



**THIS PAPER RELATES TO
ITEM 4i
ON THE AGENDA**

Licensing (Scotland) Act 2005 Application for a Dfcj [g]cbU`Premises Licence

APPLICANT INFORMATION

Question 1

Name, Address and Postcode of Premises to be Licensed

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Tesco Express, Unit 28A Sterling Mills, Devon Vale, Tillicoultry,
Clackmannanshire, FK13 6HQ

Question 2

Particulars of Applicant

2(a) Where Applicant is an Individual, Provide Full Name, Date and Place of Birth, and Home Address including Postcode.



2(b) Where Applicant is a Partnership, please provide Full Name, and Postal Address of Partnership.

2(c) Where Applicant is a Company, please provide Name, Registered Office And Company Registration Number.

PTLL Limited, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, Hertfordshire, United Kingdom, AL7 1GA,
Company Number: 08926930

2(d) Where the Applicant is a Club or Other Body, please provide Full Name, and Postal Address of Club or Other Body.

2(e) Where Applicant is a Partnership, Company, Club or Other Body, please Provide the Names, Dates and Places of Birth and Home Address of Connected Persons*

see paper apart.

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

For the Purposes of this Act, a person is, in relation to a partnership, a company, a club or other body (whether incorporated or unincorporated), a connected person if the person-

- (a) in the case of partnership is a partner,
- (b) in the case of a company-
 - (i) is a director, or
 - (ii) has control of the company
- (c) in the case of a club, is an office bearer of the club,
- (d) in any other case, is concerned in the management or control of the body.



For the Purposes of subsection (3)(b)(ii) and this subsection, a person is taken to have control of a company if-

- (a) any of the directors of the company, or of any other company having control of the company, is accustomed to act in accordance with the person's directions or instructions, or
- (b) the person is entitled to exercise, or to control the exercise of, at least one third of the voting power at any general meeting of the company or of any other company having control of the company.

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? **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 (a) **NoA**

If Yes – Provide Full Details

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

For the Purpose of this Act, a Conviction for a Relevant Offence of Foreign Offence is to be disregarded if it is Spent of the purpose of the Rehabilitation of Offenders Act 1974

Name & Position (if Applicable)	Date of Convictions or Sentence	Court	Offence	Penalty

- (a) In Addition to any convictions held by the applicant at the time of application, applicant 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.

Applicant's Duty to Notify Licensing Board of Convictions

- (1) This section applies where any of the persons specified in subsection (2) is convicted of a relevant or foreign offence during the period beginning with the making of a premises licence application and ending with determination of the application.
- (2) Those persons are-
 - (a) the applicant, and
 - (b) where-
 - (i) the applicant is neither an individual nor a council, or
 - (ii) the premises in respect of which the licence is sought are used wholly or mainly for the purposes of a club.
any connected person.
- (3) The applicant must, no later than one month after the date of the conviction give notice of the conviction to the Licensing Board to which the application was made.
- (4) A notice under subsection (3) must specify-
 - (a) the nature of the offence, and
 - (b) the date of the conviction.



DESCRIPTION OF PREMISES Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5

Description of Premises (where Application is Submitted by a Member's Club please also complete question 6)

Retail premises selling a range of goods and services.
Part of a national chain, retailing food, non-food items and household goods and offering ancillary customer services.

Question 6

To be completed by Member's Club Only

Do the Club's Constitution and Rules Conform to
The requirements of regulation 2 of the Licensing
(Clubs) (Scotland) Regulations 2007

Yes/No*

*Delete as appropriate

A Copy of the Club's Constitution & Rules **MUST** Be Included With
The Application

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 ...20/08/2025..

Capacity AGENT
(delete as appropriate)

Telephone number and email address of signatory



Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

I Have Enclosed the Relevant Documents with this Application – Please Tick the Relevant Boxes

Operating Plan	x
Layout Plan	x
Planning Certificate	x
Building Standards Certificate	
Food Hygiene Certificate	

***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



<u>FOR USE BY THE LICENSING BOARD ONLY</u> <u>APPLICATION CHECKLIST</u>	
DATE RECEIVED	
FEE AMOUNT	
RECEIPT NUMBER	
RECEIVED BY (INITIALS)	
CONSIDERATION DATE	
LAST DATE FOR CONSIDERATION	
DATE OF INITIAL HEARING	
DATE GRANTED/REFUSED (delete as appropriate)	

<u>FOR USE BY THE LICENSING BOARD ONLY</u> <u>IF APPLICATION IS FOR A PREMISES LICENCE</u> <u>DOCUMENTS REQUIRED</u>	
OPERATING PLAN	
LAYOUT PLAN	
PLANNING CERTIFICATE	
BUILDING STANDARDS CERTIFICATE	
FOOD HYGIENE CERTIFICATE	

<u>FOR USE BY THE LICENSING BOARD ONLY</u> <u>IF APPLICATION IS FOR A PROVISIONAL PREMISES LICENCE</u> <u>DOCUMENTS REQUIRED</u>	
PROVISIONAL PLANNING CERTIFICATE	
OPERATING PLAN	
LAYOUT PLAN	

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	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

Question 3

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

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	10:00	22:00
<i>Tuesday</i>	10:00	22:00
<i>Wednesday</i>	10:00	22:00
<i>Thursday</i>	10:00	22:00
<i>Friday</i>	10:00	22:00
<i>Saturday</i>	10:00	22:00
<i>Sunday</i>	10:00	22:00

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>NO</i>
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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 YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<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
5() Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings, funerals,</i> <i>birthdays,</i> <i>retirements etc.</i>	NO	NO	NO
<i>Club or other group</i> <i>meetings etc.</i>	NO	NO	NO
5(b) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music –</i> <i>see 5(g)</i>	YES	YES	YES

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

5(f) any other activities

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

The premises may trade in the sale of products other than alcohol like food, including hot food and drinks, non-food items, and other household goods (groceries) within and outwith core licensed hours and may provide ancillary consumer services up to 24-hours a day. These services may be provided at the premises or through an online customer delivery/ collection service subject to consumer demand and the grant of any necessary statutory consents where required.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	N/A
When fully occupied, are there likely to be more customers standing than seated?	N/A
*Delete as appropriate	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	N/A
	*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

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

Question 7

CAPACITY OF PREMISES

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

30.8 sqm - Off Sales

Question 8

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

Personal details

8(a) Name

8(b) Date of Birth

8(c) Contact Address

8(d) Email Address

8(e) Personal licence

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:

[REDACTED]

Date: 20/08/2025

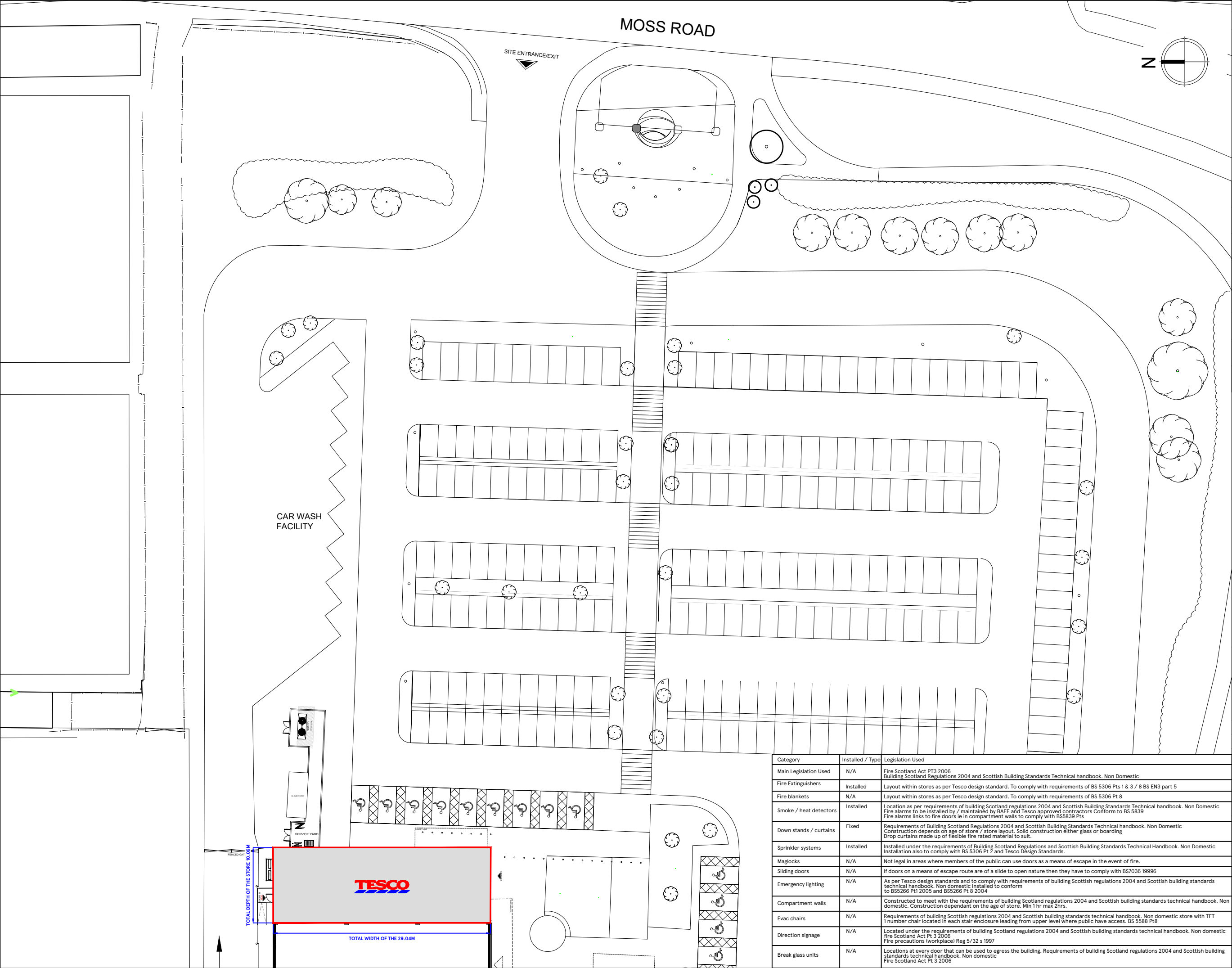
Capacity: Agent

















Telephone number and email address of signatory:

[REDACTED]

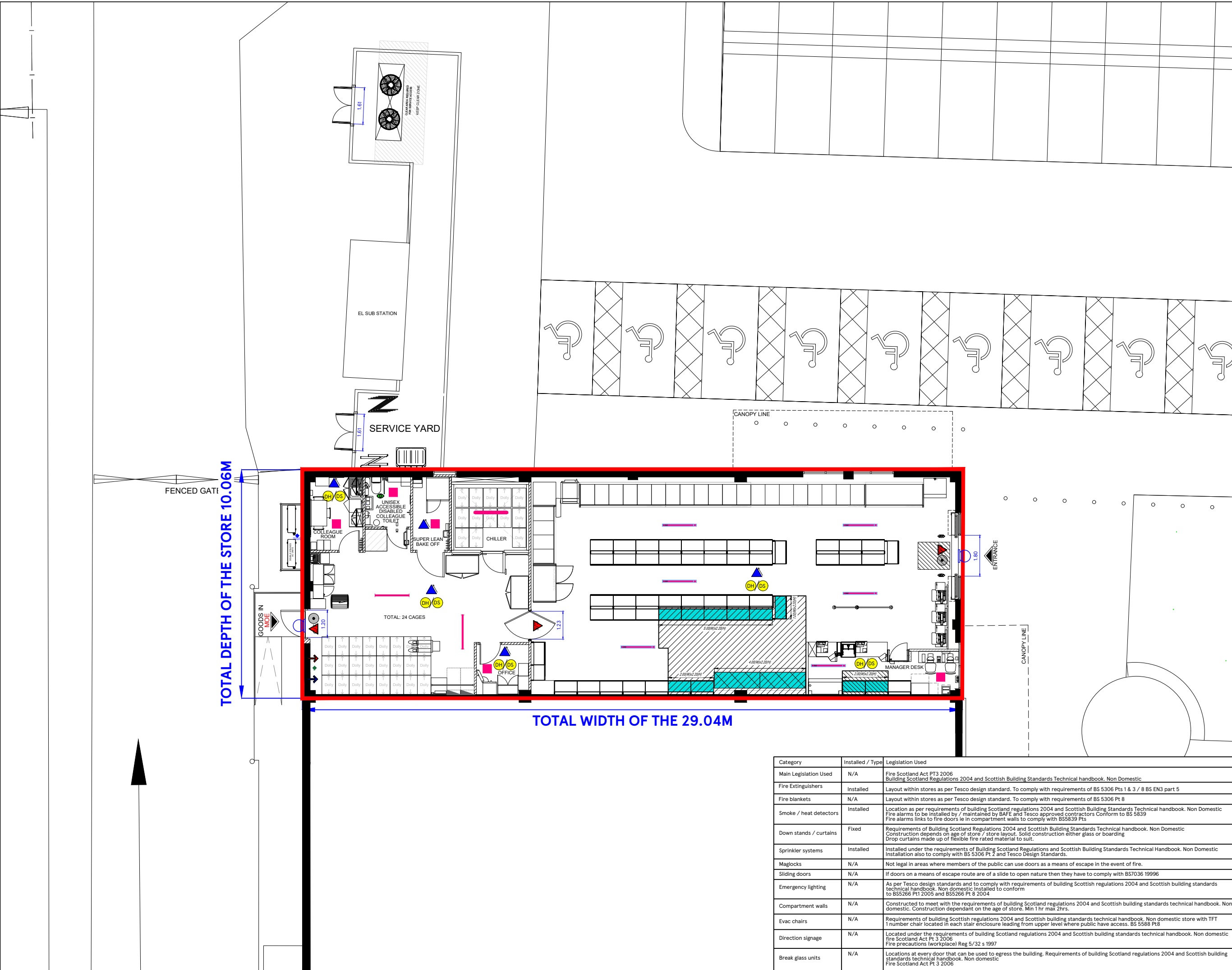
*** Data Protection Act 1998**

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



REV	DATE	AMENDMENTS	
##	22.05.2025	TOTAL LICENSED FRONTAGE : 30.8 SQM	
ADDRESS: UNIT 28A STERLING MILLS, THE DEVON WAY, TILlicOLTRY, FK13 6HQ			
	INCOMING WATER		
	INCOMING ELECTRICAL		
 PROPOSED DRAINAGE	DRAINAGE POINT		
	26W LED, 1500MM, 3924LLM, COLOUR 84,150LLM/W.REACTA 21, ON .OFF HIGH FREQUENCY,EM.		
	21.9W,3060LM C84, 1500MM, OPAL LENS OPTIC, 4 POLE EOR LOOM,EM		
	26W,1500MM, 3870LLM, POLYCARBONATE COVER, SINGLE, COLOUR 84 ,148LLM/W,EM		
	22.1W LAY-IN, 600X600MM, 2940LLM, TWIN DIFFUSER, COLOUR 84,133LLM/W.		
	2.5W LED MAINTAINED 3 HOUR EMERGENCY		
FIRE DETECTION LEGEND			
	SOUNDER		
	VISUAL INDICATOR (BEACON)		
	6KG 27A FOAM & 2KG CO2 EXTINGUISHERS		
 	AREA COVERED BY SMOKE DETECTION		
	BREAK GLASS CALL POINT		
Disclaimer: Any information contained in this drawing which is not required by regulation 5 of SSI 2007 /452 is included for illustrative purposes only and does not form part of the layout plan for the purposes of the said regulation or the licensing (Scotland) Act 2005 This will prevent us requiring a new application when other areas of the store change			
CHILDREN AND YOUNG PERSONS ARE ALLOWED ACCESS THROUGHOUT THE PREMISES			
	AREA TO BE USED FOR THE DISPLAY OF ALCOHOL: PRODUCTS PACKED WITH ALCOHOL AND NON-ALCOHOL DRINKS		
PROJECT :			
TILlicOLTRY, STERLING MILLS			
DESCRIPTION			
PROPOSED SITE BWS LICENSE LAYOUT			
DRAWING NO. TILlicOLTRYFeaspg##BWSPLAN			
PHASE	2	ISSUE ##	
SYSTEM ID. No. TILlicOLTRYFeasbg##.dwg			
SCALE	DATE		
NTS@A3	18.06.2025		
FEASIBILITY MANAGER	JON WOODCOCK		
TBS PLANNER	PRIYANKA		
 FEASIBILITY PLANNING STORE PLANNING DEPARTMENT PROPERTY SERVICES HIGHWOODS BUILDING, KESTREL WAY WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK TELEPHONE : 01707 395150 <small>THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER ©1997 TESCO STORES LIMITED</small>			

Category	Installed / Type	Legislation Used
Main Legislation Used	N/A	Fire Scotland Act PT3 2006 Building Scotland Regulations 2004 and Scottish Building Standards Technical handbook. Non Domestic
Fire Extinguishers	Installed	Layout within stores as per Tesco design standard. To comply with requirements of BS 5306 Pts 1 & 3 / 8 BS EN3 part 5
Fire blankets	N/A	Layout within stores as per Tesco design standard. To comply with requirements of BS 5306 Pt 8
Smoke / heat detectors	Installed	Location as per requirements of building Scotland regulations 2004 and Scottish Building Standards Technical handbook. Non Domestic Fire alarms to be installed by / maintained by BAFE and Tesco approved contractors Conform to BS 5839 Fire alarms links to fire doors ie in compartment walls to comply with BS5839 Pts
Down stands / curtains	Fixed	Requirements of Building Scotland Regulations 2004 and Scottish Building Standards Technical handbook. Non Domestic Construction depends on age of store / store layout. Solid construction either glass or boarding Drop curtains made up of flexible fire rated material to suit.
Sprinkler systems	Installed	Installed under the requirements of Building Scotland Regulations and Scottish Building Standards Technical Handbook. Non Domestic Installation also to comply with BS 5306 Pt 2 and Tesco Design Standards.
Maglocks	N/A	Not legal in areas where members of the public can use doors as a means of escape in the event of fire.
Sliding doors	N/A	If doors on a means of escape route are of a slide to open nature then they have to comply with BS7036 19996
Emergency lighting	N/A	As per Tesco design standards and to comply with requirements of building Scottish regulations 2004 and Scottish building standards technical handbook. Non domestic installed to conform to BS5266 Pt1 2005 and BS5266 Pt 8 2004
Compartment walls	N/A	Constructed to meet with the requirements of building Scotland regulations 2004 and Scottish building standards technical handbook. Non domestic. Construction dependant on the age of store. Min 1 hr max 2hrs.
Evac chairs	N/A	Requirements of building Scottish regulations 2004 and Scottish building standards technical handbook. Non domestic store with TFT 1 number chair located in each stair enclosure leading from upper level where public have access. BS 5588 Pt8
Direction signage	N/A	Located under the requirements of building Scotland regulations 2004 and Scottish building standards technical handbook. Non domestic Fire Scotland Act Pt 3 2006 Fire precautions (workplace) Reg 5/32 s 1997
Break glass units	N/A	Locations at every door that can be used to egress the building. Requirements of building Scotland regulations 2004 and Scottish building standards technical handbook. Non domestic Fire Scotland Act Pt 3 2006



REV	DATE	AMENDMENTS
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	AREA TO BE USED FOR THE DISPLAY OF ALCOHOL: PRODUCTS PACKED WITH ALCOHOL AND NON-ALCOHOL DRINKS	
PROJECT :		
TILLCOULTRY, STERLING MILLS		
DESCRIPTION		
PROPOSED RETAIL BWS LICENSE LAYOUT		
DRAWING NO. TILLCOULTRYFeasgag##BWSPLAN		
PHASE	2	ISSUE ##
SYSTEM ID. No.	TILLCOULTRYFeasgag##.dwg	TILLCOULTRYFeasgag##.dwg
SCALE	1:150@A3	DATE 18.06.2025
FEASIBILITY MANAGER	JON WOODCOCK	
TBS PLANNER	PRIYANKA	
FEASIBILITY PLANNING STORE PLANNING DEPARTMENT PROPERTY SERVICES HIGHWOODS BUILDING, KESTREL WAY WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK TELEPHONE : 01707 395150		
THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER © 1997 TESCO STORES LIMITED		

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Licensing (Scotland) Act 2005
Section 20(2)(b) (ia)

DISABLED ACCESS AND FACILITIES STATEMENT

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

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

Question 2

Disabled access to, from and within the premises

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

- **Tesco Detailed Access Guides:** We work with AccessAble to create full Access Guides for all UK stores, created by a trained surveyor according to ISO9001 standard. The Detailed Access Guide gives information specific to each store letting customers know what access will be like when they visit, with photos. It looks at the route customers will use getting in and what is available inside each store. We updated the guides all the time to make sure they are as accurate as possible.

More information can be found here: <https://www.accessable.co.uk/tesco>

- The entrance to the store is directly from the main road and there is step free access with no ramp required at the main doors to enable disabled access to the premises.
- The aisles are wide enough to allow disabled access around the store.
- Doors and emergency exits provide enough space for disabled people to enter and exit the premises.

Question 3

Facilities available

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

- There is a unisex disabled toilet which is mainly for colleague use but will be available to customers upon request. In the event of an emergency the toilet is fitted with a visual indicator beacon.

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.

- **Facilities for the hard of hearing:** Customers can look for signs with the “hearing loop ear” symbol. This is where our checkouts are fitted with an induction loops system to support customers and colleagues who may have hearing difficulties.
- **Assistance dogs:** Tesco welcome assistance dogs in all our stores.
- **Booking help in advance:** Aided or accompanied shops can be offered to customers who may have difficulty getting around the store or need additional support with their shopping.
- **Sunflower lanyard:** If a customer is wearing a Sunflower lanyard, colleagues will understand that they have a hidden disability and that you may need a little extra help or time during their shopping trip. Free Sunflower lanyards are available to customers and colleagues.
- **Larger text on self-service checkouts:** Customers can enlarge the text at the self-service checkouts using a touchscreen. Or adjust speaker volume using a haptic button.
- **Shopping aids for autistic people:** Tesco has an autism-friendly visual guide to shopping and a PECs shopping list (Picture Exchange Communication System).
- **In-store quiet hours:** From 9-10am every Wednesday and Saturday, we have a quiet hour in all our stores.

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:



Date: 2024

Capacity: Licensing Executive

– duly authorised agent for and on behalf of Tesco Stores Limited

Telephone and email of signatory:



*** 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.

Paper Apart
Connected Persons for PTLL Limited
Company number: 08926930

Current Directors:

- **Ms. Kay Elizabeth Majid**

DOB: [REDACTED]

Nationality: [REDACTED]

Place of Birth: [REDACTED]

Home Address: [REDACTED]

Occupation: Group General Counsel

- **Tesco Services Limited**

07600956

Role: Director

Secretaries:

- **Tesco Secretaries Limited**

08730224



Partnership and Performance

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Telephone: 01259 450000

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/NPL/REP/CC**

Your Ref:

Date: **16 September, 2025**

Subject: **Licensing (Scotland) Act, 2005. Section 29
Application for a Provisional Premises Licence
Tesco Express
Unit 28A Sterling Mills, Devonvale, Tillicoultry, FK13 6HQ**

1. Having considered the content of the application I have the following comments to make, these comments should be treated as a representation in the terms of section 22 of the Licensing (Scotland) Act, 2005.
2. The application to be determined is an application for a provisional premises licence.
3. The premises are currently undergoing conversion from a previous retail use.
4. The only other matter of significance connected to this application is that the answer to Question 5(f) indicated that the premises would offer home delivery of food, groceries and alcohol.
5. The Clackmannanshire Licensing Board Statement of Licensing Policy 2023-2028 (the Policy) confirms at page 19 that the Board will require all premises seeking to make home deliveries of alcohol to have this specified on their operating plan.
6. The Policy goes on to indicate that home delivery of alcohol should be robustly managed and is likely to attract additional local conditions where the Licensing Board think it is necessary and expedient for the purposes of the licensing objectives.
7. In this case, I would suggest that to support compliance with the licensing objectives contained within the Licensing (Scotland) Act, 2005, that if the Board decide to grant the licence they should apply additional local conditions of the type suggested in the Policy.
8. At **Appendix A** I have drafted proposed conditions for the benefit of the Licensing Board that I believe will adequately address the common concerns that surround the home delivery of alcohol.
9. I would suggest that these proposed conditions are necessary and expedient for the purposes of the licensing objectives.
10. Those concerns are deliveries being made to under age persons, or to persons who are drunk or at serious risk of harm from drinking alcohol, and deliveries being made by

untrained individuals, or by couriers that do not have robust age verification measures in place.

11. I have no further concerns about the application.

Paul Fair

Licensing Standards Officer.

Appendix A

Draft Local |Conditions Home Delivery Of Alcohol

1. A written Age Verification Policy (AVP) must be kept and applied to all sales of alcohol for delivery to any place off the premises. This AVP must set out the steps that are to be taken to establish the age of a person attempting to take delivery of alcohol ("the customer") if it appears to the person making delivery of the alcohol that the customer appears to be less than 25 years of age (or such older age as may be specified in the policy).
2. Information must be provided to customers whether online or in store that Alcohol will only be left at the delivery address with a person who can prove that they are over 18 years of age.
3. Premises Licence holders and Premises Managers must ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training in the content and application of the Age Verification Policy to be applied to all deliveries.
4. A record of all persons trained in relation to the Age Verification Policy will be kept on the premises and made available to the Licensing Standards Officer and any Constable of Police Scotland.
5. A copy of the training record referred to in No 4 above should be supplied to delivery agent on completion of the training
6. Licence holders and Premises Managers will ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training to ensure that deliveries of alcohol are not made to persons who are or appear to be drunk.
7. Licence holders using Royal Mail, a private postal service, a courier service or independent delivery drivers will ensure that only an age verified signed for delivery option is utilised that requires any package containing alcohol to be left with an adult over 18 at the specified delivery address and at no other place.
8. The premises licence holder will ensure that records of all alcohol deliveries are retained on the premises and that those records contain the following information, the forename and surname of the purchaser, the delivery address, the quantity and type of alcohol delivered and the purchase price.
9. All records, electronic or written, made in relation to the delivery of alcohol will be kept on the premises for at least 12 months and will be made available on demand to a Licensing Standards Officer for the area where the premises are located or to a Constable of Police Scotland.