



NOTICE OF MEETING

7 April 2022

A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held Via MS Teams, on TUESDAY 19 APRIL 2022 at 9.30 am.

**Lee Robertson
Senior Manager - Legal and Governance**

	Page No
1. Apologies	--
2. Declarations of Interest	--
Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest Form should be completed and passed to the Committee Services Officer.	
3. Confirm minutes of the Clackmannanshire Licensing Board held on 22 February 2022 (Copy herewith)	03
4. Licensing (Scotland) Act 2005:	
(i) Application for Variation of Licence (Non Minor) (Copy Herewith)	07

No objections received from the Licensing Standards Officer and Police Scotland.

Premises: Inglewood Store, 1 Woodburn Drive, Alloa,
FK10 2HL

Applicant: Discovery Retail Trading Limited

Clackmannanshire Licensing Board – Board Members 9 (Quorum 5)

Councillors

Wards

Councillor	Kenneth Earle (Convenor)	4	Clackmannanshire South	LAB
Councillor	Mike Watson (Vice Convenor)	3	Clackmannanshire Central	CONS
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Dave Clark	2	Clackmannanshire North	LAB
Councillor	Helen Lewis	2	Clackmannanshire North	SNP
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Les Sharp	1	Clackmannanshire West	SNP

Vacancy

The quorum for the Board by virtue of Schedule 1 paragraph 12(1) of the Licensing (Scotland) Act 2005 is 5 members



MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held via Video Conference (MS Teams), on TUESDAY 22 FEBRUARY 2022 at 9.30 am.

PRESENT

Councillor Kenneth Earle (Chair)
Councillor Martha Benny
Councillor Dave Clark
Councillor George Matchett, QPM
Councillor Les Sharp
Councillor Mike Watson

IN ATTENDANCE

June Andison, Licensing Administrator
Paul Fair, Licensing Standards Officer
Richard Thompson, Solicitor, (Clerk to the Board)
Melanie Moore, Committee Services

1.0 APOLOGIES

Apologies were received from Councillor Helen Lewis and Councillor Tina Murphy.

2.0 DECLARATIONS OF INTEREST

None

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 15 DECEMBER 2021

The minutes of the meeting of the Clackmannanshire Licensing Board held on Wednesday 15 December 2021 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Wednesday 15 December 2021 were agreed as a correct record and signed by the Chair.

Agenda items 4(i) to 4(iii) were put before the Board for information only as they had been granted under delegated powers. Items 4(i) to 4(iii) were considered together as one item.

4.0 LICENSING (SCOTLAND) ACT 2005

(i) Applications for Personal Licences – Granted Under Delegated Powers

A list of applications for personal licences which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the Personal Licence applications had been granted under delegated powers.

(ii) Applications for Minor Variations – Granted Under Delegated Powers

A list of applications for minor variations which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the applications for minor variations had been granted under delegated powers.

(iii) Application for Transfer of Premises Licence – Granted Under Delegated Powers

An application for the transfer of premises licence which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the application for transfer of premises licence had been granted under delegated powers.

5.0 LICENSING (SCOTLAND) ACT 2005 – OCCASIONAL LICENCES

- (i) **Premises:** Alloa Town Hall, Marshall, Alloa, FK10 1AB
Applicant: Andrew Wallace
Date: 26 February 2022
Event: Alloa Amateur Boxing Club

Attending

Mr Paul Fair, Licensing Standards Officer

The applicant was not in attendance

The Board heard representation from the Licensing Standards Officer. There were no objections/representations received from Police Scotland.

Motion

Having considered all of the information presented to it and having had opportunity for questions, that the Board grants the application for Occasional Licence, subject to the conditions set out in Appendix A (page 24) of the Licensing Standards Officer's Report.

Moved by Councillor Kenneth Earle. Seconded by George Matchett, QPM.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board granted the application for Occasional Licence, subject to the conditions set out in the Appendix A (page 24) of the Licensing Standards Officer's Report, namely:

- All alcohol and other drinks 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 licensee can be consumed at the event.

- A suitable number (to be agreed with and intimated to the LSO in advance of the event) 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 or 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 or alcohol.
- Only trained staff or personal licence holders will be permitted to make sales of alcohol, and all staff authorised to serve and sell 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 licenced hours.

Action

Clerk to the Board

- (ii) **Premises:** Alloa Town Hall, Marshall, Alloa, FK10 1AB
 Applicant: Craig Stewart
 Date: 24 April 2022
 Event: The Alloa Darts Masters Event

Attending

Mr Paul Fair, Licensing Standards Officer

The applicant was not in attendance

The Board heard representation from the Licensing Standards Officer. There were no objections/representations received from Police Scotland.

Motion

Having considered all of the information presented to it and having had opportunity for questions, that the Board grants the application for Occasional Licence, subject to the conditions set out in Appendix A (page 31) of the Licensing Standards Officer's Report.

Moved by Councillor Kenneth Earle. Seconded by George Matchett, QPM.

Decision

Having considered all of the information presented to it and having had opportunity for questions, the Board granted the application for Occasional Licence, subject to the conditions set out in the Appendix A (page 31) of the Licensing Standards Officer's Report, namely:

- All alcohol and other drinks 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 licensee can be consumed at the event.
- A minimum of 8 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 or persons within the venue.

- At least one of the SIA stewards must be allocated to a role of responsibility for supervising the balcony area where children are permitted to spectate.
- Children must remain the upper balcony area for the duration of the event. Young Persons allowed access to all of the licenced area.
- No alcohol is to be taken to, or consumed in the balcony, foyer, stairwells, upper landings or toilets.
- At lease 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 or alcohol.
- The applicant must prepare a written age verification policy; this policy should be supplied to the Licensing Standards Officer at least 48 hours prior to the event.
- The applicant/event organiser must brief all stewards and staff authorised to serve or make sales of alcohol prior to the commencement of the event, this briefing should include information relating to the terms and conditions of the licence, and any other relevant licensing matters – a record of this briefing including details of who delivered the briefing and details of all staff and stewards who received it must be kept. All staff receiving this brief must sign a record of the briefing acknowledging that they received and understood the terms of the brief.
- Only trained staff will be permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol. Trained Staff means staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007.
- 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 licenced hours.
- A full list of all SIA Stewards working at the event will be supplied to the Licensing Standards Officer at least 72 hours prior to the event. The list should include the full name of the Stewards and their SIA Badge number.

Action

Clerk to the Board

6.0 AOCB

No business.

Ends: 09:40 hrs

CLACKMANNANSHIRE LICENSING BOARD

MEETING 21 April at 09:30am

Via MS Teams

Licensing (Scotland) Act 2005

Variation(s) (Non Minor)

Premises	Applicant	Date Received	Comments
Inglewood Store 1 Woodburn Drive Alloa FK10 2HL	Discovery Retail Trading Limited c/o Janet Hood	03 February 2022	Variation to Operating Plan to include:- <ul style="list-style-type: none">• Change to the premises layout• Decrease alcohol display area• Sale of groceries including hot and cold food• Delivery of groceries including hot and cold food• Delivery of alcohol No objections received from LSO 01 April 2022 and Police Scotland 30 March 2022



APPLICATION FOR VARIATION OF PREMISES LICENCE

Licensing (Scotland) Act 2005, Section 29

To:

Clerk to the Licensing Board
Kilncraigs
Greenside Street
Alloa
FK10 1EB

If you are Completing this Form by Hand, Please Write Legibly in Block Capitals using **BLACK INK**. Please Ensure the Completed Application is Signed by the Applicant, Dated and Returned to the Above Address along with the Fee and the Original Licence or a Statement of Reasons as to why the Original Licence Cannot be Produced.

APPLICANT INFORMATION

Question 1

Name, Address, Postcode and Licence Number of Premises.

Premises Licence Number CC0007

Inglewood Store, 1 Woodburn Drive, Alloa, FK10 2HL

Question 2

Full Name, Address, Postcode, Telephone Number and Email Address of the Current Licensee or the Applicant if Different.

DISCOVERY RETAIL TRADING LIMITED
31 SOUTH TAY STREET
DUNDEE
DD1 1NP
Company registration number SC 717682

[applicant for s33 transfer of premises licence]

Letter of consent from current premises licence holder attached.

DETAILS OF VARIATION

Question 3

Brief Details of Variation (Continue on Separate Sheet if Necessary)

Variation of internal layout of shop

OPERATING PLAN

Question 4

Do you Propose to Vary any of the Information Within the Operating Plan Contained in the Licence?

NO

If Yes Please Complete and submit New Operating Plan to include the Proposed Variations.

LAYOUT PLAN

Question 5

Do you Propose a Variation to the Layout Plan Contained in the Licence?

YES

If Yes Please Supply **6 Copies** of the New Layout Plan Conforming to Paragraph 5 of The Premises Licence (Scotland) Regulations 2007.
One amended layout plan submitted by email

CONDITIONS

Question 6

Do you propose a variation to any of the conditions to which the licence is subject?

NO

If Yes please give details of the proposed variation below

Please Note That You Cannot Vary any Condition Which Is on Your Licence By Virtue Of Section 27(1) Of The Licensing (Scotland) Act, 2005 (Mandatory Conditions).

N/A

PREMISES MANAGER

Question 7

If you Propose to Vary the Information Contained in the Licence Relating to the Premises Manager . Please Provide the following information.

Name, Address and Personal Licence Details (Number and Issuing Board) of the Existing Premises Manager

Not at this time

If only the existing Premises Manager's Personal Details have Changed Please Provide details

If there is a Change of Premises Manager Please Provide the following:-.

Name and Address of the Proposed Premises Manager

The premises are to be refurbished and the premises manager will be intimated before the store opens and alcohol will be sold

Date and Place of Birth of the Proposed Premises Manager

Email Address and Telephone Number of the Proposed Premises Manager

Personal Licence

Date of Issue	Name of Licensing Board Issuing	Reference No. Of Personal Licence

Is the Variation Relating to the change of Premises Manager to Take Effect During the Application Period

YES/NO

If the Answer to the Above Question is NO Please Provide Below the Date the Variation is to Take Effect.

1 April 2022

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If Signing on Behalf of the Applicant Please State in What Capacity.

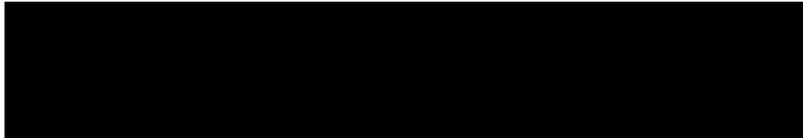
The Contents of This Application Are True to the Best of my Knowledge and Belief.

Signature* (See Note Below)

Date 3 February 2022

CapacityAGENT
(Delete as appropriate)

AGENT: Janet Hood



*** 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

Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the prevention and detection of fraud. For more details, please contact The Councils, Senior Auditor, on telephone number 01259 452047

Checklist	
Fee enclosed	
Application signed/dated	

Original Licence enclosed or a Statement of reasons for failing to produce the Licence	
New Operating Plan Enclosed	
New Layout Plan Enclosed	



OPERATING PLAN

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

Question 1

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

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

Question 2

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

DAY	ON CONSUMPTION	
	OPENING TIME	TERMINAL HOUR
MONDAY	N/a	
TUESDAY		
WEDNESDAY		

THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Question 3

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

DAY	OFF CONSUMPTION	
	OPENING TIME	TERMINAL HOUR
MONDAY	1000	2200
TUESDAY	1000	2200
WEDNESDAY	1000	2200
THURSDAY	1000	2200
FRIDAY	1000	2200
SATURDAY	1000	2200
SUNDAY	1000	2200

Question 4

SEASONAL VARIATIONS

Does the Applicant intend to operate according to Seasonal Demand	NO
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*If YES – provide details

N/A

Question 5

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

COL. 1 5(a) Activity	COL. 2 Please Confirm YES/NO	COL. 3 To Be Provided During Core Licensed Hours Please Confirm	COL. 4 Where Activities Are Also to Be Provided Outwith Core Licensed
Accommodation	N	N/A	N/A
Conference	N		
Restaurant	N		
Bar Meals	N		
5(b) Activity Social Functions Including:	Please Confirm YES/NO	To Be Provided During Core Licensed Hours Please Confirm	Where Activities Are Also to Be Provided Outwith Core Licensed

Receptions Including Wedding, Funerals, Birthdays, Retirements	N		
Club of Other Group	N		
	N		
5(b) Activity Entertainment Including:	Please Confirm YES/NO	To Be Provided During Core Licensed Hours Please Confirm	Where Activities Are Also to Be Provided Outwith Core Licensed
Recorded Music – see	N		
Live Performance – See 5(g)	N		
Dance Facilities	N		
Theatre	N		
Films	N		
Gaming	N		
Indoor/Outdoor	N		
Televised Sport	N		
5(d) Activity	Please Confirm YES/NO	To Be Provided During Core Licensed Hours Please Confirm	Where Activities Are Also to Be Provided Outwith Core Licensed

Outdoor Drinking Facilities	N		
5(e) Activity	Please Confirm YES/NO	To Be Provided During Core Licensed Hours Please Confirm	Where Activities Are Also to Be Provided Outwith Core Licensed
Adult	N		

* Adult Entertainment means any form of entertainment which-
(a) involves a person performing an act of an erotic or sexually explicit nature; and
(b) is provided wholly or mainly for the sexual gratification or titillation of the audience

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

N/A

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

SALE OF GROCERIES, NEWSPAPERS, PAYPOINT , NATIONAL LOTTERY AND HOT AND COLD FOOD AND BEVERAGES FOR TAKEAWAY
 DELIVERY OF GROCERIES, HOT AND COLD FOODS, SOFT DRINKS AND ALCOHOL PRODUCTS

ALL COMMENSURATE WITH THE OPERATION OF A MODERN CONVENIENCE STORE

5(g) Late Night Premises Opening after 1.00am N/A

Where You Have Confirmed That You Are Providing Live or	YES/NO*
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When Fully Occupied Are There Likely To Be More Customers Standing Than Seated	YES/NO*
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*Delete As Appropriate	
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Question 6 (On-Sales only)

CHILDREN AND YOUNG PERSONS N/A

6(a)	When Alcohol Is Being Sold For Consumption On The Premises Will Children Or Young Persons Be Allowed Entry	YES/NO*

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

6(c) Provide Statement Regarding the **AGES** of children or Young Persons to be Allowed Entry

6(d) Provide Statement Regarding the **TIMES** During Which Children and Young Persons will be Allowed Entry

6(e) Provide Statement Regarding the **PARTS** of the Premises to Which Children and Young Persons Will Be Allowed Entry

Question 7

CAPACITY OF PREMISES

What is the Proposed Capacity of the Premises to Which This Application Relates?

INACCESSIBLE OFF SALES CAPACITY - 3.9 SQ.M,
ACCESSIBLE OFF SALES CAPACITY - 8.197 SQ.M,
TOTAL OFF SALES CAPACITY 12.097 SQ.M,

Question 8

PREMISES MANAGER (NOTE Not Required Where Application is For Grant of Provisional Premises Licence)

Personal Details

8(a) Name

TO BE ADVISED NO ALCOHOL TO BE SOLD JUN TIL INTIMATED TO BOARD

8(b) Date of Birth

8(c) Contact Address

8(d) Email Address

--

8(e) 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.

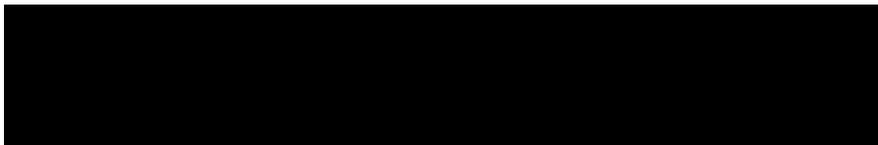
The Contents of This Operating Plan Are True to the Best of my Knowledge and Belief.

Signature  * (See Note Below)

Date ..3 2 2022

CapacityAGENT (Delete as appropriate)

AGENT: Janet Hood



*** 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

-  Toilet Area
-  Display Area of Alcohol (Inaccessible)
-  Display Area of Alcohol (Accessible)
-  Emergency Exit Sign
-  Fire Extinguisher

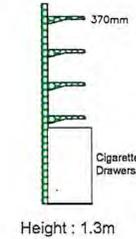
Total Display Area of Alcohol (Inaccessible)
 Wall Shelving:- 3.0m(w) x 1.3m(h) = 3.9m²

Total Display Area of Alcohol (Accessible)
 Wall Shelving:- 0.665m(w) x 1.8m(h) = 1.197m²

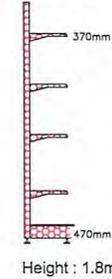
Chills:- 4.375m(w) x 1.6m(h) = 7.0m²

Total Display Area:- 12.097m²

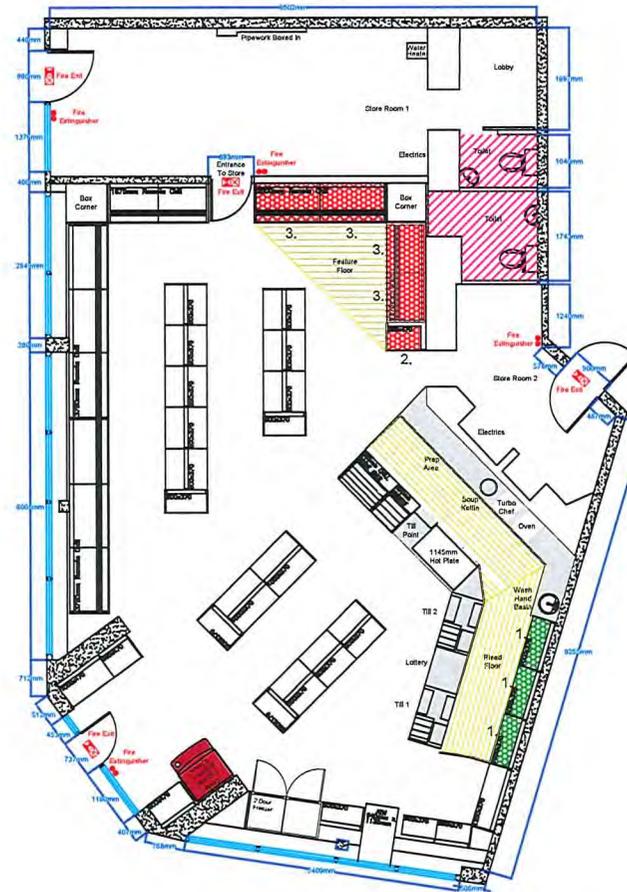
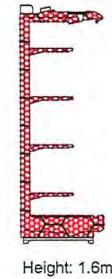
Profile 1
Wall Shelving



Profile 2
Wall Shelving



Profile 3
Chill



Existing Ceiling:	-
Proposed Ceiling:	-
Depth Of Frieze:	-
Wall Column Height:	-
Gondola Column Height:	-
Suspended Ceiling:	-
Floor Specification:	-
Lighting Specification:	-
Woodwork Finish:	-
Shelving Colour:	-
Kickplate Colour:	-
Ticket Rail Colour:	-
Dairy Trim Colour:	-
Slatwall Finish:	-
Frieze Finish:	-


 Vertex R.A.S. Ltd
 Sir William Smith Road
 Kirkton Industrial Estate
 Arbroath
 Angus
 DD11 3RD

Telephone No: 01241 876796
 FAX No: 01241 878010

www.vertexscotland.com

Project Details:	Woodburn Drive Stores
	1 Woodburn Drive Alloa
	FK10 2HL

Drawing Title: License	
Drawing No: 21-067	
Scale: 1:100@A3	Revision: -
Date: 11-01-22	Project Rep: AD
Drawn By: -	Revision By: -

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