

Licensing Board



Clackmannanshire
Council

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Licensing (Scotland) Act 2005, Section 29 Application for Variation of Premises Licence

To:

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
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.

THE BOTTLE SHOP 96 STIRLING ST.
ALVA FK12 5EH

Premises No. CC86

Question 2

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



CHANGE EMAIL ADDRESS PLEASE TO



NO OTHER CHANGES

DETAILS OF VARIATION

Question 3

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

VARYING THE STATEMENT IN QUESTION 5(f) OF
THE OPERATING PLAN TO INCLUDE ¹ THE
PREMISES MAY SEND OUT LICENSED PRODUCTS
FOR HOME DELIVERY WITHIN CORE
LICENSED HOURS.

OPERATING PLAN

Question 4

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

YES/~~NO~~

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

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LAYOUT PLAN

Question 5

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

~~YES~~/NO

If Yes Please Supply **6 Copies** of the New Layout Plan Conforming to Paragraph 5 of The Premises Licence (Scotland) Regulations 2007.

CONDITIONS

Question 6

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

~~YES~~/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).

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

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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

Date and Place of Birth of the Proposed Premises Manager

Email Address and Telephone Number of the Proposed Premises Manager

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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.

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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.......... Date 28/4/26
* (See Note Overleaf)

CapacityAPPLICANT..... **APPLICANT/AGENT**
(Delete as appropriate)

Telephone Number and Email Address of Signatory



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*** 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?	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*

*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		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Question 3



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DAY	ON CONSUMPTION	
	OPENING TIME	TERMINAL HOUR
MONDAY	10 AM	10 PM
TUESDAY	10 AM	10 PM
WEDNESDAY	10 AM	10 PM
THURSDAY	10 AM	10 PM
FRIDAY	10 AM	10 PM
SATURDAY	10 AM	10 PM
SUNDAY	10 AM	10 PM

Question 4

SEASONAL VARIATIONS

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

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Question 5



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

1	2	3	4
	Please Confirm	To Be Provided During Core Licensed Hours	Be Provided Outwith Core Licensed Hours
	YES/NO	YES/NO	YES/NO
5(a) Activity			
Accommodation	No	N/A	N/A
Conference Facilities	No		
Restaurant Facilities	No		
Bar Meals	No		
5(b) Activity - Social Functions Including:			
Receptions Including Wedding, Funerals, Birthdays, Retirements Etc.	No		
Club of Other Group Meetings etc.	No		
5(b) Activity - Entertainment Including:			
Recorded Music (see 5g)	No		
Live Performance (see 5g)	No		
Dance Facilities	No		
Theatre	No		
Films	No		
Gaming	No		

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Indoor/Outdoor Sports	No		
Televised Sport	No		
5(d) Activity			
Outdoor Drinking Facilities	No		
5(e) Activity			
Adult Entertainment*	No		

* 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

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 SEND OUT LICENSED PRODUCTS FOR HOME DELIVERY WITHIN CORE LICENSED HOURS.

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*

*Delete As Appropriate

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Question 6 (On-Sales only)



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

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

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

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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 22.46 sqm

Question 8

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

Personal Details

8(a) Name

DANIELLE POLLEY

8(b) Date of Birth

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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
	CLACKMANNANSHIRE	CC 605

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] * (See Note Below)

Date 20/5/26

Capacity LICENSEE APPLICANT/AGENT
(Delete as appropriate)

Telephone Number and Email Address 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



Corporate Services

Kilncraigs, Greenside Street, Alloa, FK10 1EB
Telephone: 01259 450000

Memo

To: **The Clerk to the Licensing Board
Kilncraigs
Greenside Street
Alloa
FK10 2AD**

From: **Paul Fair
Licensing Standards Officer**

Extension: **2091**

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

Our Ref: **PF/LSO/NMV/REP/CC086**

Your Ref:

Date: **31/07/2026**

Subject: **Licensing (Scotland) Act, 2005. Section 29
Non Minor Variations – Addition of Home Delivery of Alcohol
The Bottle Shop, 96 Stirling Street, Alva FK12 5EH CC086**

1. Having considered the content of the application to vary the premises licences, 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 a non minor variation seeking consent to include the option to provide home delivery of alcohol.
3. All required application processes have been completed by the applicant, and all essential documents have been supplied.
4. I am unaware of any representations or objections to the applications from any party.
5. The applicant is seeking to amend the operating plan to include home delivery of groceries, including alcohol.
6. I have no concerns about the home delivery of alcohol, and the Boards views on the matter are recorded in their own Statement of Licensing Policy.
7. 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.
8. 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.
9. 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.

10. 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.
11. I would suggest that these proposed conditions are necessary and expedient for the purposes of the licensing objectives and should be to the licence on grant of this variation.
12. Those concerns are deliveries being made to underage 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.
13. I have no further concerns about the application.

Paul Fair

Licensing Standards Officer.

Appendix A

Draft Local |Conditions Home Delivery of Alcohol

These conditions may only be applied by the licensing Board once they confirm that it is necessary and expedient or the purposes of the licensing objectives.

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 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.

29/05/2026

Your Ref: VARIATION -
BOTTLE SHOP, ALVA

Our Ref: 1020286

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB



Roddy Irvine
Chief Superintendent
Divisional Commander

Forth Valley Division Headquarters
Randolphfield
St Ninian's Road
Stirling
FK8 2HD

Dear Sir/Madam,

LICENSING (SCOTLAND) ACT 2005
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE
THE BOTTLE SHOP
THE BOTTLE SHOP, 96 STIRLING STREET, ALVA, CLACKMANNANSHIRE,
FK12 5EH.
ANGELA POLLEY

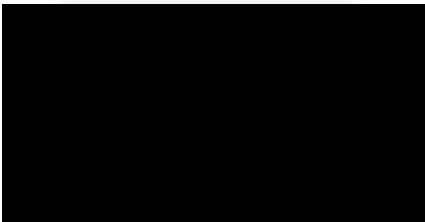
I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of the addition to 5(f) of the operating plan:
"The premises may send out licensed products for home delivery within core licensing hours".

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

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

Yours faithfully



Roddy Irvine
Chief Superintendent
Divisional Commander

For enquiries, please contact the Licensing Department on [REDACTED]

[REDACTED]