

**THIS PAPER RELATES TO  
ITEM 08(i)  
ON THE AGENDA**

**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 24 January 2016 at 10.00am in**

**The Council Offices,  
Greenside Street, Alloa, FK10 1EB**

**Licensing (Scotland) Act 2005**

**Occasional Licence Applications**

<b>Premises</b>	<b>Applicant</b>	<b>Date of Event</b>	<b>Comments</b>
<b>Alloa Town Hall Marshall Alloa</b>	<b>Craig Stewart Oakwood Lounge Fairfield Road Sauchie</b>	<b>25 November 2016</b>	<b>Application and LSO Report, (copies attached)</b>





## Memo

To: **The Clerk to the Licensing Board  
Greenfield  
Alloa  
FK10 2AD**

From: **Paul Fair  
Licensing Standards Officer**

Extension: **2091**

Email: **pfair@clacks.gov.uk**

Our Ref: **PF/LSO/OL/REP**

Your Ref: **16/00818/OCCLIC**

Date: **17 January, 2017**

Subject: **Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application - Craig Stewart  
Live Music Night – 3 February 2017  
Alloa Town Hall, Marshill, Alloa**

Section 57(1)(b) of The Licensing (Scotland) Act, 2005 (the Act) requires that the Licensing Board notifies the Licensing Standards Officer for the area in relation to any application for an occasional licence. This section further provides that the Licensing Standards Officers is provided with a copy of the application.

Having considered the content of the application and made the necessary enquiry I have the following comments to make:

1. The application relates to a large scale music event which is likely to result in a near capacity attendance at the venue (approximately 500 persons). The event is described as a musical performance featuring the Stevie McCrorie and supporting acts
2. The event is to be licensed between 6.00pm and midnight on Friday 3<sup>rd</sup> February, 2017
3. Children and Young persons attending the event will require to be in the company of an adult.
4. All persons who have satisfied the terms of the challenge 25 age verification policy will be issued with a securely fitted tamper proof wrist band. Alcohol will not be sold to any persons who are not wearing a wristband.
5. A sufficient number of SIA Licensed Stewards will be on duty at the event.
6. Entry to the event will be on production of a valid ticket only.
7. The premises are suitable for an event of this nature.

8. The applicant is a personal licence holder with sufficient experience in providing external bar facilities at a variety of events.
9. I am unaware of any matters of concern relating to any of the previous events hosted by the applicant under an occasional licence granted by Clackmannanshire Licensing Board.
10. The applicant will only use personal licence holders or other staff trained to the standards required by the Licensing (Training of Staff)(Scotland) Regulations 2007 to sell alcohol at the event.
11. There will be at least 1 personal licence holder present and authorising the sale of alcohol at the event.
12. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence. The applicant advises me that the imposition of conditions on the licence which would control the following matters causes him no difficulty.

- Use of plastic Bottles and Glassware
- Sufficient SIA Licensed Stewards
- Qualified First Aider present throughout the event
- Personal Licence Holder on premises for duration of event
- Only trained staff permitted to make sales of alcohol
- All musical performance of live or recorded music must end at least 15 minutes prior to the terminal hour.
- No disposal of glass or other waste in external areas after 9pm and prior to 10am the following morning

13. I have no concerns about this event.

Paul Fair

Licensing Standards Officer.

## Live Band Night - Alloa Town Hall – 3 February 2017

### Appendix A - Suggested Local Conditions

- All alcohol must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate Bottles and drinking vessels.
- Only alcohol sold at the event by the licence Holder can be consumed at the event.
- (Insert No. if recommended by Board) Or (A sufficient number of) SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area in relation to the safety and wellbeing of children and young persons attending the event
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol
- Only staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations,2007 are permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- No Alcohol is to be taken into or consumed within the changing rooms, Balcony, foyer, stairwells, upper landings or toilets.
- No glass or other forms of waste likely to produce excessive noise will be disposed of in the external bins at the premises after 9pm and before 10am the following morning.
- All persons who have satisfied the terms of the "Challenge 25" age verification process mentioned by the applicant in his application will be fitted securely with a tamper proof wrist band. Alcohol will not be sold to any persons not wearing such a wrist band.



*Alloa Town Hall*

DATE OF EVENT	<i>3RD FEBRUARY 2016</i>
LICENCE NO	<i>16/00818/OCCLIC</i>
TO POLICE & WEB	<i>22 December 2016</i>

**APPLICATION FOR OCCASIONAL LICENCE**

*Pfor LSOV*  
**REPORT REQUIRED**

To:

Clerk to the Licensing Board  
Kilncraigs  
Alloa  
FK10 1EB

Before Completing this Form Please Carefully Read the Guidance Notes issued along with the Application. If completing by Hand Please Write Legibly in **BLOCK CAPITALS**. In all Cases Ensure that your Answers are Inside the Boxes and Written or Typed in **BLACK INK**. Use additional sheets if necessary.

You May Wish to Keep a Copy of the Completed Form for Your Records.

<b>1. LICENCE DETAILS (see note 1)</b>	
I am a :- (please tick one only)	
Premises Licence Holder	<input type="checkbox"/>
Personal Licence Holder	<input checked="" type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises, licence number, Issuing Licensing Board (if applicable)	<i>OAKWOOD LOUNGE FAIRFIELD SAUCHE FK10 8DE  CLACKS COUNCIL C000/80</i>
Personal licence number (if applicable ) Issuing Licensing Board	<i>N/A</i>
Name of voluntary organisation or Members Club (if applicable) <i>N/A</i>	
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event - See guidance notes  <i>CRAIG STEWART CC/102</i>	

<b>2. PERSONAL DETAILS</b>			
TITLE (delete as appropriate) <b>MR</b> MRS MISS MS OTHER (please state)			
FORENAMES	CRAIG WILLIAM		
SURNAME	STEWART		
If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf.	N/A		
DATE OF BIRTH	Day	Month	Year
	[REDACTED]		
<b>ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES</b>			
OAKWOOD LOUNGE FAIRFIELD SAUCHIE			
Post Town	ALLOA	Postcode	FK10 3DE.
<b>TELEPHONE NUMBERS</b>			
DAYTIME	[REDACTED]		
EVENING	[REDACTED]		
MOBILE	[REDACTED]		
FAX NUMBER			
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)			

<b>3. THE PREMISES (where the event is to be held -See note and answer fully)</b>
Description of Premises. ALLOA TOWN HALL IS A COMMUNITY HALL WITH KITCHEN & TOILETS, THERE IS AMPLE CAR PARKING IN SURROUNDING & ADJACENT AREAS. THE LICENCE IS TO COVER THE MAIN HALL, RECEPTION & TOILETS AREAS ONLY
Full Postal Address of Premises which this Application Refers to ALLOA TOWN HALL MARSHILL ALLOA FK10 1AB.



Description of Activities to be Carried on in the Premises (see note and answer fully)  
 MUSICAL PERFORMANCE BY STEVIE McCORMIE, THERE WILL BE SUPPORT ACTS ALSO PERFORMING. THERE WILL BE SINGING AND DANCING. THERE WILL BE AN AGE RESTRICTION OF 14 yrs + WITH ALL U-18'S BEING ACCOMPANIED BY A RESPONSIBLE ADULT. THIS WILL BE A TICKET ONLY EVENT ALL DRINKS SHALL BE DISPENSED INTO PLASTIC TUMBLERS

Approximately How many persons will attend event ?	500
Will Stewards to be provided ?	YES / <del>NO</del>
Is food to be provided at the Event - If yes please provide details	
N/A.	

4. DURATION OF LICENCE	
Start Time and Date	End Time and Date
18.00 3RD FEB 2017	00.00 <del>4TH</del> FEB 2017. 3rd

5. IS ALCOHOL TO BE SOLD FOR CONSUMPTION ON THE PREMISES <del>YES</del> <input checked="" type="checkbox"/> YES <del>NO</del> <input checked="" type="checkbox"/> NO*	
IS ALCOHOL TO BE SOLD FOR CONSUMPTION OFF THE PREMISES <del>YES</del> <input checked="" type="checkbox"/> NO*	
PROVIDE DETAILS AS TO HOURS REQUESTED WHEN ALCOHOL WILL BE SOLD <del>ON</del> THE PREMISES-* delete as appropriate	
Times for sale of alcohol for consumption On premises	Times for sale of alcohol for consumption Off premises
18.00 - 23.45	N/A.
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
MUSICAL PERFORMANCES WILL BEGIN APPROX 19.45 WITH SUPPORT ACTS PERFORMING BEFORE STEVIE McCORMIE BEGINS HIS PERFORMANCES. THERE WILL BE A NUMBER OF BREAKS BETWEEN PERFORMANCES, THE EVENT WILL FINISH NO LATER THAN MIDNIGHT	

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

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

Are children or young persons permitted entry? **YES** (if answered yes the remainder of this section must be completed)

Will Children (0-15yrs) and Young Persons (16 & 17 yrs) require to be accompanied by a parent or person over the age of 18 yrs?

**YES**

Ages of Children of Young Persons Permitted Entry

14 - 17 yrs

Times at which Children or Young Persons Permitted Entry

18.00 - 00.00

Parts of Premises to which Children or Young Persons Permitted Entry

ALL LICENCED AREAS ONLY.

**7. Signature and declaration by applicant (see note 3)**

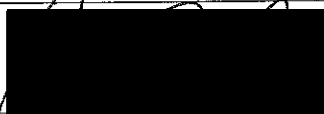
**DECLARATION**

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

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

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

**SIGNATURE**



**DATE**

15<sup>th</sup> Dec. 2016

\* 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