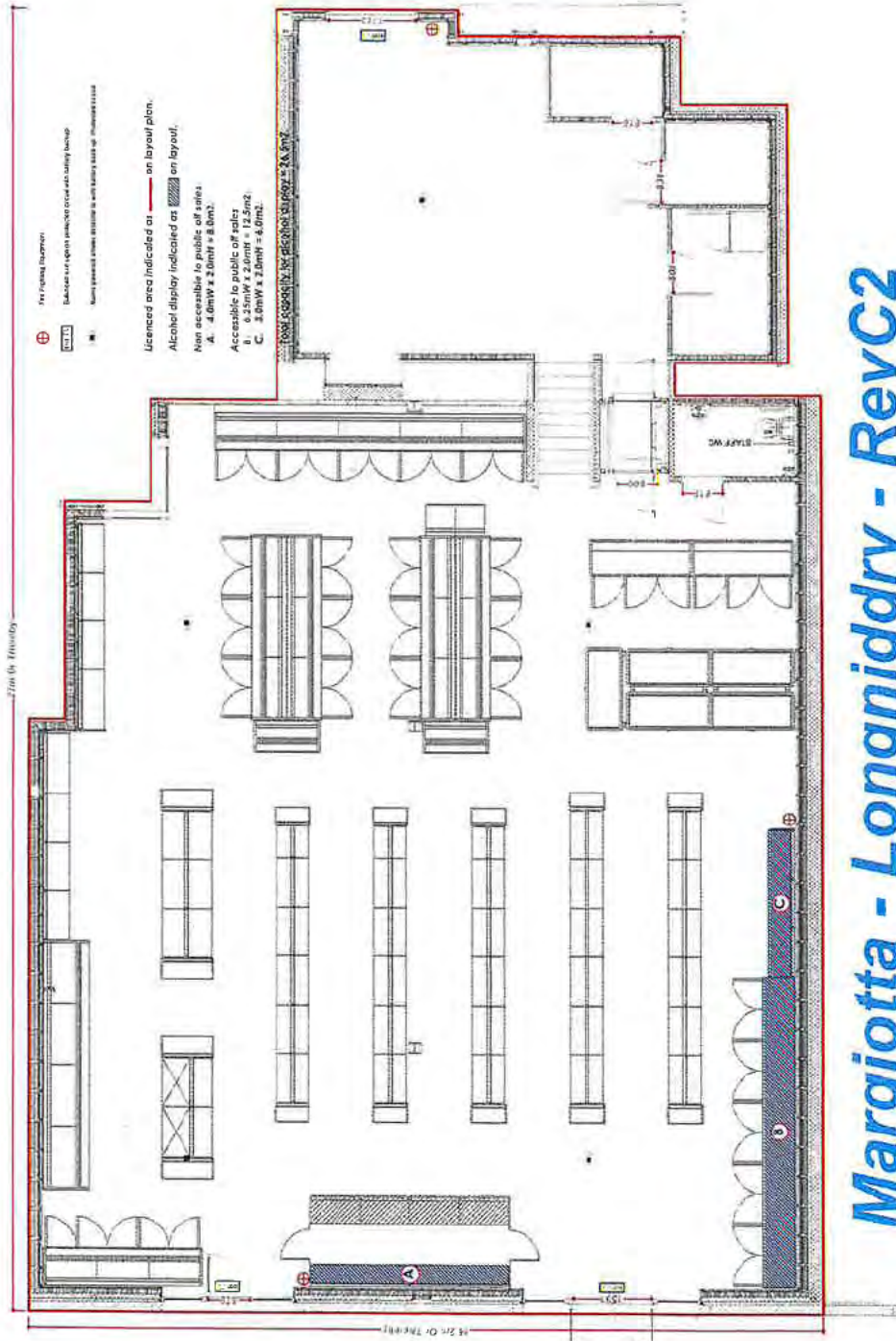
(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

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

Signature	
Date	3/4/25

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

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



**Margiotta - Longniddry - RevC2**



Margjotta  
The Hay Shed  
5 Longniddy Farm Steading  
Longniddy

to scale@**A3**



## Aitken, Christine (Licensing)

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 15 April 2025 09:02  
**To:** Licensing  
**Subject:** LIC06 Premises - no convictions - EL416 MARGIOTTA, LONGNIDDRY EH32 0QJ  
**Attachments:** LIC06 PREMISES - NO CONVICTIONS - EL416 MARGIOTTA, LONGNIDDRY EH32 0QJ.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.

Morning,

No police objections

PSOS ref 913528

Regards

Stephen

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

Date: 28<sup>th</sup> April 2025

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

**PROVISIONAL PREMISES LICENCE APPLICATION**

**MARGIOTTA, THE HAY SHED, 5 LONGNIDDRY FARM STEADING, LONGNIDDRY, EAST LoTHIAN EH32 0QJ**

I refer to the above subject and can confirm that the applicant's agent has liaised with the LSO in relation to this application and the site notice was 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.

The premises is a new conversion and not yet in operation within a new housing development in Longniddry.

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

The off sales capacity applied for is 26.5 m<sup>2</sup>. Within an 800m radius there are four other licensed premises and two premises which hold provisional premises licences. Two of the premises licenses are for off sales only and one of the provisional premises licences is for off sales only.

I recommend the following condition be considered in relation to deliveries of alcohol which the applicant has detailed they will accept:

- 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:** Robertson, Scott  
**Sent:** 14 April 2025 12:02  
**To:** Licensing  
**Subject:** RE: Margiotta, Longniddry Steading, Longniddry \_ Provisional Licence - EL419

Hello,

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

Regards  
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington  
EH41 3HA  
T. 01620 827585 | E.srobertson2@eastlothian.gov.uk Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

---

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** 08 April 2025 13:33  
**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>; torquil.cramer@firescotland.gov.uk; kat.burke@nhs.scot; longniddrycommunitycouncil@gmail.com  
**Subject:** FW: Margiotta, Longniddry Steading, Longniddry \_ Provisional Licence - EL419

Hi All

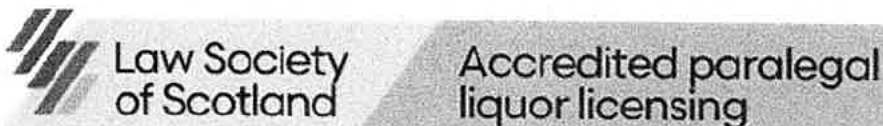
Please find attached Provisional premises application for report/representation by 30<sup>th</sup> April, 2025.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114  
[gherkes@eastlothian.gov.uk](mailto:gherkes@eastlothian.gov.uk)

Please note :- My working days are Tuesday to Friday



FL413

CAN 70067



East Lothian Council  
Licensing  
- 7 FEB 2025  
Received

# APPLICATION FOR PREMISES LICENCE / PROVISIONAL PREMISES LICENCE\*

LICENSING (SCOTLAND) ACT 2005, SECTION 20

**3(ii)**

\*Delete as appropriate

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

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

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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.

Colin Carter Campbell

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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.

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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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**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.\*

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

**Question 3 – Previous applications**

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?

YES  NO

If YES – provide full details \_\_\_\_\_

---

---

**Question 4 – Previous convictions**

Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)

YES  NO

If YES – provide full details. For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974.

NAME	DATE	COURT	OFFENCE	SENTENCE

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

**DESCRIPTION OF PREMISES**

**Licensing (Scotland) Act 2005, section 20(2)(a)**

**Question 5** – Description of premises

(where application is submitted by a members' club, please also complete question 6)

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

---

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

---

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

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

YES  NO

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

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

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

Date 7 February 2025

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

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

E: emma.summers@shepwedd.com

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

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

**\* Data Protection Act 2018**

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



**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	10am	1am
Tuesday	10am	1am
Wednesday	10am	1am
Thursday	10am	1am
Friday	10am	1am
Saturday	10am	1am
Sunday	10am	1am

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

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

#### 4. SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?

YES  NO

\*If YES – provide details

Festive extended hours for on-sales as per Board Policy

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

ACTIVITY	ACTIVITY PROVIDED? YES / NO	To be provided during core licenced hours. Please confirm YES / NO	Where activities are also to be provided outwith core licensed hours. Please confirm YES/NO
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<b>5a.</b>	Accommodation	YES	YES <del>XXX</del>	YES <del>XXX</del>
	Conference facilities	YES	YES	YES
	Restaurant facilities	YES	YES	YES
	Bar meals	YES	YES	NO

Social functions including:

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

Entertainment, including:

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

<b>5d.</b>	Outdoor drinking facilities	YES	YES	YES
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<b>5e.</b>	Adult Entertainment	NO	NO	NO
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Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

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

Accommodation is provided and will be outwith the licensed hours.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

YES  NO

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

YES  NO

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

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

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

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

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

0-17

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

Children and young persons will be allowed access during core hours and can stay until terminal hour when attending a function/event.  
Children and young persons will be allowed access at all times if they are staying at Gilmerton House.

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

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

## 7. CAPACITY OF PREMISES

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

On sales - 487 guests

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Off sales - 6.72m2

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## 8. PREMISES MANAGER

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

Full Name \_\_\_\_\_ TBC at confirmation \_\_\_\_\_

Date of birth \_\_\_\_\_

Contact address \_\_\_\_\_

---

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

### Personal licence

Date of issue \_\_\_\_\_

Name of Licensing Board issuing \_\_\_\_\_

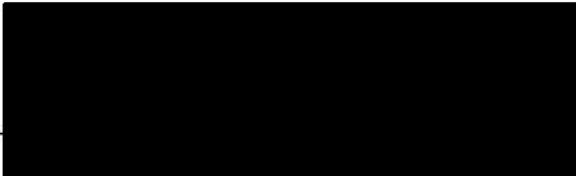
Reference no. of personal licence \_\_\_\_\_

---

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

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

The contents of this operating plan are true to the best of my knowledge and belief

Signature  (\* see note below)

Date 7 February 2025

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

Tel. No. of signatory 0131 473 5276

Email address emma.summers@shepwedd.com

**\* Data Protection Act 2018**

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)

## 1. DISABLED ACCESS AND FACILITIES

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

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

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

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

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

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

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

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

### **3. FACILITIES AVAILABLE**

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

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

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

### **4. OTHER PROVISIONS**

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

Assistance dogs are allowed on the premises.

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

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

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

The contents of this disabled access and facilities statement are true to the best of my knowledge and belief.

Signature  \* (see note below)

Date 18 March 2025

Capacity Agent

APPLICANT/AGENT (delete as appropriate)

Tel. no. of signatory 0131 473 5276

Email emma.summers@shepwedd.com

**\* Data Protection Act 2018**

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

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

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

**ON CONSUMPTION**

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

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

Mobile bars may be used for events held at Gilmerton.

**OFF CONSUMPTION**

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

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

**CLARIFICATION IS REQUIRED IN RELATION TO THE CONTENT OF YOUR PROPOSED OPERATING PLAN**

To what extent do you intend to use any of the following:

Accommodation; Conference Facilities; Restaurant Facilities; Bar Meals:

Gilmerton House offers accommodation for up to 24 guests.

Gilmerton House may be used for conferences/corporate events.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BBQs may be held outside as part of an event.

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

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

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

N/A

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

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

Films and televised sports may be played in guests rooms and these may be outwith core hours.  
Gaming may also take place outwith core hours for guests who are staying in the house e.g. snooker and cards.

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

**Any Other Activities** – In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:  
Gilmerton House is an exclusive use mansion house. From April to September each year Gilmerton House hosts between 20 to 30 weddings.

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

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

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

High chairs are available for use when required.

## **LICENSING OBJECTIVES**

Please provide details below of how you will ensure that the 5 Licensing Objectives are complied with. It may be helpful in answering this section if you refer to the East Lothian Council Licensing Board's 'Statement of Licensing Policy, which can be found at

[https://www.eastlothian.gov.uk/downloads/file/27884/statement\\_of\\_licensing\\_policy\\_2018-2023](https://www.eastlothian.gov.uk/downloads/file/27884/statement_of_licensing_policy_2018-2023)

### **Preventing Crime and Disorder**

Please see attached document Promotion of Licensing Objectives

### **Securing Public Safety:**

Please see attached document Promotion of Licensing Objectives

**Preventing Public Nuisance:**

Please see attached document Promotion of Licensing Objectives

**Protecting and Improving Public Health:**

Please see attached document Promotion of Licensing Objectives

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

Please see attached document Promotion of Licensing Objectives

**APPLICATION SUPPORTING COMMENTS**

**Additional Information**

Please see attached document Promotion of Licensing Objectives

**Supporting Comments**

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

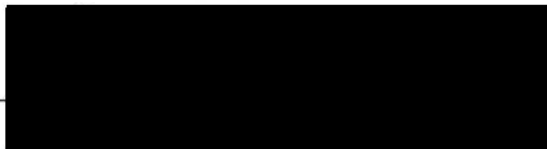
**SIGNATURE AND DECLARATION BY APPLICANT**

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

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

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

Signature \_\_\_\_\_



Date 18 March 2025

## Promotion of Licensing Objectives

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

### Preventing Crime and Disorder

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

### Securing Public Safety

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

### **Preventing Public Nuisance**

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

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

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

**Protecting Children and Young Persons from Harm**

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



East Lothian Council

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

**SECTION 50  
PLANNING CERTIFICATE**

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

**SECTION 50 PLANNING CERTIFICATE**

I confirm that planning permission (ref:.....) under the Town and Country Planning (Scotland) Act 1997 in respect of any development of the subject premises in connection with their proposed use as a licensed premises has been obtained.

I confirm that planning permission is not required.

**SECTION 50 PROVISIONAL PLANNING CERTIFICATE**

I confirm that planning permission (ref: 21/01258/P) has been obtained in respect of the construction or conversion of the subject premises.

I confirm that planning permission is not required.

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

Signed:		Date:	7 <sup>th</sup> February 2025
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Keith Dingwall  
Chief Planning Officer

All levels and dimensions are to be checked on site prior to construction or fabrication and any discrepancies reported to the contractor immediately. Work to within dimensions only and not to within JBLS tolerances. The drawings and information contained are the intellectual property of LEA and not to be re-distributed without explicit consent.

**REVISIONS**

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



**KEY**

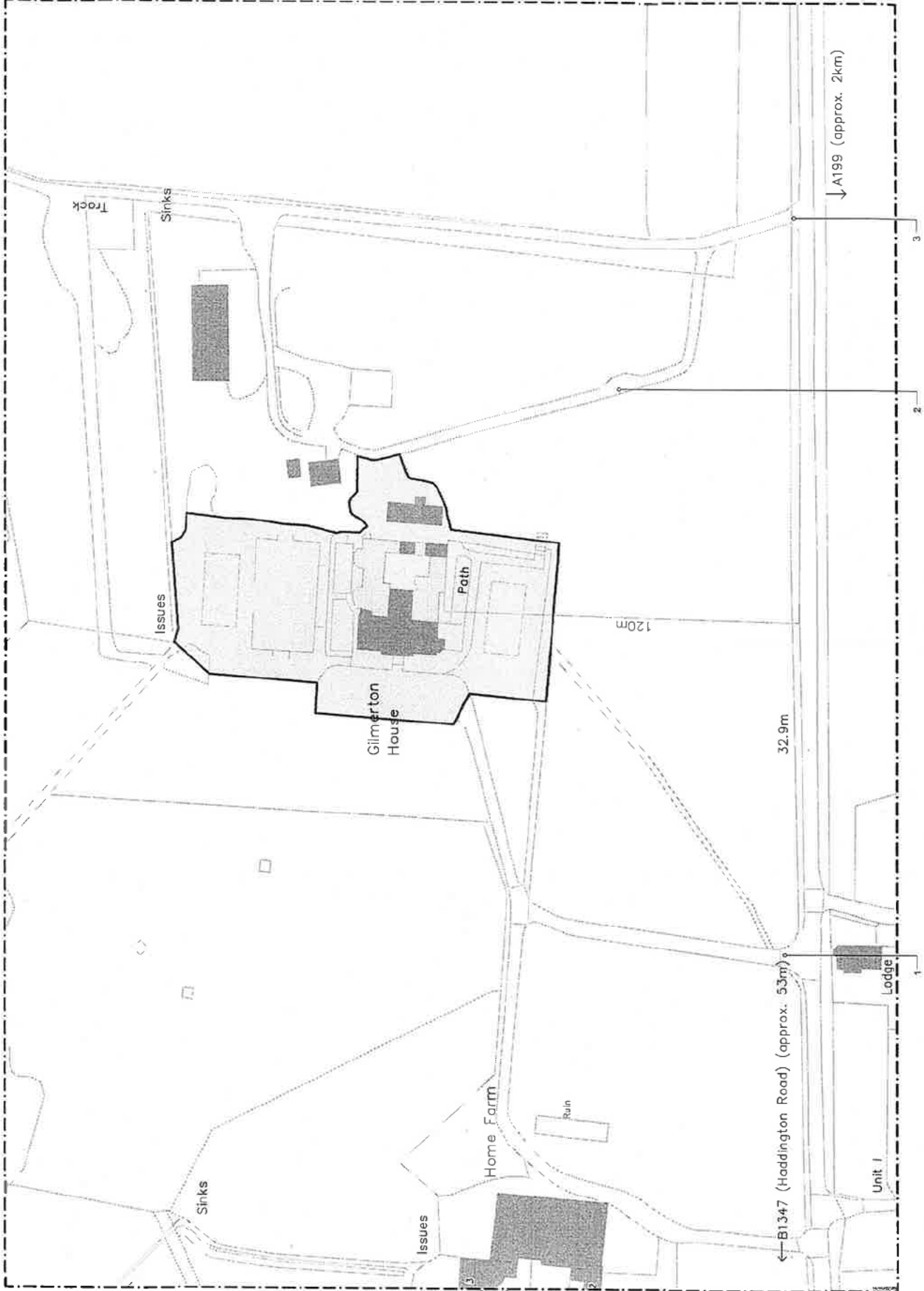
- Indicates Premises Licence Boundary
- - - Children within this area
- · - · - The applicants ownership boundary extends beyond this layout
- Private Area excluded from Premises Licence (Approx. 0.72 ha)
- External Licensed Area

**NOTES**

1. Main gate (guest access).
2. Existing service access & guest route.
3. Service Access gate.

**GENERAL NOTES**

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



076

01 Location Plan  
1:1250

18 WALKER STREET EDINBURGH EH3 7LP 0131 2257188 mail@cardielba.co.uk  
1:1250 / A3

PROJECT  
Gilmerton House,  
Premises Licence

DRAWING NO.  
21044/PL001B  
Premises Licence

LEA

20/03/2025

Your Ref: EL413

Our Ref: 908296

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



**POLICE  
SCOTLAND**

Keeping people safe

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

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A  
PREMISES LICENCE  
GILMERTON HOUSE  
GILMERTON HOUSE, U159 (01) FROM GILMERTON (B134, EAST FORTUNE,  
ATHELSTANEFORD, EAST LOTHIAN, EH39 5LQ.  
COLIN CARTER CAMPBELL [REDACTED]**

I refer to the above application and in terms of Section 21(4)(a)(i) and (ii) of the Licensing (Scotland) Act 2005, I have to advise you that neither the applicant nor any connected person has been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant or any connected person.

Yours faithfully



Gregg Banks  
Divisional Commander

For enquiries, please contact the Licensing Department on 0131 654 5557.

# EAST LOTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

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**Date:** 10<sup>th</sup> April 2025

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

**PROVISIONAL PREMISES LICENCE APPLICATION**

**GILMERTON HOUSE, NORTH BERWICK, EAST LOTHIAN EH38 5LQ**

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

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

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

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

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

Off sale hours of 10am – 10pm have been requested, with a capacity of 6.72 m<sup>2</sup> within the cellar.

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

Should the Board grant the licence, I recommend the following condition be considered in relation to deliveries of alcohol:

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

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

Licensing Standards Officer

## Herkes, Gillian

---

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

Hi

No objections.

Darren

---

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

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

Hi All

Please find attached Provisional Licence for Gilmerton House, Athelstaneford, North Berwick for report/representation by 10<sup>th</sup> April, 2025.

Kind regards

Gillian  
Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114  
[gherkes@eastlothian.gov.uk](mailto:gherkes@eastlothian.gov.uk)

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 21 March 2025 11:52  
**To:** Licensing  
**Subject:** RE: K1219.31: Gilmerton House - Amended Operating Plan [SWLLP-LEGALDIV.FID5301329]

Hello,

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

Regards  
Scott

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

T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**From:** Licensing <licensing@eastlothian.gov.uk>

**Sent:** 20 March 2025 11:00

**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)

<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; all@haddingtoncc.org.uk;

Licensing Standards Officer <lso@eastlothian.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>

**Subject:** FW: K1219.31: Gilmerton House - Amended Operating Plan [SWLLP-LEGALDIV.FID5301329]

**Importance:** High

Hi All

Please find attached an amended Operating plan to include deliveries.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114  
[gherkes@eastlothian.gov.uk](mailto:gherkes@eastlothian.gov.uk)

Please note :- My working days are Tuesday to Friday



EL 418

7881

East Lothian Council  
Licensing

18 MAR 2025



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

3(iii)

LICENSING (SCOTLAND) ACT 2005, SECTION 20

\*Delete as appropriate

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

PREMIER GIFFORD, DUNS ROAD, GIFFORD EH41 4QW

**Question 2** - Particulars of applicant

**2(a)** Where applicant is an individual, provide full name, date & place of birth, home address including postcode, telephone number & email address.



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

N/A

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

N/A

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

N/A

**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.\*

N/A

\* 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
N/A	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 IS A SINGLE STOREY BUILDING OPERATING AS A  
CONVENIENCE STORE IN THE CENTRE OF GIFFORD. THE AREA IS A MIXTURE OF  
MAINLY RESIDENTIAL PROPERTIES WITH OTHER RETAIL UNITS

**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?

n/a  
~~YES  NO~~

## DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

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

Date 17/3/2025

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

Telephone number and email address of signatory TEL 07909 754134

Email: gordon@gneconsulancy.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

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 PREMIER GIFFORD

DUNS ROAD, GIFFORD.

Post Code EA41 HQW

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

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

DAY	ON CONSUMPTION	
	Opening time	Terminal Hour
Monday	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**

DAY	OFF CONSUMPTION	
	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

N/A

**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
----------	--------------------------------	---	--

5a.	Accommodation	No	N/A	N/A
	Conference facilities	No	No	No
	Restaurant facilities	No	No	No
	Bar meals	No	No	No

Social functions including:

5b.	Weddings, funerals, birthdays, retirements etc.	No	No	No
	Club or other group meetings etc.	No	No	No

Entertainment, including:

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

5d.	Outdoor drinking facilities	No	No	No
-----	-----------------------------	----	----	----

5e.	Adult Entertainment	No	No	No
-----	---------------------	----	----	----

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

RECORDED BACKGROUND MUSIC MAY BE PLAYED  
WITHIN AND OUT WITH CORE HOURS.

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

THE SALE OF FOOD, FRESH FOODS, NON-FOOD ITEMS & OTHER HOUSEHOLD GOODS, AND THE PROVISION OF ANCILLARY SERVICES WITHIN AND OUTWITH LICENSED HOURS. THE STORE WILL TRADE FROM 7AM TO 10PM DAILY SUBJECT TO CUSTOMER DEMAND.

FOOD TO GO

HOME DELIVERY OF FOOD & 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?

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

N/A

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

N/A

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

N/A

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

N/A

**7. CAPACITY OF PREMISES**

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

TOTAL OFF SALES 26.27m<sup>2</sup>

**8. PREMISES MANAGER**

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

Full Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

**Personal licence**

Date of issue \_\_\_\_\_

Name of Licensing Board issuing \_\_\_\_\_

Reference no. of personal licence \_\_\_\_\_

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

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

The contents of this operating plan are true to the best of my knowledge and belief

Signature  (\* see note below)

Date 17/3/2025

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

Tel. No. of signatory 07909 755 134

Email address gordon@gneconsultancy.co.uk

**\* 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

THE PREMISES IS A CONVENIENCE STORE THAT OFFERS A WIDE RANGE OF GROCERIES, FRESH FOODS, HOUSEHOLD ITEMS, TOBACCO, LOTTERY, PAY POINT & GENERAL SERVICES.

### ON CONSUMPTION

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

NOT APPLICABLE

### OFF CONSUMPTION

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

THE STORE CORE HOURS FOR SELLING ALCOHOL WILL BE 10 AM TO 10 PM MON - SUN FOR OFF SALES.

HOME DELIVERY OF FOOD & ALCOHOL WILL BE OFFERED THROUGH THE SHAPPY SHOPPER APP.

**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:

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:

NOT APPLICABLE

**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 WILL BE PLAYED ALL TRADING HOURS. THIS IS PREMIER FM WHICH IS A MIXTURE OF ADVERTS AND RADIO 2 STYLED MUSIC.

**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:

NOT APPLICABLE

**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:

THE STORE WILL OPEN AT 7AM DAILY FOR THE SALE OF GENERAL CONVENIENCE STORE GOODS & SERVICES.

BACKGROUND MUSIC WILL BE PLAYED ALL OPERATIONAL HOURS.

**Any Other Activities** - In your Operating Plan at 5(f) you should have given details of any other type of activity you are likely to cater for. It would be useful to give an indication of the extent and frequency of such events:

HOME DELIVERY OF FOOD & ALCOHOL - SNAPPY SHOPPER APP.  
FOOD TO GO - IS FROM A BAKERY COUNTER WITH A  
'GRAB & GO' CONCEPT.

**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.

NOT APPLICABLE

## 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:

- All staff will be issued with an age verification policy, which includes a policy on dealing with the sale or service of alcohol to drunk persons.
- An electronic refusals log will be in place to record any refusal of the sale of alcohol.
- CCTV camera system is being installed which will have an external camera to view customer leaving or entering the premises.
- The premises will have at least 1 SCPLH holder and all other staff will have received their mandatory 2-hour training before commencing the sale of alcohol.
- The premises will display Challenge 25 signage to ensure no sale of alcohol is made to any person appearing to look under the age of 18.

### Securing Public Safety:

- The premises will manage litter in the vicinity of its location on a regular basis.
- All staff are trained on customer service skills and with particular focus on ensuring a safe shopping environment is provided for customers.
- As part of their customer service training they have been coached on identifying and managing any potential conflict situations.
- The convenience store has modern CCTV camera's to monitor customers.

**Preventing Public Nuisance:**

- Due to the premises location we will minimise noise from deliveries etc by ensuring full consideration to local residents at all times. Deliveries will be made during normal working times.
- The premises will trade until 10pm, which we believe will minimise any late evening conflict situations.

**Protecting and Improving Public Health:**

- All alcohol products offered for sale will have unit measures on each bottle or can which is now industry standard.
- All alcohol product promotions being offered will be in line with licensing legislation.
- All staff will be fully trained to understand the daily/weekly recommended maximum alcohol consumption levels.

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

- The premises will have a written policy in relation to the prevention of the sale or supply of alcohol to under 18's.
- Visible age verification requirements will be displayed in the premises.
- All staff will fully understand the proof of age scheme and acceptable forms of ID.
- Staff will monitor customers for unusual shopping patterns to prevent alcohol purchase for young people by an agent.
- An electronic refusals log will be in place to record any sales refusals.

## APPLICATION SUPPORTING COMMENTS

### Additional Information

NONE

### Supporting Comments

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

The premises has held a premises licence previously until it was revoked in Dec 2023. I am an experienced retailer with previous experience in forecourt retailing and convenience stores in Fife. We are the only convenience store in Gifford and our ability to be able to provide our customers with as wide a range of products including alcohol as is possible does restrict the service we can provide. Being successful would enable the community to have a viable convenience store and give them options than driving to Haddington 6 miles away.

## 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

17/3/2025



SCHEDULE 6 Regulation 7

# DISABLED ACCESS AND FACILITIES STATEMENT

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

## 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.

Access to the premises is available via one main entrance door. This is a manual door that opens inwards.  
This doorway is wheelchair accessible.  
The premises is one level flooring surface throughout the site.  
There is suitable space within the premises to accommodate wheelchairs and customers who may have mobility difficulties.



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.

Access to the premises is available via one main entrance door. This is a manual door that opens inwards.

This doorway is wheelchair accessible.

The premises is one level flooring surface throughout the site.

There is suitable space within the premises to accommodate wheelchairs and customers who may have mobility difficulties.

### 3. FACILITIES AVAILABLE

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

The serving counter area can be accessed by wheelchair users.

### 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 is offered to all customers when they enter the premises irrespective of whether they have a disability or not.  
All staff have been trained to identify those who may appear to require support or assistance.



For Office Use Only

Ref No:

Date Received:

 Fee: **£129.10**

Certificate Issued:

## APPLICATION FOR A SECTION 50 PLANNING CERTIFICATE

**1) NAME AND ADDRESS OF APPLICANT:**

Name:	PRASANTA BASKARAN	Tel No:	
Address:	[REDACTED]	Mobile:	[REDACTED]
Postcode:	[REDACTED]	Email:	

**2) NAME AND ADDRESS OF AGENT (if applicable)**

Name:	GORDON GINSIE GNE CONSULTANCY LTD	Tel No:	07909754134
Address:	47 WINDYBEE DRIVE REDDINGSMUIRHEAD FAULHALL	Mobile:	07909754134
Postcode:	FK2 0TB	Email:	gordie@gneconsultancy.co.uk

**3) NAME AND ADDRESS OF PREMISES TO BE LICENSED:**

PREMISE GIFFORD, DUNS ROAD, GIFFORD	Postcode: EH41 4QW
-------------------------------------	--------------------

**4) HAVE YOU BEEN ISSUED A PROVISIONAL PREMISE LICENCE? (check appropriate):**

Yes	<input checked="" type="radio"/> No
-----	-------------------------------------

**5) ARE YOU APPLYING FOR (check appropriate):**

Premises Licence: <input checked="" type="checkbox"/>	Provisional Premises Licence: <input type="checkbox"/>
---	--

**6) PROVIDE THE FOLLOWING INFORMATION:**

Date and Planning Reference Number of Planning Permission	UNKNOWN	Date and Planning Reference Number of Certificate of Lawful Use or Development:	1996 UNKNOWN
	96/00346/HIS		

**7) APPLICATION CHECKLIST:**

I/We hereby certify that the operating and layout plan(s) as required by section 20 of the Act have been attached and that I intend to lodge exact copies with the Licensing Board (tick boxes)

Operating Plan Attached <input checked="" type="checkbox"/>	Layout Plan Attached <input checked="" type="checkbox"/>
---	--

**8) SIGNATURE OF APPLICANT/AGENT (delete as appropriate)**

[REDACTED SIGNATURE]

Date

17/12/2024

## Licensing

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 24 March 2025 09:38  
**To:** Licensing  
**Subject:** LIC06 PREMISES - NO CONVICTIONS - PREMIER GIFFORD EH41 4QW  
**Attachments:** LIC06 PREMISES - NO CONVICTIONS - PREMIER GIFFORD EH41 4QW.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.

Morning,

No police objections

PSOS ref 908706

Regards

Stephen

# EAST LOTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

Date: 10<sup>th</sup> April 2025

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

**PROVISIONAL PREMISES LICENCE APPLICATION**

**PREMIER GIFFORD, DUNS ROAD, GIFFORD, EAST LOTHIAN EH41 4QW**

I refer to the above subject and can confirm that the applicant's agent has liaised with me in relation to this application. I have visited the premises, and the site notice was correctly 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.

The premises has been a local shop for a significant period. The premises licence at this premises was revoked in Dec 2023, following a determination that the premises licence holder was not a fit and proper person. This individual has remained the landlord for the property. It is my understanding that the shop has been leased to the applicant and there is an agreement that he as tenant will hold the premises licence and be premises manager if granted and confirmed. I have viewed the lease and at the time of viewing it referred to the landlord holding the premises licence. I have since been sent an updated lease, but it appears there is still some confusion within as to who is responsible for the administration of the premises licence. I have enquired about the relationship between the applicant and the previous premises licence holder, and I have been informed that it is a business relationship and that the previous licence holder will not be involved in the running of the shop or the sale of alcohol. I visited the premises in November 2024 and met with the applicant Mr Baskaran and his agent. At this time, I was informed that Mr Baskaran would be working in the shop and living locally. He informed me that his wife would also be working in the premises until the business was established and then he would employ staff.

On Friday 4<sup>th</sup> April 2025, I visited the shop again to check the site notice. There was one staff member working who I spoke with. I asked the staff member if Mr Baskaran worked at the shop, and he said no. He said that he was one of three staff members who lived together the rented property in Gifford (address of applicant given). The applicant was previously the premises manager at a shop in Burntisland. I have confirmed with Fife Licensing Board that he was removed from this position at the beginning of April 2025.

Currently I'm concerned about the applicant's apparent lack of involvement in the premises. It is the only convenience shop within the village with the next nearest similar premises being in Haddington.

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

The off sales capacity applied for is 26.27 m<sup>2</sup>. Within an 800m radius there are 2 other premises as follows:

Goblin Ha Hotel (currently closed) – on and off sales

Tweeddale Arms Hotel – on and off sales

Should the Board grant the licence, I recommend the following condition be considered in relation to deliveries of alcohol:

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

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

Licensing Standards Officer

## Licensing

---

**From:** Robertson, Scott  
**Sent:** 21 March 2025 11:57  
**To:** Licensing  
**Subject:** RE: Premier Gifford, Duns Road, Gifford - Provisional Licence

Hello,

A section 50 certificate has been granted for this premises and as such I raise no objection to this application.

Regards  
Scott

Scott Robertson | Assistant Planner – Planning Delivery | East Lothian Council | John Muir House | Haddington  
EH41 3HA  
T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**From:** Licensing <licensing@eastlothian.gov.uk>  
**Sent:** 20 March 2025 13:02  
**To:** Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)  
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environmental Health/Trading Standards  
<ehts@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Torquil Cramer  
(torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>; Licensing Standards Officer  
<lso@eastlothian.gov.uk>; 'kat.burke@nhs.scot' <kat.burke@nhs.scot>; ChairGiffordCC@gmail.com  
**Subject:** FW: Premier Gifford, Duns Road, Gifford - Provisional Licence

Hi All

Please find attached Provisional Licence application for Premier, Gifford for report/representation by 10<sup>th</sup> April, 2025.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114  
[gherkes@eastlothian.gov.uk](mailto:gherkes@eastlothian.gov.uk)

Please note :- My working days are Tuesday to Friday



34425.

OCC 339/25.  
PC, WSO 11/4  
Adv 18/4



East Lothian Council  
Licensing

10 APR 2025

23rd May to 5th June '25 Received  
LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

# 4 (i)

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) F1 6398

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

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname BASKARAN

Forenames PRASANTHA

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

## 2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

\_\_\_\_\_

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

Telephone Numbers

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

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

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

## 3. THE PREMISES

Description of premises

THE PREMISES IS A SINGLE STOREY BUILDING OPERATING AS A  
CONVENIENCE STORE IN THE CENTRE OF GIFFORD. THE AREA IS A MIXTURE  
OF RESIDENTIAL & RETAIL UNITS.

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

TO OPERATE A CONVENIENCE STORE THAT WILL SELL ALCOHOL ALONG  
WITH OTHER ASSOCIATED FOOD RELATED PRODUCTS.

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

PREMISE, DUNS ROAD, GIFFORD, EAST LoTHIAN EH41 4QW



East Lothian Council Licensing Board

**4. DURATION OF LICENCE**

Date: From 23RD MAY 2025 To 5TH JUNE 2025

Time: From 10:00 AM To 10:00 PM

**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.

OFF-SALES ONLY

Times for sale of alcohol for consumption on premises

NOT APPLICABLE

Times for sale of alcohol for consumption off premises

10:00 AM To 10:00 PM

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

6am To 10pm

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

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

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

N/A  
~~YES~~  ~~NO~~

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

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

Times at which children or young persons permitted entry \_\_\_\_\_

Parts of premises to which children or young persons permitted entry \_\_\_\_\_



## 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 \_\_\_\_\_

10/4/2025

### 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.)

Nil

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

**2. Attendance**

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

Nil

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

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

Under 18

18 - 30

30 - 50

over 50



**2. (cont)**

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

N/A

---

**3. Stewarding**

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

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

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

N/A

---

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

**4. Layout Plans**

Please indicate if -

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

LAYOUT PLAN OF PROPOSED ALCOHOL DISPLAY AREA

---

ATTACHED

---

**5. Applications Lodged by Voluntary Organisations or Members Clubs Only**

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

N/A

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

N/A

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

Please provide details of any training certificate held.

ALL STORE STAFF HAVE COMPLETED THEIR 2 HOUR MANDATORY TRAINING AND WILL COMPLETE AN SCLPH PERSONAL LICENCE COURSE.

**LICENSING OBJECTIVES**

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

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

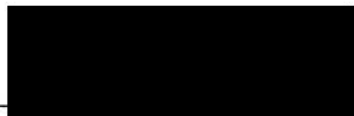
**SIGNATURE AND DECLARATION BY APPLICANT**

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

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

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

Signature



Date

10/4/2025





**PERSONAL LICENCE**

**Fife Licensing Board**

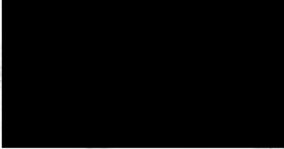
The holder of this licence is qualified and permitted to sell alcohol under the terms of the Licensing (Scotland) Act 2005

*Licence number*

**FI 6398**

*Name and Address of Licence Holder*

**Prasanth Baskaran**



*Name of Issuing Licensing Authority*

**Fife Licensing Board**

A handwritten signature in black ink, appearing to be 'J. B.', written over a horizontal line.

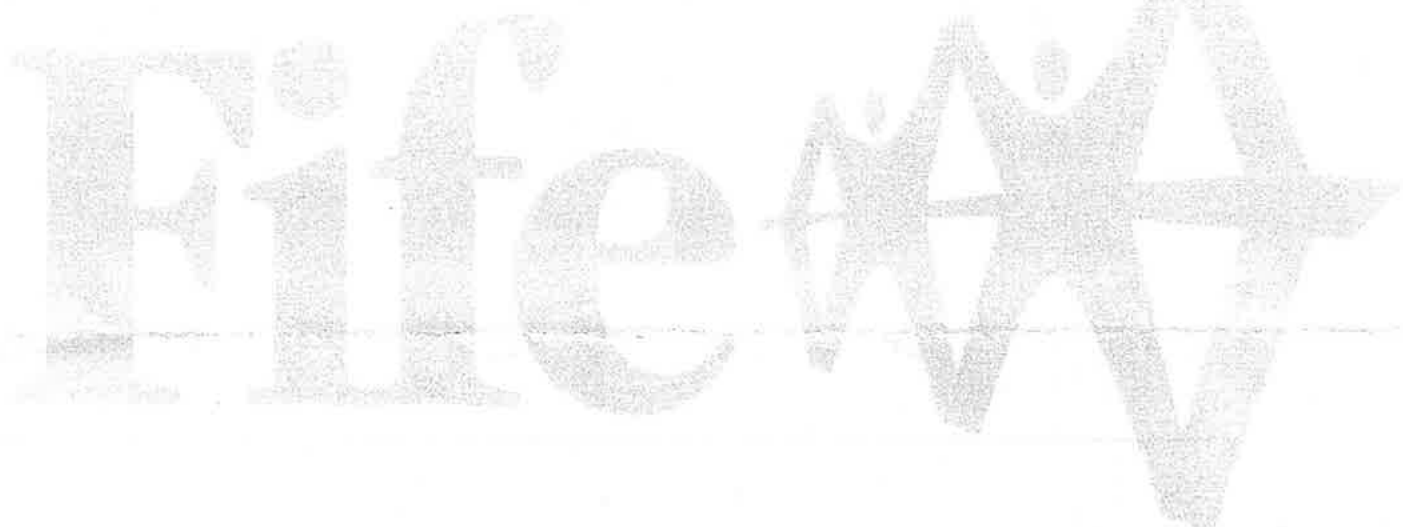
**for Clerk to the Licensing Board**

*Expiry Date:*  
**24 April 2033**

Training Record

Personal Licence number FI 6398

Dates of Training	Title of Course Completed	Awarding /Accrediting Body	Level Attained
19/10/2022	Scottish Certificate for Personal Licence Holders at SCQF Level 6	SQA	Passed



LICENSING BOARD

Convictions for Relevant and Foreign Offences

Personal Licence number FI 6398

Offence	Court	Date	Penalty
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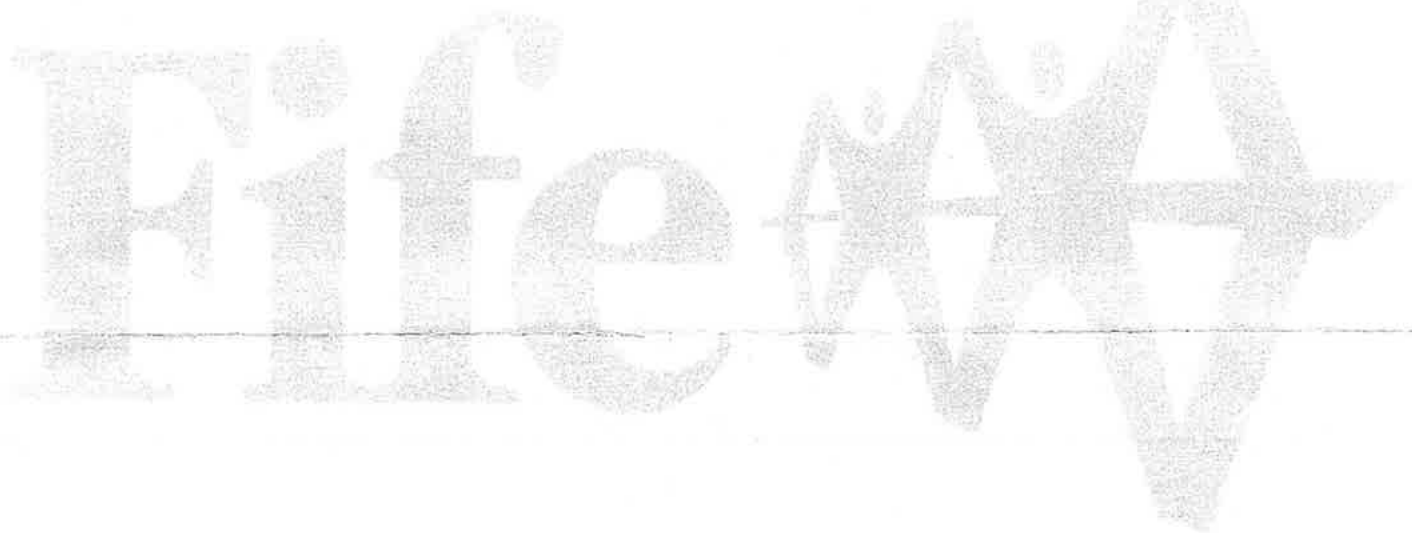


LICENSING BOARD

Endorsements

Personal Licence number - FI 6398

Reason for Endorsement	Name of Licensing Board	Date of Commencement	Expiry Date
---------------------------	----------------------------	-------------------------	-------------



LICENSING BOARD

## Licensing

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**From:** Natasha Gregory <Natasha.Gregory@scotland.police.uk>  
**Sent:** 14 April 2025 08:55  
**To:** Licensing  
**Subject:** REF 339.25  
**Attachments:** OCC339.25 - APP.PDF

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

NPO

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

**From:** Licensing Standards Officer

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

---

Date: 28<sup>th</sup> April 2025

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

**OCCASIONAL LICENCE APPLICATION(S) – OCC339-341/25**

**PRASANTH BASKARAN, PREMIER GIFFORD, DUNS ROAD, GIFFORD, EAST LoTHIAN**

The applicant is Prasanth Baskaran who is a personal licence holder. Application has been made for 3 occasional licences for a retail premises at Premier in Gifford to allow off sales of alcohol. A provisional premises licence application has been submitted and will be heard at the licensing board meeting in May. I refer the board members to my report in relation to the provisional premises licence application.

The duration of the applications are:

OCC339/25 – 23<sup>rd</sup> May – 5<sup>th</sup> June 2025, 10am-10pm

OCC340/25 – 6<sup>th</sup> June – 19<sup>th</sup> June 2025, 10am-10pm

OCC341/25 – 20<sup>th</sup> June – 3<sup>rd</sup> July 2025, 10am-10pm

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

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

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

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

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

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

Licensing Standards Officer

OCC344/25

34872



POWELL LSO (14)  
Advert 1814

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

# 4 (ii)

1st to 14th June '25.

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) EL0376 - Margiotta, 6D Hall Crescent

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

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

## 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname JELCM Limited

Forenames \_\_\_\_\_

Date of birth (Day / Month / Year) \_\_\_\_\_

East Lothian Council  
Licensing

11 APR 2025

**2. PERSONAL DETAILS (cont)**

Address where ordinarily resident to be used for correspondence purposes

1/1a Newbridge Industrial Estate, Newbridge

Post town Edinburgh Post code EH28 8PJ

Telephone Numbers

Daytime Tel. 0131 374 3636 Evening Tel. \_\_\_\_\_

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

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

**3. THE PREMISES**

Description of premises

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

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

The premises have been acquired by our clients, JELCM Limited, owned by members of the Margiotta family. They operate convenience stores in East Lothian and Edinburgh. It will operate on a similar basis, with a wide range of products. Our clients already operate eight shops with licences, six in Edinburgh plus two in East Lothian. The Licence is for off sales to allow them to add a range beers, wines spirits etc for their customers.

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

Margiotta, The Hay Shed, 5 Longniddry Farm Steading, Longniddry, EH32 0QJ

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

**4. DURATION OF LICENCE**

Date: From Sunday 1st June 2025 To Saturday 14th June 2025

Time: From 10am To 10am

**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

Not Applicable

Times for sale of alcohol for consumption off premises

10am to 10pm

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

The shop may open from 7 am for the sale of general groceries, and other products normally sold in a convenience store, but no alcohol will be sold or supplied until the commencement of licensed hours.

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

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

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

YES  NO

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

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

Times at which children or young persons permitted entry \_\_\_\_\_

Parts of premises to which children or young persons permitted entry \_\_\_\_\_

## 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 \_\_\_\_\_

11/4/11

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

### NOTES

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

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

is eligible to apply for an occasional licence

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

3. Data Protection Act 2018

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

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

PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

## SUPPLEMENTARY INFORMATION

### 1. Event

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

Not Applicable

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

Background Music

### 2. Attendance

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

Not Applicable

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

Not Applicable

(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

Alcohol - Occasional Licence Application Form

10/12/10

2. (cont)

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

**3. Stewarding**

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

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

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

Not Applicable

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

**4. Layout Plans**

Please indicate if -

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

Attached

East Lothian Council Licensing Board

**5. Applications Lodged by Voluntary Organisations or Members Clubs Only**

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

Not Applicable

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

Not Applicable

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

Please provide details of any training certificate held.

Not Applicable

**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?**

Well operated premises, with well trained staff, plus CCTV System

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

Newly refurbished premises designed to cater to the safety of customers

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

Background Music will be very low, plus immediately adjacent residential premises

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

Client pride themselves on their healthy ranges, products plus customers showing signs and  
intoxicated will be refused

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

Strict Age Verficiation Policy based on Challenge 25

**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

11/4/05

East Lothian Council Licensing Board

**Herkes, Gillian**

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 16 April 2025 10:35  
**To:** Licensing  
**Subject:** OCC344/25 - OCC LIC APP - MARGIOTTA 01/06/25-14/06/25  
**Attachments:** OCC344.25 - OCCLIC MARGIOTTA LONGNIDDRY 01.06-14.06.25 + SUPPLEMENTARY.PDF

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

Morning

no police objections

PSOS ref 914946

regards

Stephen

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

---

Date: 27<sup>th</sup> January 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATION(S) – OCC344-347/25

JELCM LIMITED, MARGIOTTA, THE HAY SHED, 5 LONGNIDDRY STEADING,  
LONGNIDDRY, EAST LoTHIAN, EH32 0QJ

The applicant is JELCM Limited who hold a premises licence withing East Lothian. Application has been made for 4 occasional licences for a new retail premises in a new development in Longniddry to allow off sales of alcohol. A provisional premises licence application has been received and will be heard at the May Licensing Board hearing. I have had no complaints in relation to the 2 premises that the applicant holds the premises licence for and found them to be well run when inspected.

The duration of the applications are:

OCC344/25 – 1<sup>st</sup> – 14<sup>th</sup> June 2025, 10am-10pm  
OCC345/25 – 15<sup>th</sup> – 28<sup>th</sup> June 2025, 10am-10pm  
OCC346/25 – 29<sup>th</sup> June – 12<sup>th</sup> July 2025, 10am-10pm  
OCC347/25 – 13<sup>th</sup> July – 26<sup>th</sup> July 2025, 10am-10pm

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

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

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

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

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

in the first instance.

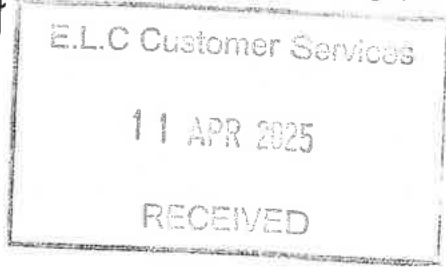
In line with board policy above, I refer the applications to the Licensing Board for determination if the applicant can justify their request and if the measures detailed, promote the five licensing objectives for the grant of the occasional licences.

Licensing Standards Officer



OCC349/25  
Awt 18/4

80167



8-14 July 25

LICENSING (SCOTLAND) ACT 2005, SECTION 142

# OCCASIONAL LICENCE APPLICATION FORM

## 4 (iii)

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) EL1407

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

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

### 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname MIDDLETON

Forenames NIALL

Date of birth (Day / Month / Year) 

11 APR 2015

RECEIVED

**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

Niall@carigbars.co.uk

**3. THE PREMISES**

Description of premises

RENAISSANCE GOLF CLUB

DP WORLD TOUR - SCOTTISH GOLF OPEN

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

SCOTTISH GOLF OPEN - 80,000 ~~100~~ TICKET HOLDERSOVER 5 DAYS FROM WED 9<sup>TH</sup> JULY - SUNDAY 13<sup>TH</sup> JULY.

Full postal address of premises which this application refers to

RENAISSANCE GOLF COURSE - EXCLUDING PRIVATE HOSPITALITY  
SUITES, AND LICENCED PUBHOUSE, - COWDEN HILL DRIVE

NORTH BERWICK - EH39-5HS

11 APR 2025

RECEIVED

4. DURATION OF LICENCE

Date: From TUESDAY 8<sup>TH</sup> JULY To MONDAY 14<sup>TH</sup> JULY

Time: From 10AM To 11 PM.

5. Is alcohol to be sold on & off the premises

YES  NO

Provide relevant details as to hours requested when alcohol will be sold on/off the premises.

Times for sale of alcohol for consumption on premises

10AM - 11 PM.

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

FAM GOLF T'S OFF.

6. CHILDREN (see note 2)

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

Are children or young persons permitted entry?

YES  NO

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

Ages of children or young persons permitted entry ALL AGES

Times at which children or young persons permitted entry ALL TIMES

Parts of premises to which children or young persons permitted entry

THE ENTIRE TICKETED SITE.

UNDER 16 YEAR OLDS HAVE TO BE ACCOMPANIED BY

AN ADULT



**7. CHECKLIST**

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

**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

9th APR 2025

**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>)

E.L.C Customer Services  
11 APR 2025  
RECEIVED

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.)

SCOTTISH GOLF OPEN

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

LIVE MUSIC IN THE 'VILLAGE AREA' OF THE SITE

**2. Attendance**

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

DAILY 15,000. - 20,000. TICKET HOLDERS

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

TICKET SALES FROM PREVIOUS EVENTS

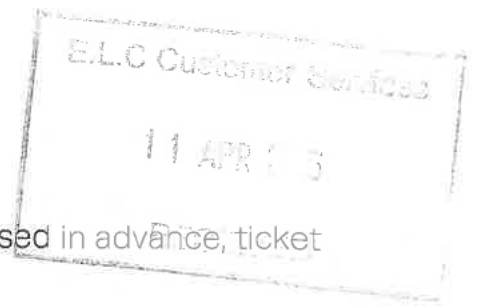
(c) In the main, what age group will form the majority of those attending?  
Please tick one box

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)

TICKET PURCHASED IN ADVANCE.

**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.

SECURITY STUWARD SUPPLY THE STEWARDS.

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

**4. Layout Plans**

Please indicate if -

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

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

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

SEE PLAN ATTACHED.

**5. Applications Lodged by Voluntary Organisations or Members Clubs Only**

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

A LICENSE WAS GRANTED FOR THE STARS  
EVENT IN JULY 2024.

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

BIODEGRADABLE CUPS WILL BE USED.

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

Please provide details of any training certificate held.

A PLH WILL BE ON EVERY BAR AT ALL TIMES.  
IN ADDITION A SENIOR MANAGEMENT TEAM OF 5  
ALL HOLD A PLH.

**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?**

SEE ALCOHOL MANAGEMENT PLAN (AMP)

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

SEE AMP.

ELC Customer Services  
11 APR 2024  
RECEIVED

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

SEE AMP

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

SEE AMP

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

SEE AMP

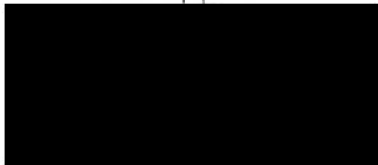
**SIGNATURE AND DECLARATION BY APPLICANT**

**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

9th April 2024



# Alcohol Management Plan



<b>Name of Event</b>	Genesis Scottish Open 2025
<b>Date of Event</b>	8th July - 14th July (incl)
<b>Date Document Completed</b>	9/4/25 (v1.0)
<b>Document Author</b>	Mark Thompson (Cargo Bars)
<b>Document Version Number</b>	V1.0

## Contents

Page 3	<b>Applicants Details &amp; Details of Event</b>
Page 4	<b>Management structure &amp; Alcohol outlets</b>
Page 5	<b>SIA Security</b>
Page 6	<b>Site Location and layout plans</b>
Page 7,8,9	<b>Overall Alcohol Details, Policies and Staff Training</b>
Pages 10,11,12	<b>Licensing Objectives</b>
Pages 13,14	<b>Appendix 1 - Details of personal licence holders</b>

## Applicants Details

Name	Mr. Niall Middleton
Address	[REDACTED]
Telephone/Mobile Number	[REDACTED]
Email Address	<a href="mailto:niall@cargobars.co.uk">niall@cargobars.co.uk</a>

## Details of Event

Name and address of location	The Renaissance Club, Cowden Hill Drive, North Berwick, EH39 5HS
Location Description	International golf event taking place at world famous Renaissance golf course
Date(s) of Event	8/7/25 - 14/7/25 (incl)
Time of the event Start Time? End Time?	Play begins around 7am every morning - bars open 10am - play concludes on course approx 7/8pm - village bar remains open after play finishes for band / dj / performer entertainment (concludes and bars closed no later than 11pm, but anticipated earlier) please also note that 8th covers us for potential sponsor hospitality only (not open to public and 14th covers the highly unlikely event of play running over into Monday.
Estimated number of people anticipated at the event.	80,000
Conditions of Entry	Fully ticketed event - children must be accompanied by an adult
How many alcohol outlets will be in operation?	6 areas / 7 bars (incl a sponsor bar in Village)

## Management Structure

Name of Organisers	DP World Tour
Registered Address	DP World Tour, Wentworth Drive, Virginia Water, Surrey, GU25 4LZ

## Alcohol Outlet(s)

Bar - Village main bar - an approximately 20m wooden bar structure under a stretch tent cover

Bar - Buffalo Trace bar - A small approximately 7m bar structure underneath a stretch tent canopy with Buffalo trace theming. (Sampling activity will occur here)

Bar - Ticket+ - A 12m bar within a luxury marquee / grandstand / terrace structure

Bar - Hole 6 bar (Eden Mill bar) - A approx 28m bar under a stretch tent structure lightly themed around Eden Mill (gin sponsor for event) (Sampling activity will occur here)

Bar - Hole 10-12 bar - a 20ft container bar (specific location tbc - but notified prior to event commencement, location needs utilities and grounds sign off)

Bar - Hole 14 bar (Forth View bar) - A 20ft and an adjacent 30ft container bar

Bar - Hole 17 bar - A 10ft container bar

Please see appendix 1 at end of this document for a list of all personal licence holders working at this event. An updated list with locations of work and relevant contact details will be supplied to relevant persons no less than 2 weeks prior to the event beginning.

## SIA Security Details

Name of Company/Individual providing Security	Security Scotland
Registered address	1st Floor, 159 Broad Street, Glasgow, G40 2QR
Contact telephone number	0141 433 8040
Brief Description of Roles and Responsibilities	To provide all event related security and stewarding operations (both SIA and none SIA - including SIA provision in vicinity of all bar areas)

All stewards and SIA staff will be radio linked, both to security managers and event control.

## **Site Location and layout plans**

To follow asap when updated for 2025 (prior to May board)

## Overall Alcohol Details & Policies

Name of Individual with overall licensed control of event	Niall Middleton
Address	
Contact Numbers (including any mobile number)	
Email Address (use block capitals)	niall@cargobars.co.uk
<b>Personal Licence Holder Details</b>	
Name of Issuing Authority	East Lothian
Personal Licence Number	EL1407
Date of Expiry of Licence	17/7/27

**Please note - individual bar descriptions can be found on page 4 of the document and a site plan of licensed area and bar locations can be found on page 6 of this document**

- \* ALL staff will either be personal licence holders or have undertaken the mandatory 2 hour licensing training and a record held on site. It is proposed to hold all paper copies within the bar admin office located in the Village and will be available at all times of operation for inspection by LSO or Police Scotland
- \* All alcohol will be sold via a card transaction.
- \* All drinks will be sold decanted into either a reusable pint or half pint cup (lined and government stamped) or a single use fully eco biodegradable single use cup in pint or half pint denominations, lined and government stamped or in the case of soft drinks ONLY we will offer customers a straw and no glass if preferred, these cans will always be served open (this is a more sustainable option)
- \* Where appropriate a suitable queueing system will be in operation at a bar, suitably controlled by SIA and steward staff
- \* All mandatory signage will be clearly and visibly displayed (including but not limited to Challenge 25 / free drinking water / weights and measures / section 110, etc)

- \* All alcohol sales will meet and exceed minimum unit pricing requirements
- \* Drinking water will be freely available from all bars, either from a bar top dispenser or from a drinking water dispense point located next to or very close to a bar (cups freely available)

### **Staff Training Details**

All staff will have undertaken a 2 hour licensing course with records available on site. The only exception to this will be personal licence holders.

## **Policies**

### **Age Verification Policy**

A robust Challenge 25 system will be in operation at all bars at all times alongside a refusal log.

### **Refusal Policy**

In the event of a refusal of service for alcohol, water will be offered, a record made in the refusal log and if deemed necessary by the bar manager for the relevant area, security or medical staff will assist, in line with event medical and security plans.

### **Drugs Policy**

Our event venue will operate a policy of zero tolerance with regards to drugs use/supply on premises, and admission will be refused to anyone suspected of being under the influence of drugs.

A policy for searching patrons, on entrance to the premises, will be in place with suitable and clear signage being displayed to inform customers of the premises policy.

Should any drugs be found, the confiscation of drugs will be witnessed, logged in the incident log book and the drugs handed to the most senior member of management, who will secure them in a secure designated place such as a drug safe or lockable filing cabinet. Onsite police will be contacted as soon as possible.

Members of staff will be briefed prior to the event, to consider some, or all, of the following symptoms when considering whether a person is displaying signs of drugs misuse:

- \* Dilated pupils. Pupils appear very large and almost hide the eye colour
- \* Pinpoint pupils which may indicate the use of heroin or other banned substances
- \* White marks/traces of powder around the nostrils
- \* Appearing intoxicated but without the characteristic smell of alcohol
- \* Marked alteration in behaviour following a trip to the toilet

### **Dispersal Policy**

Once play has passed an area / hole the bar will close and security will begin a sweep towards the exit behind play in an orderly but not rushed fashion. Stewards / SIA will be positioned at exit points to reinforce the appropriately signed fact that drinks can not be removed from the premises. Security staff will be briefed for welfare items, such as the location of bus stops, taxi pick up points and train stations etc.

## **Licensing Objectives**

### **Preventing Crime and Disorder**

- \* We will ensure that a suitable number of security staff are present at all times of event operation.
- \* Where appropriate a system of searching all / or a percentage of customers (and their baggage) at the point of entry to the premises using appropriate and effective search techniques.
- \* We shall ensure that regular checks are carried out by management and security to establish that no illegal drugs or other harmful articles or substances have been brought into or are being used on the premises.
- \* The refusal log will be inspected and signed by the Event Licence holder or a senior member of staff, on a regular basis
- \* A suitable dispersal policy will be in operation
- \* A large number of personal licence holder will be present on the event site at all times of bar operation
- \* All drinks will be served in an alternative to a glass container

### **Security Public Safety**

- \* Adequate fire fighting measures and equipment will be in place for the duration of the event.
- \* No drinks will be served to a customer in a glass vessel
- \* Adequate first aid and medical provision will be on site for all times of event operation
- \* The event has been fully risk assessed and copies are with relevant persons / bodies
- \* All staff serving alcohol will be appropriately trained in accordance with the licensing act 2005

- \* Adequate security provision will always be on site for the event operation hours
- \* Adequate clean and stocked hygiene facilities will always be available during event operation hours both for patrons and staff

## **Preventing Public Nuisance**

- \* Amplified announcements / music / entertainment noise levels will be controlled so that they are non-intrusive / low level at any neighbouring residential properties.
- \* We will provide litter bins in the vicinity of all bars and throughout main event areas.
- \* Any emptying of bottles shall not occur between the hours of 21.00-09.00. (this will only take the form of spirit bottles)
- \* Smoking will only take place in open air areas of the event and away from all forms of service counter

## **Protecting and Improving Public Health**

- \* All staff will have had training in identifying signs of excessive intoxication and an enhanced awareness of vulnerability through intoxication via appropriate licensing training.
- \* Hand washing facilities will be provided at all bars for the use of bar staff in accordance with Regulation (EC) No. 852/2004 on the hygiene of foodstuffs.
- \* Signs will be displayed in such a way as to make staff, customers and visitors aware that smoking is prohibited in certain areas.
- \* Where a part of the event is to be held in a building, a marquee or any other temporary structure, it will for the duration of the event, be designated as a No Smoking area.

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

- \* Children and young persons are not permitted to be unaccompanied at any bar counter or bar servers area.
- \* Stewards will regularly circulate the premises throughout the event to ensure that under 18s do not obtain access to alcohol
- \* Male and female toilets will be accessible without having to pass through an area that is located close to a bar or bar queuing area, these facilities will remain open at all times the event site remains open.
- \* The Licence Holder shall provide containers for the disposal of soiled nappies within dedicated baby change / disabled toilet areas
- \* Documentation presented as verification of age will be required to be of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.

## Appendix 1

Personal licence holder details;

### **(Cargo Bars senior management team)**

Name - Niall Middleton  
Licence issued by - East Lothian Council  
Licence no - EL1407  
Expires - 17/7/27

Name - Mark Thompson  
Licence issued by - Edinburgh  
Licence no - 351326  
Expires - 27/6/32

Name - Sarah Barker  
Licence issued by - Edinburgh  
Licence no - 523356  
Expires - 22/4/34

Name - Jon Wyles  
Licence issued by - Edinburgh  
Licence no - 477230  
Expires - 5/10/32

### **(Cargo Bars individual bar managers)**

Name - Andrew Glen Blake  
Licence issued by - Edinburgh  
Licence no - 531017  
Licence expires - 30/7/34

Name - Jemma Jane Mackenzie  
Licence issued by - Edinburgh  
Licence no - 471313  
Expires - 20/3/32

Name - Scott Fraser Woloszyn  
Licence issued by - Midlothian  
Licence no - MID0697  
Expires - 28/4/33

Name - Rosa Georgiou  
Licence issue pending (Edinburgh)

Name - Kinga Masternak

[REDACTED] - details to follow prior to May board)

Name - Rhona Hunter  
Licence issued by - Edinburgh  
Licence no - (to follow prior to May board)  
Expires - (to follow prior to May board)

Name - Jordan Jones  
Licence issued by - Edinburgh  
Licence no - 470817  
Expires - 10/3/32

### **Quality and compliance manager**

Name - Jamie McLeod  
Licence issued by - East Lothian  
Licence no - EL2069  
Expires - 3/8/33

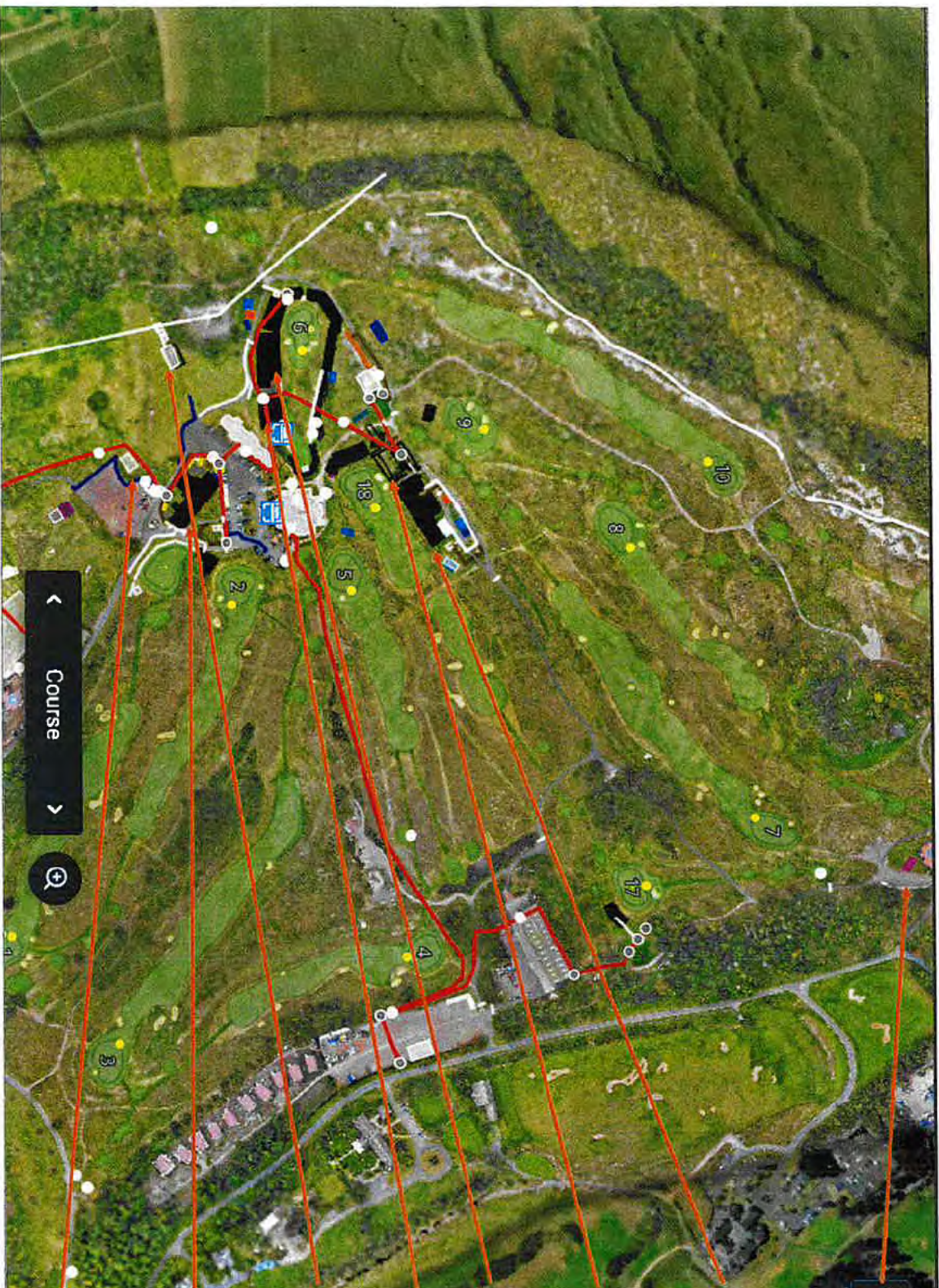
**(Cargo Bars stand in manager - currently not working the event but would be first in place in the event of drop outs / illness)**

Name - Kieran Middleton  
Licence issued by - Edinburgh  
Licence no - 323178  
Expires - 15/3/26

PLEASE NOTE, CLOSER TO EVENT COMMENCEMENT A LIST OF CONTACT DETAILS AND WORK LOCATIONS WILL BE PROVIDED TO ALL RELEVANT PERSONS / BODIES

- Shared Structure:  
Green on 18 Hospitality  
Partners Pavilion
- Double decker structure  
Genesis Lounge
- Partners Chalets x 6
- Media Café
- Players Café – Driving  
Range
- Shared Structure:  
Media & Staff Dining  
Caddies
- Creche





- Players Family On course  
cafe
- Shared Structure:  
Green on 18 Hospitality  
Partners Pavilion
- Double decker structure  
Genesis Lounge
- Partners Chalets x 6
- Media Café
- Players Café – Driving  
Range
- Shared Structure:  
Media & Staff Dining  
Caddies
- Creche

**Herkes, Gillian**

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 16 April 2025 12:23  
**To:** Licensing  
**Subject:** OCC349/25 - OCC LIC APP RENAISSANCE GC HOSPITALITY 08/07/25-14/07/25  
**Attachments:** OCC349 APPLICATION.PDF

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

Afternoon,

No police objections

PSOS ref 915447

Regards

Stephen

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

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Date: 7<sup>th</sup> May 2024

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC349/25

**NIALL MIDDLETON, GENESIS SCOTTISH OPEN, RENAISSANCE GOLF COURSE, ON COURSE  
HOSPITALITY EAST LoTHIAN, EH39 5HS**

The applicant is Niall Middleton who is a personal licence holder. Application has been made for an occasional licence for the Genesis Scottish Open at Renaissance Golf Club and Course. The applicant proposes 7 bars across the course. The applicant has confirmed that the whole of the course will form the licensed area with the exception of the hospitality outlets that will be licensed separately by another provider. This is the second year that Mr Middleton has run the on-course sale of alcohol at this event. On visiting the event last year, I found full compliance with the occasional licence and the bars well run. He employs a senior management team who oversee the operations and there were personal licence holders on each bar. Staff were knowledgeable when asked questions.

The application is for the following on sales hours:

Tuesday 8<sup>th</sup> July – Monday 14<sup>th</sup> July 2025, 10am – 11pm daily.

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 days may not be processed in time for a Board hearing before the event.*

The application has a requested-on sales before policy hours (11am) at 10am.

As this is a large event with around 70,000 spectators the applicant has submitted an Alcohol and Drug Management Plan.

I recommend the following conditions 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.
- 2) Individual personal licence holders are allocated to manage to each of the bars at all times and all staff involved in the sale and/or supply of alcohol should have received the two hours mandatory training, as required under the legislation.

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 (SCOTLAND) ACT 2005, SECTION 142

## OCCASIONAL LICENCE APPLICATION FORM

# 4 (iv)

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) 341015

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

### 2. PERSONAL DETAILS

Title (delete as appropriate):

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

Surname Fleming

Forenames Helen Jane

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

## 2. PERSONAL DETAILS (cont)

Address where ordinarily resident to be used for correspondence purposes

\_\_\_\_\_

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

### Telephone Numbers

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

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

Fax No. \_\_\_\_\_ Email helen.fleming@heritageportfolio.co.uk \_\_\_\_\_

## 3. THE PREMISES

### Description of premises

\_\_\_\_\_ The Genesis Scottish Open Golf

\_\_\_\_\_ Large scale event – temporary

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

\_\_\_\_\_ Sporting event – large scale

\_\_\_\_\_ Hospitality for up to 700 people per day in 4 hospitality structures

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

\_\_\_\_\_ Renaissance Club Cowden Hill Drive, Dirleton, EH39 5HS

The actual licence applications refer to the temporary structures located at this postal address as detailed below –

- Partners Pavilion – 12 on map
- Partners Chalet (pavilion) – 13 on map
- Genesis Lounge - 11 on map
- Caddies, Staff and Media Dining areas - 16 on map - including outside seated area to be licenced specifically to cover supplier party, evening dinners and volunteer's party (and around client's requirements in the unlikely event this arises)
- On the most recent information received it appears that the volunteers party may take place at the Volunteers HQ – 1 on map

The below areas should not typically be serving alcohol, this has been done as a precautionary measure in case the client requests this. We will not be promoting alcohol sales.

- Media Café (within media centre) - 19 on map
- Players Café (the range café or players and caddie's cafe) - 2 on map
- Players Café on course (halfway house or 6<sup>th</sup> hole catering) – 10 on map

For all areas any outside area enclosed (which forms part of that specific unity) also to be included in licence for that particular structure. Drinks will be served/decanted in to disposables for outside and guests will not be permitted to take alcohol from the area to another part of the site.

All numbers refer map 1 map with exception of Volunteer's HQ which is on map 2

**4. DURATION OF LICENCE**

Date: From 5th July 2025 To 14th July 2025

Time: From 10:00 am To 01:00 am

**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

10:00 am to 01:00 am

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

n/a

**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?**

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

Ages of children or young persons permitted entry 0-17

Times at which children or young persons permitted entry All times

Parts of premises to which children or young persons permitted entry

Hospitality - child numbers are less than 10 based on previous information

## 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

12.05.25

### 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.)

Genesis Scottish Open Golf

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

For the areas under our responsibility and application, there will be live sport but no live entertainment (may be

Q&A's with ex professionals and atmospheric background music also shown on screens in multiple areas)

---

In non hospitality areas, there is a pop up stage with live music

2. **Attendance**

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

76,000 over four days

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This application is for Hospitality only which is for 700 per day

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

Previous events and ticket sales forecast

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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)

Tickets are purchased in advance

---

## 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.

Security is the responsibility of the tournament governing body, Genesis Scottish Open delivered by the DP World Tour/PGA

---

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

## 4. Layout Plans

Please indicate if -

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

**5. Applications Lodged by Voluntary Organisations or Members Clubs Only**

Please list the dates of previous occasional Licences granted by the Board between 1 January and 31 December

n/a

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

Both glass and bio-degradable options will be used

---

---

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

Please provide details of any training certificate held.

All areas will have a Personal Licence Holder present

---

All staff have completed as a minimum the mandatory 2 hour licencing training

---

**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?**

For all of the licencing objectives, our staff event specific site training and daily staff briefs

---

will cover our responsibilities and duties in relation to provision of alcohol and we will work with

---

the client on site collaboratively in this approach. We will initiate and promote responsible drinking protocols.

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

By partnering with the client on site our management and staff will be briefed to be aware of

---

any potential situations and report these. All staff trained on evacuation and safety procedures and first aiders in all our areas

---

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

We will work with the client on site and event security to act upon any incidences which may cause a disturbance to guests and the event professionals. We will also advocate responsible drinking.

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

This will be managed through responsible service of alcohol, implementing Challenge 25 and refusing service/ documenting this if this is required. Offering smaller volumes and non/low alcohol options and drinking water stations. Products will be sourced through a vendor governance supply chain to ensure legitimate quality products.

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

Children will not be permitted around the bar areas and staff will be vigilant to check children are accompanied by a responsible adult. Signage will clearly detail areas not to be accessed by children.

**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 08.04.25

**Herkes, Gillian**

---

**From:** Stephen Gibson <Stephen.Gibson@scotland.police.uk>  
**Sent:** 16 April 2025 12:00  
**To:** Licensing  
**Subject:** OCC348/25 - OCC LIC APP - RENAISSANCE GOLF CLUB  
**Attachments:** OCCASIONAL\_LICENCE\_APPLICATION\_FORM (1) GENESIS SCOTTISH OPEN  
HERITAGE PORTFOLIO 08.04.25\_CPCHECKED.PDF

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

Afternoon

No police objections

PSOS ref 914976

regards

Stephen

# EAST LoTHIAN COUNCIL

## LICENSING STANDARDS

From: Licensing Standards Officer

To: C. Grilli  
Clerk to the Licensing Board

---

Date: 12<sup>th</sup> May 2025

Subject: LICENSING (SCOTLAND) ACT 2005

OCCASIONAL LICENCE APPLICATIONS – OCC348/25

**HELEN FLEMING, HOSPITALITY MARQUEES/OUTLETS, GENESIS SCOTTISH OPEN,  
RENAISSANCE GOLF CLUB, EAST LoTHIAN, EH39 5HS**

The applicant is Helen Fleming who is a personal licence holder. Application has been made for an occasional licence for the multiple hospitality marquees/outlets at the Genesis Scottish Open at Renaissance Golf Club. The applicant proposes bars as detailed on the application and the layout plan.

The application is for the following on sales hours:

Saturday 5<sup>th</sup> July – Monday 14<sup>th</sup> July 2024, 10am – 1am daily.

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 days may not be processed in time for a Board hearing before the event.*

The application has a requested-on sales after the terminal policy hour of 2300 on the Monday - Wednesday (1am request) and Midnight on 2 Sundays (1am requests). The daily commencement for on sales requested is 10am, out with Board Policy on sales hours which start at 11am.

As this is a large event and the applicant has been asked to submit an Alcohol and Drug Management Plan.

I recommend the following conditions 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.
- 2) Individual personal licence holders are allocated to manage to each of the bar areas at all times and all staff involved in the sale and/or supply of alcohol should have received the two hours mandatory training, as required under the legislation.

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

**Herkes, Gillian**

---

**From:** Robertson, Scott  
**Sent:** 17 April 2025 11:54  
**To:** Licensing  
**Subject:** RE: Occasional Licence Application - Scottish Open for Hospitality Marquees - OCC348/25

Hello,

No comments or objection to this occasional license application.

Regards  
Scott

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

T. 01620 827585| E.srobertson2@eastlothian.gov.uk Visit our website at [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

---

**From:** Licensing <[licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)>  
**Sent:** 15 April 2025 10:57  
**To:** Lothian and Borders Police ([lothianscotborderslicensingeastmid@scotland.pnn.police.uk](mailto:lothianscotborderslicensingeastmid@scotland.pnn.police.uk))  
<[lothianscotborderslicensingeastmid@scotland.pnn.police.uk](mailto:lothianscotborderslicensingeastmid@scotland.pnn.police.uk)>; Licensing Standards Officer  
<[lso@eastlothian.gov.uk](mailto:lso@eastlothian.gov.uk)>  
**Cc:** Events <[events@eastlothian.gov.uk](mailto:events@eastlothian.gov.uk)>; Environmental Health/Trading Standards  
<[ehts@eastlothian.gov.uk](mailto:ehts@eastlothian.gov.uk)>; Environment Reception <[environment@eastlothian.gov.uk](mailto:environment@eastlothian.gov.uk)>  
**Subject:** FW: Occasional Licence Application - Scottish Open for Hospitality Marquees - OCC348/25

Hi

Please find attached Occasional Licence application for the Marquee Structures at the Hospitality Marquees on the 18<sup>th</sup> Green for report.

Kind regards

Gillian

Gillian Herkes  
Licensing Officer  
Democratic & Licensing Services  
John Muir House  
Haddington  
East Lothian Council  
01620 820114  
[gherkes@eastlothian.gov.uk](mailto:gherkes@eastlothian.gov.uk)

Please note :- My working days are Tuesday to Friday



**From:** Fleming, Helen  
**Sent:** 11 April 2025 11:24  
**To:** Licensing  
**Subject:** Occasional Licence Application

**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.

You don't often get email from [helen.fleming@heritageportfolio.co.uk](mailto:helen.fleming@heritageportfolio.co.uk). [Learn why this is important](#)

Hi Licencing Team

Please find attached –

- The 2024 site map and the current 2025 site map – this is still being finalised, but this will not vary much from last year
- The occasional licence application
- Copies of Helen Fleming and Abi Massey's personal licences
- The alcohol and drugs management plan
- I can confirm the £10 payment for this application has been made online

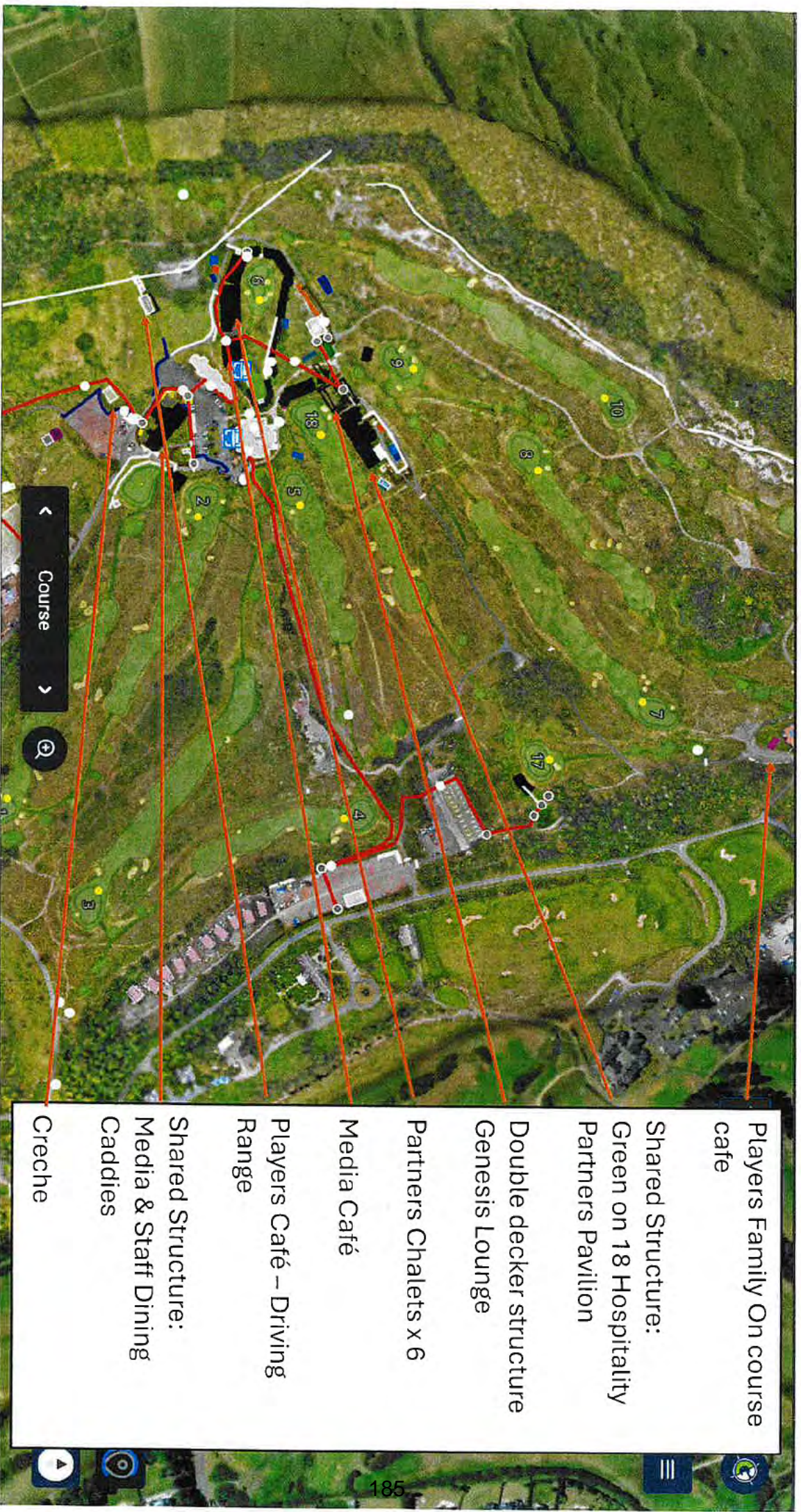
Please let me know if you require any further information and I look forward to hearing from you in due course.

Kind Regards



**HELEN FLEMING**  
General Manager - Marsfield Traquair  
0131 524 7280  
[helen.fleming@heritageportfolio.co.uk](mailto:helen.fleming@heritageportfolio.co.uk)



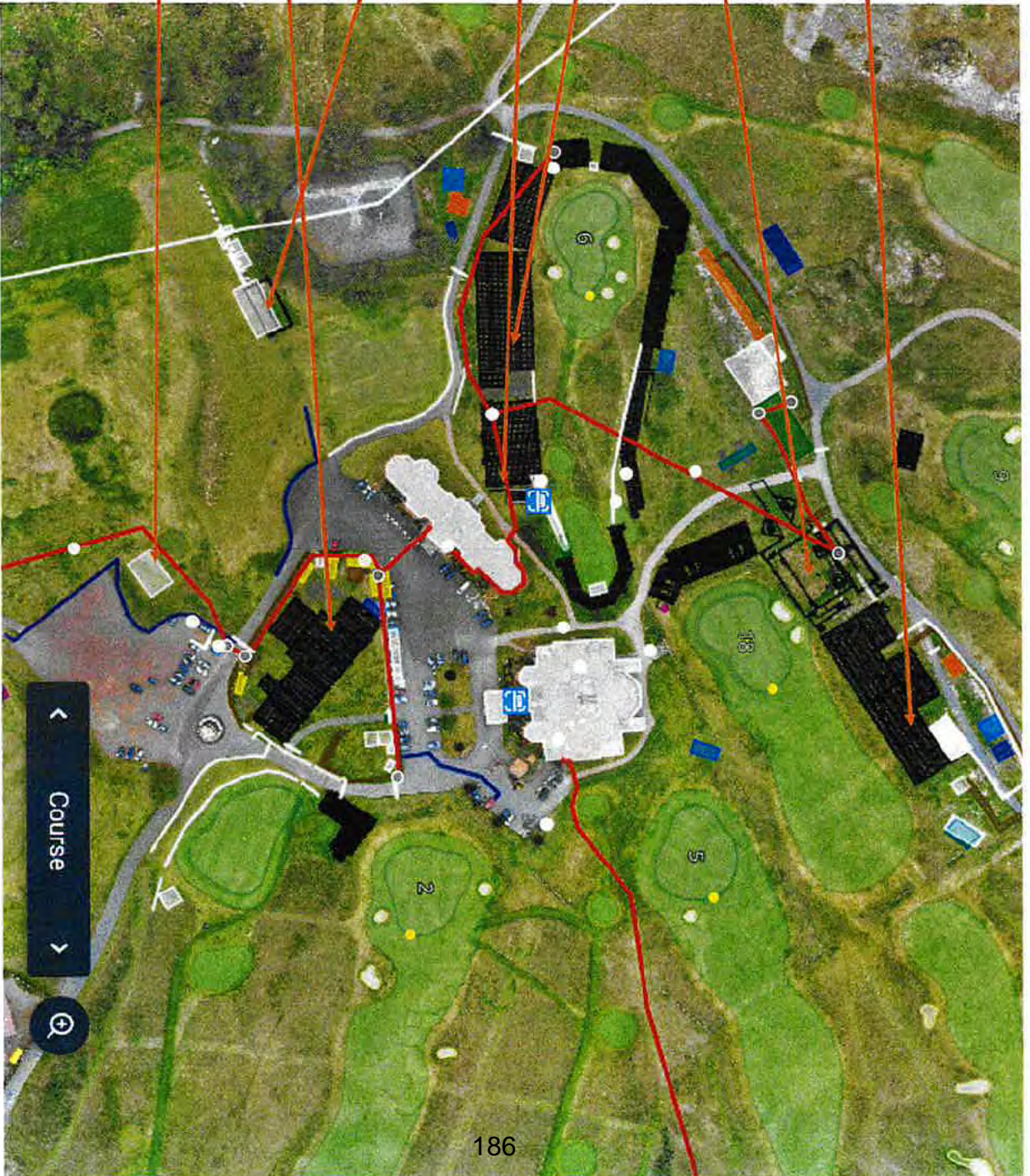


< Course >



- Players Family On course cafe
- Shared Structure:  
Green on 18 Hospitality  
Partners Pavilion
- Double decker structure  
Genesis Lounge
- Partners Chalets x 6
- Media Café
- Players Café – Driving Range
- Shared Structure:  
Media & Staff Dining  
Caddies
- Creche

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- Green on 18 Hospitality
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- Double decker structure
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- Caddies
- Creche



EL 2371

3 4446



EAST LoTHIAN COUNCIL

16 APR 2025

LOCAL ACCESS POINT  
BRUNTON HALL

Police LSD 1714

SCHEDULE 2

# APPLICATION FOR A PERSONAL LICENCE

FIRST APPLICATION / RENEWAL APPLICATION (delete as appropriate)

# 5 (i)

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. YOUR PERSONAL DETAILS

If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read note 1

Title (delete as appropriate):

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

Surname M'GARVIE

Forenames ASHLEY MARION

Date and place of birth \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Address where ordinarily resident to be used for correspondence purposes

\_\_\_\_\_

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

**1. PERSONAL DETAILS (cont)**

Telephone Numbers

Daytime Tel. [REDACTED] Evening Tel. \_\_\_\_\_

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

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

Address for correspondence associated with this application  
(if different to the address above)

THE WIVEMILL SOCIAL CLUB, 4 BALCARRES  
ROAD

Post town MUSSELBURGH Post code EH21 7SB

**2. YOUR LICENSING QUALIFICATION (Read note 2)**

I hold an accredited qualification (please tick) YES  NO

If you have ticked yes please provide a copy of your qualification with your application.

**3. FIRST APPLICATIONS ONLY**

This section should only be completed if you are submitting your first application to this Licensing Board. If answering Yes to any question please provide details below. **Note: You may only hold one personal licence at a time.**

Do you currently hold a personal licence? YES  NO

Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board? YES  NO

Has any personal licence held by you been forfeited in the last 5 years? YES  NO

Licensing Board EAST LOTHIAN Licence number PLH 8673144

Date of issue 9-4-2025 Date of expiry 9-4-2035

Any further details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. RENEWAL ONLY**

**This section should be completed only if you are applying for a renewal of your existing licence.** Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below.

**Details of current personal licence**

Licensing Board \_\_\_\_\_ Licence number \_\_\_\_\_

Date of issue \_\_\_\_\_ Date of expiry \_\_\_\_\_

Any further details \_\_\_\_\_

\_\_\_\_\_

If you cannot provide your personal licence, provide a statement explaining why

\_\_\_\_\_

\_\_\_\_\_

**Other personal licence** Note: You may only hold one personal licence at a time

I confirm that I do not hold any other personal licences other than the one submitted for renewal YES  NO

\_\_\_\_\_

## 5. CHECKLIST

I have (please tick if yes)

- Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3. YES
- Enclosed a copy of any licensing qualification I hold YES
- Enclosed my current personal licence (renewal only) YES
- Made or enclosed payment of the fee for the application YES

## 6. Previous Convictions

You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none". Read note 4

NAME	DATE	COURT	OFFENCE	SENTENCE
NONE				

**7. Declaration**

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

Signature (read Note 5)



Applicant / Agent (Delete as appropriate)

Date 10-4-2025

I understand that East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. East Lothian Council may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

## Highfield Qualifications

Certifies that  
*Ashley McGarvie*

has successfully passed an assessment in  
**Scottish Certificate for Personal Licence Holders at  
SCQF Level 6**

**Qualification number** R654 04  
**Date of award** 09 April 2025  
**Certificate number** PLH8673144

ORIGINAL DOCUMENT SEEN AND RETURNED			
Date seen	APR 2025		
EVIDENCE	seen by		✓
How reviewed	APR 2025	Stamp No.	
Date returned			

*W Douglas*

Course Director

*Jason Sprenger*

Jason Sprenger - Chief Executive  
Highfield Qualifications



scottish credit and  
qualifications framework



Accreditation

This qualification has been SCQF credit rated by SQA Accreditation.

## Herkes, Gillian

---

**From:** Grilli, Carlo  
**Sent:** 07 May 2025 10:45  
**To:** Licensing Standards Officer; lothianscotborderslicensingeastmid@scotland.police.uk  
**Cc:** stephen.gibson@scotland.police.uk; Licensing  
**Subject:** FW: Review Proposal - EL0272 - Wiremill Social Club, Musselburgh - Request for Information

**Importance:** High

**Follow Up Flag:** Follow up

**Flag Status:** Flagged

Dear Licensing Standards Officer and Police Scotland,

Under section 37 Licensing (Scotland) Act 2005, East Lothian Licensing Board proposes to initiate a review of premises licence EL0272 – Wiremill Social Club, 4 Balcarres Road, Goose Green, Musselburgh, East Lothian. Premises licence holder – current committee.

Information has come to the attention of the Licensing Board that alcohol was sold at the premises without a premises manager for the period between November 2024 and February 2025 and during this time there was an incident of disorder in February 2025. The licensing Board wish to consider this under the following grounds for review within section 36 Licensing (Scotland) Act 2005:

- 3(Za) giving regard to the licensing objectives the licence holder is not a fit and proper person to be the holder of a premises licence,
- 3(a) that one or more of the conditions to which the premises licence is subject has been breached.

The licensing objectives to be considered are preventing crime and disorder, securing public safety and preventing public nuisance.

In the course of the review the Licensing Board may include information that the Board considers relevant to the alleged ground of review in relation to the licence holder, connected persons in relation to the licence holder or interested parties in relation to the licenced premises.

Therefore the Board request information from the following agencies in relation to the premises – Licensing Standards Officer and Police Scotland.

Please submit this information by **close of business on the 14<sup>th</sup> of May** to allow this hearing to come forward at may's board on 22<sup>nd</sup> of May.

Please note that the reason for this coming through in short timeframe is that there is already a Personal License application that has been reported on by the LSO linked to this premises and these matters should be heard at the same board. Further this needs to be heard within the statutory 42day period therefore the May board is the only scheduled board meeting that would comply with this.

Please respond directly to [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

Kind Regards

Carlo

# EAST LoTHIAN COUNCIL

## Licensing Standards

**From:** Licensing Standards Officer

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

---

Date: 28<sup>th</sup> April 2025

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

**PERSONAL LICENCE APPLICATION – EL2371**

**ASHLEY MCGARVIE**

Under section 73A(2) Licensing (Scotland) Act 2005, I submit the below information in relation to the applicant that I consider relevant for consideration by the Board.

On 1<sup>st</sup> September 2009, following conversion, East Lothian Licensing Board granted a premises licence under the Licensing (Scotland) Act 2005 at Wiremill Social Club, 4 Balcarres Road, Goose Green, Musselburgh, East Lothian with premises licence number EL0272. The premises licence holder is Wiremill Social Club deemed to be the committee.

The applicant Ashley McGarvie currently holds the office of Secretary on the committee.

On 15<sup>th</sup> February 2025, the premises manager's personal licence expired and no renewal application was submitted.

The Licensing Board did not receive any notification from the premises licence holder at Wiremill Social Club in relation to the premises manager's personal licence expiry or that they had left their position as premises manager.

I was made aware by PC Stephen Gibson that an incident of disorder had occurred at Wiremill Social Club on 22<sup>nd</sup> February 2025, which police attended and found alcohol was being sold. It was established that the premises managers personal licence had expired the week before.

On 26<sup>th</sup> February 2025, I spoke with Ashley McGarvie, Committee Secretary. I informed her that all sales of alcohol that had occurred whilst the premises manager's personal licence had expired were a breach of premises licence mandatory condition 4 and as such an offence under Section 1 Licensing (Scotland) act 2005. I asked that all sales of alcohol cease immediately until a suitable premises manager was appointed. I detailed the correct process to appoint a premises manager by way of minor variation. I informed police of this phone call.

On 27<sup>th</sup> February 2025, the Licensing Board received a notification of office bearers, detailing the committee members elected on 17<sup>th</sup> November 2024 , this included Ashely McGarvie as Secretary. I was later informed by Police that the previous premises manager left their post a week following the election of officer bearers.

On 28<sup>th</sup> February 2025 a minor variation application was granted to appoint a new premises manager, submitted by Ashley McGarvie.

It appears there was a gap of approx. 3 months between premises managers, where alcohol sales continued in breach of the premises licence. Having regard to the licensing objectives in particular preventing crime and disorder I would ask the board to consider if the applicant is a fit and proper person to be the holder of a personal licence, given her role on the committee who hold the premises licence.

Licensing Standards Officer

24/04/2025

Your Ref: EL2371

Our Ref: 916933

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



**POLICE  
SCOTLAND**

Keeping people safe

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

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A  
PERSONAL LICENCE  
ASHLEY MCGARVIE.** [REDACTED]

I refer to the above application and in terms of Section 73(3)(a) of the Licensing (Scotland) Act 2005, I have to advise you that, based upon the information provided to Police Scotland, the applicant has not been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

Yours faithfully



Gregg Banks  
Divisional Commander

For enquiries, please contact the Licensing Department on 0131 654 5557.

Our Reference: CG/gh/EN/L/PL  
Your Reference:

Date: 13<sup>th</sup> May 2025



**Private & Confidential**  
Mrs Ashley McGarvie



Carlo Grilli  
CLERK OF THE LICENSING BOARD

John Muir House  
Haddington  
East Lothian  
EH41 3HA  
licensing@eastlothian.gov.uk

Dear Mrs McGarvie

**Licensing (Scotland) Act 2005**  
**Review - Grant of Personal Licence No EL2371**

On application for a personal licence a copy of the application is sent to the Licensing Standards Officer. Under section 73(A)(2) the Licensing Standards Officer may respond giving the Licensing board any information in relation to the applicant that the Officer considers may be relevant to consideration by the Board of the application.

I enclose a copy of report from Licensing Standards Officer dated 28<sup>th</sup> April 2025.

In terms of S74(5AA) of the above Act, the Board must hold a hearing to determine the application. That hearing will take place at the Licensing Board Meeting on Thursday 22<sup>nd</sup> May, 2025 at 10am in the Council Chambers, Town House, Haddington.

You are hereby cited to attend the above meeting where you will be given an opportunity to be heard regarding the matters raised in the report from Licensing Standards Officer.

An agenda will follow in due course.

Yours faithfully



Carlo Grilli  
Clerk to the Licensing Board

**Direct Dial: 01620 827216**  
**Email : licensing@eastlothian.gov.uk**



## EAST LoTHIAN COUNCIL

### Licensing Standards

**6(i)**

**From:** Licensing Standards Officer

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

---

Date: 12<sup>th</sup> May 2025

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

**PREMISES LICENCE REVIEW**

**EL0272 – WIREMILL SOCIAL CLUB, 4 BALCARRESS ROAD, GOOSE GREEN,  
MUSSELBURGH, EAST LoTHIAN EH39 4AN**

On 7<sup>th</sup> May 2025, I received intimation in terms of Section 38(3)(b) of the licensing (Scotland) Act 2005 of the intention of the Licensing Board to review the Premises Licence in respect of the above premises.

The East Lothian Licensing Board wishes to review the above premises licence under section 37 under the grounds in section 36(3)(za) and 36(a) of the Act.

In terms of Section 38(4) of the Act, I have prepared this report outlining information relevant to the review for the consideration of Licensing Board Members.

Licensing Standards Officer

## Summary of Information

### **Premises licence – EL0272, Wiremill Social Club**

On 1<sup>st</sup> September 2009, following conversion, East Lothian Licensing Board granted a premises licence under the Licensing (Scotland) Act 2005 at Wiremill Social Club, 4 Balcarres Road, Goose Green, Musselburgh, East Lothian with premises licence number EL0272. The premises licence holder is Wiremill Social Club deemed to be the committee.

On 16<sup>th</sup> February 2015, John Derek Johnson was granted a personal licence by East Lothian Licensing Board with number EL1155 and expiry date 15/02/2025. Mr Johnson completed his 5-year refresher training in 2020 as required.

On 25<sup>th</sup> March 2015, a minor variation application was granted to appoint John Derek Johnson as premises manager on premises licence EL0272, Wiremill Social Club.

On 15<sup>th</sup> February 2025, personal licence number EL1155 for John Johnson, expired and no renewal application was submitted.

The Licensing Board did not receive any notification from the premises licence holder at Wiremill Social Club in relation to the premises manager's personal licence expiry or that he had left his position as premises manager.

I was made aware by PC Stephen Gibson that an incident of disorder had occurred at Wiremill Social Club on 22<sup>nd</sup> February 2025, which police attended and found alcohol was being sold. It was established that the premises manager's personal licence had expired the week before.

On 26<sup>th</sup> February 2025, I spoke with Ashley McGarvie, Committee Secretary. I informed her that all sales of alcohol that had occurred whilst John Johnson's personal licence had expired were a breach of premises licence mandatory condition 4 and an offence under Section 1 Licensing (Scotland) Act 2005. I asked that all sales of alcohol cease immediately until a suitable premises manager was appointed. I detailed the correct process to appoint a premises manager by way of minor variation. I informed PC Stephen Gibson of this phone call.

On 27<sup>th</sup> February 2025, the Licensing Board received a notification of office bearers, detailing the committee members elected on 17<sup>th</sup> November 2024 as follows:

Chair – Gayle McGill

Secretary – Ashley McGarvie

Treasurer – Lynn Hastie

Vice Chair – Ross McGarvie

Bar Convenor – Cheryl Vickers

On 28<sup>th</sup> February 2025 a minor variation application was granted to appoint Cheryl Vickers as premises manager, submitted by Ashley McGarvie.

I have been made aware that Police are investigating the matters above and that it was established that the premises manager left in November following the election of the committee at the AGM.

Over the last 3 years, I have received some noise complaints about the premises from neighbouring residents. Numerous meetings have been held with the premises licence holder (committee) to try and resolve the issue and improve compliance. Guidance has been given by Environmental Protection Officers, Licensing Standards Officers and Police in relation to managing the premises. Mr Johnson was never present at these meetings, however, each time I asked if he was still in post I was informed, he was. The complaints have historically been submitted over the spring and summer period with a gap over the winter months. I received a recent complaint on Saturday 3<sup>rd</sup> May 2025, detailing loud music to the extent the DJ could be heard talking. I contacted the committee and Ashley McGarvie responded that the committee were taking all reasonable steps to monitor the noise using the guidance previously given by Environmental Protection Officers. Prior to the recent complaint the last complaint was received in August 2024. I have been in contact with the Environmental Protection Officers and at this stage it would not be considered an actionable noise nuisance, and further information would be required.

### **Licensing Board's Powers on Review**

Licensing (Scotland) 2005 Section 39 (1) At a review hearing in relation to any premises licence, the Licensing Board may, if satisfied that a ground for review is (whether or not on the basis of any circumstances alleged in the premises licence review proposal or application considered at the hearing) take such of the steps mentioned in subsection (2) as the Board considers necessary or appropriate for the purposes of any of the licensing objectives.

(2) Those steps are—

- (a) to issue a written warning to the licence holder,
- (b) to make a variation of the licence,
- (c) to suspend the licence for such period as the Board may determine,
- (d) to revoke the licence.

(3) On making a variation under subsection (2)(b), the Board may provide for the variation to apply only for such period as they may determine.

The circumstances suggest that the current committee were not in control of the premises and have failed in their responsibilities as premises licence holders. The sale of alcohol without a premises manager was permitted and mandatory premises licence condition 4 was breached.

Licensing Standards Officer

14/05/2025

Your Ref: **EL272**

Our Ref: 922155

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



**POLICE  
SCOTLAND**

Keeping people safe

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

**IN CONFIDENCE FOR THE ATTENTION OF EAST LOTHIAN LICENSING BOARD**

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005  
REQUEST FOR INFORMATION REGARDING  
LICENCE NO: EL272  
PREMISES: WIREMILL SOCIAL CLUB  
4 BALCARRES ROAD, GOOSE GREEN, MUSSELBURGH, EAST LOTHIAN,  
EH21 7SB.  
PREMISES LICENCE HOLDER: Wiremill Social Club Committee**

In regard to the request for review of Licenced premises EL272, Wiremill Social Club, Musselburgh after invitation from Carlo Grilli, Clerk to the Licensing Board, I wish to report the following on behalf of Police Scotland.

The premises license holder is the Wiremill Social Club Committee, and the current Designated Premises Manager is Cheryl Vickers. Cheryl Vickers holds Personal Liquor Licence EL2344 granted by East Lothian Licensing Board on 18<sup>th</sup> February 2025.

The previous Designated Premises Manager was John Derek Johnson who held a Personal Liquor Licence EL1155 granted by East Lothian Licensing Board. This Personal Licence expired on 16<sup>th</sup> February 2025. Mr Johnson left the employment of the Wiremill Social Club on 7<sup>th</sup> December 2024. From this date onward there was no Dedicated Premises Manager for the Wiremill Social Club in place.

**PS-20241215-0011**

## OFFICIAL

On 15<sup>th</sup> December 2024, police were called by staff at the Wiremill Social Club reporting a disturbance within the premises. Officers attended and observed patrons within drinking alcohol. The person in charge on police attendance was Gail McGill, chair of the committee.

### **PS-20250222-3603**

On 22<sup>nd</sup> February 2025, police were contacted by staff and members of the public regarding an ongoing disturbance within the premises. Officers noted that patrons within were drinking alcohol within the premises.

On 27<sup>th</sup> February 2025, Police Scotland received an application from East Lothian Council to substitute the Designated Premises Manager of the Wiremill Social Club to Cheryl Vickers. This application was signed and dated 26<sup>th</sup> February 2025. The relevant checks were carried out by Police Scotland and the application was returned to East Lothian Council with no police objections.

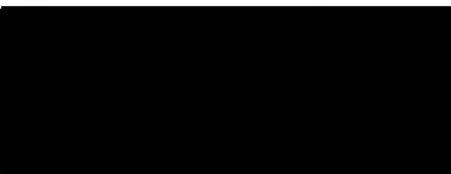
Between 1<sup>st</sup> March 2025 and the date of this correspondence there have been three inspections of the Wiremill Social Club. No issues were highlighted during these inspections.

Police Scotland fully support the request from East Lothian Council that the premises license of the Wiremill Social Club should be reviewed as the premises has failed to comply with the licensing objectives and the Licensing (Scotland) act 2005 as follows.

The premises operated between 7<sup>th</sup> December 2024 and 27<sup>th</sup> February 2025 without a Designated Premises Manager being in place.

Police Scotland respectfully submit this report to the Board for consideration in full support of the review request submitted by East Lothian Council.

Yours faithfully



Gregg Banks  
Divisional Commander

For enquiries, please contact the Licensing Department on 0131 654 5557.

## Licensing

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**From:** Grilli, Carlo  
**Sent:** 07 May 2025 10:45  
**To:** Licensing Standards Officer; lothianscotborderslicensingeastmid@scotland.police.uk  
**Cc:** stephen.gibson@scotland.police.uk; Licensing  
**Subject:** FW: Review Proposal - EL0272 - Wiremill Social Club, Musselburgh - Request for Information

**Importance:** High

**Follow Up Flag:** Follow up

**Flag Status:** Flagged

Dear Licensing Standards Officer and Police Scotland,

Under section 37 Licensing (Scotland) Act 2005, East Lothian Licensing Board proposes to initiate a review of premises licence EL0272 – Wiremill Social Club, 4 Balcarres Road, Goose Green, Musselburgh, East Lothian. Premises licence holder – current committee.

Information has come to the attention of the Licensing Board that alcohol was sold at the premises without a premises manager for the period between November 2024 and February 2025 and during this time there was an incident of disorder in February 2025. The licensing Board wish to consider this under the following grounds for review within section 36 Licensing (Scotland) Act 2005:

- 3(Za) giving regard to the licensing objectives the licence holder is not a fit and proper person to be the holder of a premises licence,
- 3(a) that one or more of the conditions to which the premises licence is subject has been breached.

The licensing objectives to be considered are preventing crime and disorder, securing public safety and preventing public nuisance.

In the course of the review the Licensing Board may include information that the Board considers relevant to the alleged ground of review in relation to the licence holder, connected persons in relation to the licence holder or interested parties in relation to the licenced premises.

Therefore the Board request information from the following agencies in relation to the premises – Licensing Standards Officer and Police Scotland.

Please submit this information by **close of business on the 14<sup>th</sup> of May** to allow this hearing to come forward at may's board on 22<sup>nd</sup> of May.

Please note that the reason for this coming through in short timeframe is that there is already a Personal License application that has been reported on by the LSO linked to this premises and these matters should be heard at the same board. Further this needs to be heard within the statutory 42day period therefore the May board is the only scheduled board meeting that would comply with this.

Please respond directly to [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

Kind Regards

Carlo

**Our Reference: CG/GH**

**Date: 8<sup>th</sup> May 2025**

**Private & Confidential**

Committee of Wiremill Social Club  
4 Balcarres Road  
Musselburgh  
East Lothian  
EH21 7SB

COPY

Dear Committee Chair – Gayle McGill

**LICENSING (SCOTLAND) ACT 2005 – SECTION 37(1)**

**NOTIFICATION OF PREMISE REVIEW HEARING**

**EL0272 – Wiremill Social Club, 4 Balcarres Road, Musselburgh, East Lothian EH21 7SB**

The Licensing Board, has resolved to hold a review hearing, in terms of Section 37(1) of the Licensing (Scotland) Act 2005, on the grounds of giving regard to the licensing objectives the licence holder is not a fit and proper person to be the holder of a premises licence and one or more of the conditions to which the premises licence is subject to has been breached. The condition detailed in Mandatory Condition 4 – The Premises Manager.

The Review Hearing will be heard at the next meeting of the Licensing Board to be in the Council Chambers, Town House, High Street, Haddington or by Hybrid System at 10.00am on **Thursday 22<sup>nd</sup> May 2025**.

The Committee Office Bearers are entitled to attend the hearing, and the Board members may, but are not obliged to, invite you to give your views in respect of this matter. If you wish someone else to represent you at the Hearing, you will be required to provide a written mandate confirming that they are instructed to do so. You can provide that mandate to this office in advance of the Hearing.

The Licensing Board has asked the Licensing Standards Officer and Police Scotland to prepare a report into this matter for their consideration at the Hearing.

A copy of the reports, details of the Board hearing and agenda will be sent to you in due course.

Yours sincerely

Carlo Grilli  
Clerk to the Licensing Board

**Direct Dial : 01620 827664**

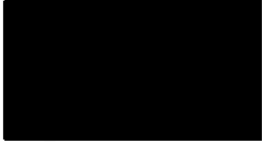
**E-mail : [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**

Our Reference: CG/GH

Date: 8<sup>th</sup> May 2025

**Private & Confidential**

Gayle McGill  
Committee Chair – Wiremill Social Club



COPY

Dear Committee Chair – Gayle McGill

**LICENSING (SCOTLAND) ACT 2005 – SECTION 37(1)  
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EL0272 – Wiremill Social Club, 4 Balcarres Road, Musselburgh, East Lothian EH21 7SB**

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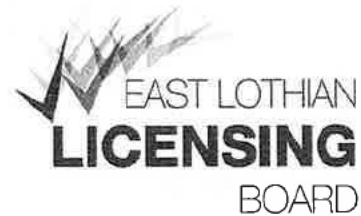
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Our Reference: CG/GH

Date: 14<sup>th</sup> May 2025

COPY

Private & Confidential



Gayle McGill  
Committee Chair – Wiremill Social Club



Carlo Grilli  
CLERK OF THE LICENSING BOARD

John Muir House  
Haddington  
East Lothian  
EH41 3HA  
licensing@eastlothian.gov.uk

Dear Committee Chair – Gayle McGill

**LICENSING (SCOTLAND) ACT 2005 – SECTION 37(1)  
NOTIFICATION OF PREMISE REVIEW HEARING  
EL0272 – Wiremill Social Club, 4 Balcarres Road, Musselburgh, East Lothian EH21 7SB**

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Yours sincerely

Carlo Grilli  
Clerk to the Licensing Board

Direct Dial : 01620 827664  
E-mail : [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

Our Reference: CG/GH

Date: 14<sup>th</sup> May 2025

Private & Confidential

Committee of Wiremill Social Club  
4 Balcarres Road  
Musselburgh  
East Lothian  
EH21 7SB



Carlo Grilli  
CLERK OF THE LICENSING BOARD

Dear Committee Chair – Gayle McGill

John Muir House  
Haddington  
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EH41 3HA  
licensing@eastlothian.gov.uk

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