



**NOTICE OF MEETING**

**16 April 2018**

**A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 24 APRIL 2018 at 9.30 am.**

**LINDSAY THOMSON**  
**Clerk to the Licensing Board**

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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 minute of meeting held on 27 March 2018 (Copy herewith)	05
4. Licensing (Scotland) Act 2005:	
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(i) Application for Occasional Licence and report by the Licensing Standards Officer (Copies herewith) Premises: Alloa Town Hall, Marshill, Alloa Applicant: Lynne Hunter Event: Live Music Night – 6 May 2018	19
(ii) Application for Occasional Licence and report by the Licensing Standards Officer (Copies herewith) Premises: Alloa Town Hall, Marshill, Alloa Applicant: Vincent Coyle Event: Boxing / MMA Event – 12 May 2018	29
(iii) Application for Occasional Licence and report by the Licensing Standards Officer (Copies herewith) Premises: Alloa Town Hall, Marshill, Alloa Applicant: Kelly Whyte Event: Amateur Youth Boxing Event - 18 May 2018	37
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6. Review of Statement of Licensing Policy – Report by Clerk to the Licensing Board (Copy herewith)	55
7. AOCB	--

## Clackmannanshire Licensing Board – Board Members 9 (Quorum 5)

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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	Craig Holden	4	Clackmannanshire South	SNP
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

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 within  
the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 27  
MARCH 2018 at 9.30 am.**

**PRESENT**

Councillor Kenneth Earle, (Chair)  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Craig Holden  
Councillor George Matchett, QPM  
Councillor Tina Murphy  
Councillor Les Sharp

**IN ATTENDANCE**

Anne McPherson, Administration Assistant (Licensing)  
Paul Fair, Licensing Standards Officer  
Lindsay Thomson, Service Manager, Legal and Democracy (Clerk to the Board)  
Melanie Moore, Committee Services

**1.0 APOLOGIES**

Apologies for absence were received from Councillor Mike Watson.

**2.0 DECLARATIONS OF INTEREST**

None

**3.0 MINUTES OF MEETING: CLACKMANNANSHIRE LICENSING BOARD:  
27 FEBRUARY 2018**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 27 February 2018 were submitted for approval.

**Decision**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 27 February 2018 were agreed as a correct record and signed by the Chair.

**4.0 LICENSING (SCOTLAND) ACT 2005**

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

**(i) Applications for Personal Licence – Granted Under Delegated Powers**

A list of personal licence applications numbered 1-4 (inclusive) which had been granted under delegated powers was put before the Board for information only.

**Decision**

The Board agreed to note that Personal Licence Applications numbered 1-4 (inclusive) had been granted under delegated powers.

**(ii) Application for Variation of Licence (Minor) – Granted Under Delegated Powers**

An application for a minor variation to vary Designated Premises Manger for The Ochilview, Ochilview Terrace, Fishcross, which had been granted under delegated powers was put before the Board for information only.

**Decision**

The Board agreed to note that an application for a minor variation to vary Designated Premises Manager for The Ochilview, Ochilview Terrace, Fishcross, which had been granted under delegated powers.

**(iii) Applications for Transfer to Licence – Granted Under Delegated Powers**

A list of applications numbered 1-3 (inclusive) for the transfer of premises licence which has attracted no objections or representations had been granted under delegated powers was put before the Board for information only.

**Decision**

The Board agreed to note that the applications numbered 1-3 for the transfer of premises licence which had attracted no objections or representations had been granted under delegated powers.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Les Sharp.

**5.0 LICENSING (SCOTLAND) ACT 2005 – OCCASIONAL LICENCE APPLICATIONS**

**(i) Application for Occasional Licence – 31 March 2018**

**Applicant:** Sam Allan, 217 Allanton Road, Allanton, Shots, ML7 5AQ

**Premises:** Alloa Town Hall, Marshall, Alloa, FK10 1AB

**Event:** Ultra White Collar Boxing Event – 31 March 2018

**Attending**

Mr Paul Fair, Licensing Standards Officer

Sandra Trachard, Police Scotland

Mr Adam Paterson, Applicants Representative

The Board heard representation from the Licensing Standards Officer, Police Scotland and the Applicants Representative and had the opportunity to put questions to all parties.

**Motion**

Having considered all of the information presented to it the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 28) of the Licensing Standards Officer's report dated 9 March 2018 and subject to an additional condition to move the timescale of event from 6-12 pm to 5-11 pm.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Les Sharp.

### **Decision**

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (pages 28) of the Licensing Standards Officer's report dated 9 March 2018 and subject to an additional condition to move the timescale of the event from 6-12 pm to 5-11 pm, 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 temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue.
- 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.
- The Licence Holder (Sam Allan) must be present for the duration of the event.
- The applicant must prepare an 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 licensed 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.
- The timescale of the event to move from 6-12 pm to 5-11 pm.

### **Action**

Clerk to the Board

**(ii) Application for Occasional Licence – 14 April 2018**

**Applicant:** Sam Allan, 217 Allanton Road, Allanton, Shots, ML7 5AQ  
**Premises:** Alloa Town Hall, Marshill, Alloa, FK10 1AB  
**Event:** Ultra MMA Event – 14 April 2018

**Attending**

Mr Paul Fair, Licensing Standards Officer  
Sandra Trachard, Police Scotland  
Mr Adam Paterson, Applicants Representative

The Board heard representation from the Licensing Standards Officer, Police Scotland and the Applicants Representative and had the opportunity to put questions to all parties.

**Motion**

Having considered all of the information presented to it the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 40) of the Licensing Standards Officer's report dated 9 March 2018 and subject to an additional condition to move the timescale of event from 6–12 pm to 5-11 pm.

Moved by Councillor Craig Holden. Seconded by Councillor Tina Murphy.

**Decision**

Having considered all of the information presented to it and having had opportunity for questions, the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (pages 28) of the Licensing Standards Officer's report dated 9 March 2018, and subject to an additional condition to move the timescale of the event from 6-12 pm to 5-11 pm, 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 temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue.
- 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.
- The Licence Holder (Sam Allan) must be present for the duration of the event.
- The applicant must prepare an 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 licensed 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.
- The timescale of the event to move from 6-12 pm to 5-11 pm.

**Action**

Clerk to the Board

**6.0 AOCB**

None.

Ends 1005 hrs



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

**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 24 April 2018 at 09:30am**

**The Council Offices, Kilncraigs, Alloa, FK10 1EB**

**Licensing (Scotland) Act 2005**

**Personal Licence(s)**

<b>No.</b>	<b>Applicant</b>	<b>Date Received</b>	<b>Comments</b>
<b>1.</b>	<b>Scott Maxwell</b>	<b>14 March 2018</b>	<b>Personal Licence granted under delegated powers</b>
<b>2.</b>	<b>Donna Patricia McIntyre</b>	<b>14 March 2018</b>	<b>Personal Licence granted under delegated powers</b>
<b>3.</b>	<b>Darren Paterson</b>	<b>15 March 2018</b>	<b>Personal Licence granted under delegated powers</b>
<b>4.</b>	<b>Beverley Hunter</b>	<b>21 March 2018</b>	<b>Personal Licence granted under delegated powers</b>
<b>5.</b>	<b>Valerie Sinclair</b>	<b>06 April 2018</b>	<b>Personal Licence granted under delegated powers</b>



**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 24 April 2018 at 09.30am**

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

**Licensing (Scotland) Act 2005**

**Variation(s) (Minor)**

<b>Premises</b>	<b>Applicant</b>	<b>Date Received</b>	<b>Comments</b>
<b>Bridge Inn 1 High Street Tillicoultry FK13 6AA</b>	<b>LT Management Services Limited c/o Poppleston Allen 37 Stoney Street The Lace Mrket Nottingham NG1 1LS</b>	<b>08 March 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>



**THIS PAPER RELATES TO  
ITEM 4 (iii)  
ON THE AGENDA**

**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 24 April 2018 at 09:30am in**

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

**Licensing (Scotland) Act 2005**

**Transfer(s)**

<b>No.</b>	<b>Premises</b>	<b>Transferee</b>	<b>Date Received</b>	<b>Comments</b>
1.	Bridge Inn 1 High Street Tillicoultry FK13 6AA	Red Oak Taverns Limited c/o Poppleston Allen 37 Stoney Street The Lace Mrket Nottingham NG1 1LS	08 March 2018	Transfer of Premises Licence granted under delegated powers. No representations/ objections received.






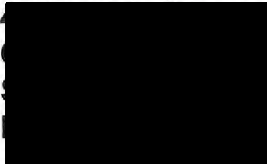


**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 24 April 2018 at 09:30am 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>Lynne Hunter</b> 	<b>06 May 2018</b>	<b>Application and LSO Report, (copies attached)</b>
<b>Alloa Town Hall Marshall Alloa</b>	<b>Vincent Coyle</b> 	<b>12 May 2018</b>	<b>Application and LSO Report, (copies attached)</b>
<b>Alloa Town Hall Marshall Alloa</b>	<b>Kelly Whyte</b> 	<b>18 May 2018</b>	<b>Application and LSO Report, (copies attached)</b>
<b>Cochrane Hall West Stirling Street Alva FK12 5LJ</b>	<b>Vincent Coyle</b> 	<b>10 August 2018</b>	<b>Application and LSO Report, (copies attached)</b>





**Development and Environmental Services**  
Kilncraigs, Greenside Street, Alloa, FK10 1EB  
Telephone: 01259 450000

**THIS PAPER RELATES TO  
ITEM 5 (i)  
ON THE AGENDA**

## 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: 18/00157/OCCLIC**

**Date: 12 April, 2018**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application – Lynne Hunter  
Live Music Night – 6 May, 2018  
Alloa Town Hall, Marshall, 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 live music event which is likely to result in a capacity attendance at the venue of approximately 400 persons. The event is described as a "Live Music Performance". No other information has been provided in the application in relation to the nature of the music or performers.
2. The Licensing Standards Officer, made contact with the applicant who was able to confirm that the band that will play are a popular Irish folk band. The applicant has been given suitable guidance in relation to providing information on future applications.
3. The event is to be licensed between 6.00pm and 11:00pm on Sunday 6 May 2018.
4. No person under the age of 18 years will be allowed into the venue during the event.
5. SIA Licensed Stewards will be on duty at the event, the application indicates that 4 stewards will be in attendance. Due to the layout of the premises, the expected size of the crowd, and the fact that the entire premises including the upper balcony will be in use, I was concerned that 4 Stewards may not be a sufficient number to provide adequate safety and security provision at the event. The

applicant, after discussion, has agreed that 6 Stewards would not be an unreasonable expectation. The Board may wish to specify a minimum number of stewards in any local conditions attached to the licence for this 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. The applicant will be working at the event and in attendance for the duration of the licensed hours.
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. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence.
  - Use of plastic Bottles and Glassware
  - Sufficient SIA Licensed Stewards
  - 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.
  - Prevention of noise nuisance caused by late night disposal of glass
12. Appendix A contains a list of specimen local conditions which the Board may find to be both necessary and expedient for the purposes of the licensing objectives in connection with this event
13. I have no concerns about this event.

Paul Fair

Licensing Standards Officer.

## Live Music Night - Alloa Town Hall – 6 May, 2018

### 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.
- A minimum of 6 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 and leaving the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area.
- 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 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.
- Full particulars (Name, Date of Birth and SIA Badge No.) of the SIA Stewards to be employed at the event will be provided in writing to the Licensing Standards Officer at least 72 hours prior to the event.
- The applicant must prepare a written age verification policy, this policy should be supplied to the Licensing Standards Officer at least 72 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.



ALLOA TOWN HALL

DATE OF EVENT	6/5/18
LICENCE NO	18/00157/OCC/LIC
TO POLICE & WEB	26/3/18

# Licensing Board

www.clackswab.org.uk

## Application for an Occasional Licence

To:

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

PAID 22 MAR 2018  
 V. Ferguson

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	ALLOA TOWN HALL MARSH HILL ALLOA FK10 1AB
Licence number and Issuing Licensing Board (if applicable)	
Personal licence number (if applicable) Issuing Licensing Board	NK 2062

hso Enquiries -

bicemail 11/4 2pm

# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

Name of voluntary organisation or Members Club (if applicable)			
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes)		LYNNE HUNTER NL 2062	
<b>2. Personal Details</b>			
Full Name	Surname	First Name	
	Hunter	LYNNE	
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.			
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you by email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
<b>3. The Premises (See note and answer fully)</b>			
Description of Premises - ALLOA TOWN HALL MAIN HALL BALCONY			
Full Postal Address of Premises which this Application Refers to MARS HILL ALLOA FK10 1AB			



# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

Description of Activities to be Carried on in the Premises (see note and answer fully)	
Live music performance	
Approximately how many persons will attend event ?	400
Will Stewards to be provided ?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	
<b>4. Duration of Licence</b>	
Start Time and Date	End Time and Date
4pm 6/5/18	11pm 6/5/18
<b>5. Alcohol Consumption</b>	
Is Alcohol to be sold for consumption on the premises?	Yes/No
Is Alcohol to be sold for consumption off the premises?	Yes/No
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises	Times for sale of alcohol for consumption - Off premises
4pm - 11pm	NA
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
5pm - 11pm - Live music	



Occasional Licence Alloa Town Hall Lynne Hunter to: jandison@clacks.gov.uk  
20/03/2018 10:35  
From: Lynne Hunter  
To: "jandison@clacks.gov.uk" <jandison@clacks.gov.uk>

Morning June

Following our conversation, may I now confirm the following for Sunday May 6 2018:

Ticketed event

4 SIA Door Stewards

Two irish folk bands playing live.

Please get back to me if you require anything further.

kindest regards

Lynne Hunter

# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

<b>6. Children</b> (This section must be completed where alcohol is for sale for consumption on the premises)	
Are children or young persons permitted entry?	Yes/No
<b>If Yes - the remainder of this section must be completed</b>	
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?	
Ages of Children of Young Persons Permitted Entry	Times at which Children or Young Persons Permitted Entry
Parts of Premises to which Children or Young Persons Permitted Entry	
<b>7. Signature and Declaration by Applicant</b>	
<b>DECLARATION</b>	
<b>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b>	
(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	W
Dated	17/3/18

**\* 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

Checklist	
I have made or enclosed payment of the fee for the application	





**Development and Environmental Services**  
Kilncraigs, Greenside Street, Alloa, FK10 1EB  
Telephone: 01259 450000

**THIS PAPER RELATES TO  
ITEM 5 (ii)  
ON THE AGENDA**

## 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: 18/00145/OCCLIC**

**Date: 11 April 2018**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application – Vincent Coyle  
Alloa Town Hall – Boxing/MMA Event, 12 May 2018.**

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 I have the following comments to make:

1. The application relates to a competitive mixed martial arts (MMA) /kickboxing event. The bouts are to take place within a traditional boxing ring or. This ring will be erected on the ground floor of the Town Hall.
2. All spectators and competitors will be over the age of 18 years of age.
3. No person under the age of 18 years of age will be permitted entry to Alloa Town Hall during the event.
4. The event is to be licensed between 4.00pm on Saturday 12 May, 2018 and 1.00am on Sunday 13 May, 2018.
5. Approximately 400 persons may attend the event.
6. The applicant indicates that 8 SIA Licensed stewards will be provided at the event.
7. Medics, Paramedics, and at least one qualified Doctor will be in attendance at the event.
8. The premises are suitable for an event of this nature.
9. Previous sporting events, with a licence to sell alcohol in Alloa Town Hall, including those sporting events involving martial arts and boxing have attracted

local conditions to control matters connected with securing compliance with the licensing objectives

10. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence.

- Sufficient SIA Licensed Stewards to be on duty ( 8 as suggested by applicant should meet that test of sufficiency)
- All Staff to be briefed in relation to the age verification policy to be adopted at this event. (challenge 25), this should include a written age verification policy to be held on the premises during the event and to form part of a staff/steward briefing pack.
- Stewards and all bar staff to be briefed by licensee/organiser re any local conditions imposed.
- Use of plastic bottles and plastic drinking vessels. ie all drinks to be either dispensed in plastic glasses or bottles or decanted into a suitable plastic container by the bar staff before being supplied to the customer.

11. The conditions proposed in this report have been discussed with the applicant who has indicated that he is happy to comply with all of them,

Paul Fair

Licensing Standards Officer.

## Mixed martial Arts/Kickboxing Event - Alloa Town Hall, 12 May, 2018

### Appendix A - Suggested Local Conditions

- All alcohol and other drinks must be sold and supplied to the customer in, or decanted into, **plastic or polycarbonate** Bottles and drinking vessels. This includes all drinks originally contained within metal cans.
- 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 of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area
- 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 trained staff [trained in accordance with the Licensing (Training of Staff) (Scotland regulations, 2007)] will be 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.
- A written age verification policy for use at the event must be prepared by the licence holder and supplied to the licensing Board or Licensing Standards Officer at least 72 hours prior to the event. This policy must form part of a briefing for staff and stewards.
- All staff authorised to sell alcohol at the event and all stewards on duty at the event must be briefed prior to the commencement of the event in relation to the terms and conditions of the Occasional Licence, in particular in relation to the local conditions attached thereto.
- 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.





ALLOA TOWN HALL

# Licensing Board

DATE OF EVENT	12 Mar 2018
LICENCE NO	18/00145/00011
TO POLICE & WEB	22 March 2018

## Application for an Occasional Licence

To:

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

PAID 19 MAR 2018  
 JG

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.

1. Licence Details (see note 1)	
I am a :- (please tick one only)	
Premises Licence Holder	<input checked="" 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	VINNEY'S BAR 117 DRIP ROAD STIRLING - FK8 1RN
Licence number and Issuing Licensing Board (if applicable)	SC-452 - STIRLING COUNCIL
Personal licence number (if applicable ) Issuing Licensing Board	SC- 234 STIRLING COUNCIL

# Licensing Board



**Clackmannanshire Council**

www.clacksweb.org.uk

Name of voluntary organisation or Members Club (if applicable)			
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes)		VINCENT COYLE - 234.	
<b>2. Personal Details</b>			
Full Name	Surname	First Name	
	COYLE	VINCENT.	
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.	APPLYING ON BEHALF OF BRIAN STEVENSON @ MXP GYM BORROWMEADOW ROAD STIRLING		
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you by email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
			✓
<b>3. The Premises (See note and answer fully)</b>			
Description of Premises - ALLOA TOWN HALL - ALL AREAS.			
Full Postal Address of Premises which this Application Refers to MARRS HILL ALLOA. FK10 1AB.			

PREMISES - BRIAN COYLE -  
WILL ALSO BE ON SITE WORKING ALSO  
LICENCE NO. 1677 - STIRLING COUNCIL

# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

Description of Activities to be Carried on in the Premises (see note and answer fully) - PROVIDER MANAGE SALE OF ALCOHOL FOR CONSUMPTION WITHIN PREMISES AT A MIXED MARTIAL ARTS EVENT	
Approximately how many persons will attend event ?	400
Will Stewards to be provided ?	8 STEWARDS
Is food to be provided at the event	Yes/No
If Yes - please provide details	
N/A	
<b>4. Duration of Licence</b>	
Start Time and Date	End Time and Date
4pm - 10pm. SAT 12 <sup>th</sup> MAY.	1am. SUN 13 <sup>th</sup> MAY.
<b>5. Alcohol Consumption</b>	
Is Alcohol to be sold for consumption on the premises?	Yes/ <del>No</del>
Is Alcohol to be sold for consumption off the premises?	<del>Yes</del> /No
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises FIRST ORDER - 4pm SAT 12 <sup>th</sup> MAY	Times for sale of alcohol for consumption - Off premises LAST ORDER - 12.30 am SUN 13 <sup>th</sup> MAY.
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises ORGANISED SPORTING EVENTS WITHIN AN OCTAGON FROM 5pm to MIDNIGHT	

P.S. - WE WILL BE HAPPY TO WORK UNDER INSTRUCTIONS FROM POLICE FORCE AS WE HAVE IN PAST.

Thank you

# Licensing Board



**Clackmannanshire Council**

www.clacksweb.org.uk

<b>6. Children</b> (This section must be completed where alcohol is for sale for consumption on the premises)			
Are children or young persons permitted entry?			Yes/No
<b>If Yes - the remainder of this section must be completed</b>			
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?			N/A
Ages of Children of Young Persons Permitted Entry		Times at which Children or Young Persons Permitted Entry	
N/A		N/A	
Parts of Premises to which Children or Young Persons Permitted Entry			
N/A			
<b>7. Signature and Declaration by Applicant</b>			
<b>DECLARATION</b>			
<b>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b>			
(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	[Signature]		Dated 8-3-16

**\* 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

Checklist	
I have made or enclosed payment of the fee for the application	



**Development and Environmental Services**  
Kilncraigs, Greenside Street, Alloa, FK10 1EB  
Telephone: 01259 450000

**THIS PAPER RELATES  
TO ITEM 5 (iii)  
ON THE AGENDA**

## 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: 18/00125/OCCLIC  
Date: 12 April, 2018**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application – Kelly Whyte  
Amateur Youth Boxing event – 18 May, 2018  
Alloa Town Hall, Marshall, 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 I have the following comments to make:

1. The application relates to a competitive amateur youth boxing event. The bouts are to take place within a boxing style ring erected on the ground floor of the Town Hall, and will involve competitors and spectators from aged 9/10 years upwards
2. The event is to be licensed between 6.00pm until Midnight on Friday 18 May, 2018.
3. Approximately 300-350 persons may attend the event.
4. 5 SIA licensed stewards will be on duty at the event.
5. Boxing at all levels is an emotional, full contact aggressive sport, and although the competitors are disciplined and controlled, this discipline is often not mirrored by all of the spectators attending the event. Information received by the Licensing Standards Officer indicates that it is common place for emotionally charged spectators, in the ringside area to become extremely verbally abusive towards the opponent of the boxer they are supporting. One witness who attends regular youth boxing events describes this type of behaviour as common place, quite threatening and intimidating. Taking this information into consideration and bearing in mind the Licensing Board's own statement of Licensing Policy, in which they (the Board) properly recognise that children should not be unnecessarily exposed to certain types of adult behaviour, the Board must

consider whether or not the obligations of the protecting children from harm licensing objective can be appropriately met by allowing 10-15 year old children full access to the stage and ringside area.

6. The application seeks consent for both spectators and competitors under the age of 18 to be permitted on the premises. Children as young as 10 years of age are expected to attend and remain on the premises until the end of the event and for children and young persons to access all licensed areas.
7. Previous sporting events, with a licence to sell alcohol in Clackmannanshire Town Hall, including those sporting events involving martial arts and boxing have restricted children's and young persons access to the Balcony, changing rooms and competition and preparation areas (ie stage or ring), where any persons under 18 must be appropriately supervised by an adult. No alcohol has been permitted in these areas.
8. The premises are suitable for an event of this nature.
9. In the event that the Licensing Board decide to grant this application, in promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by local conditions on the licence.
  - Sufficient SIA Licensed Stewards to be on duty ( a minimum of 5 would appear to satisfy the arrangements for the event and layout of the premises)
  - A written age verification policy should be prepared prior to the event and all Staff including stewards to be briefed in relation this policy. (LSO Will assist the applicant with this matter)
  - Stewards and all bar staff to be briefed by licensee/organiser re any local conditions imposed.
  - Use of plastic bottles and plastic drinking vessels. ie all drinks to be either dispensed in plastic glasses or bottles or decanted into a suitable plastic container by the bar staff before being supplied to the customer.
  - Controls on the movement and supervision of youth competitors and spectators to avoid the risk of them being exposed to unsuitable behaviour.

Paul Fair

Licensing Standards Officer.

## Amateur Boxing Event - Alloa Town Hall 18 May, 2018

### Appendix A - Suggested Local Conditions

- All alcohol and other drinks must be sold in or supplied to the customer in, or decanted into, **plastic** or **polycarbonate** Bottles and drinking vessels. No glass or metal containers are to be given to the customer.
- Only alcohol sold at the event by the licensee can be consumed at the event.
- A minimum of 5 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. In particular to monitor the wellbeing of children and young persons in the balcony area.
- At all times at least 1 SIA Licensed Steward will be responsible for monitoring the Balcony area to ensure that no alcohol is taken into this area.
- 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 trained staff will be 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. Trained Staff means staff trained in accordance with the Licensing (Training of Staff)(Scotland) Regulations, 2007.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- Except when competing in a boxing match All Children and Young Persons **must** remain in the company of an adult over the age of 18 years of age and **must** remain in **either the changing rooms or in the upper Balcony area** for the duration of the event.
- No Alcohol is to be taken into or consumed within the changing rooms, Balcony, foyer, stairwells, upper landings or toilets.
- Full particulars (Name, Date of Birth and SIA Badge No.) of the SIA Stewards to be employed at the event will be provided in writing to the Licensing Standards Officer at least 48 hours prior to the event.





ALLOA TOWN HALL

DATE OF EVENT	18/5/18
LICENCE NO	18/00185/OCCLC
TO POLICE & WEB	18/3/18

Licensin

### APPLICATION FOR OCCASIONAL LICENCE

8 MAR 2018  
DT

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)	
Personal licence number (if applicable ) Issuing Licensing Board	CC681 Clackmannanshire Council
Name of voluntary organisation or Members Club (if applicable)	
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event - See guidance notes	
Kelly Whyte CC	

--

**2. PERSONAL DETAILS****TITLE** (delete as appropriate) **MR MRS MISS MS OTHER** (please state)**FORENAMES** Whyte**SURNAME** Kelly

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.

**DATE OF BIRTH**

Day

Month

Year

**ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES****Post Town****Postcode****TELEPHONE NUMBERS**

DAYTIME

EVENING

MOBILE

**FAX NUMBER****E-MAIL ADDRESS** (if you would prefer us to correspond with you by e-mail)**3. THE PREMISES (where the event is to be held -See note and answer fully)**

Description of Premises.

**Traditional Town Hall, on the outskirts of Alloa Town Centre, consist of rooms over two levels, including a large reception room/main hall with bar. Upper smaller conferencing rooms and a seated Balcony overlooking the main hall.**

-D- 1-2-27 DETAIL ...

Full Postal Address of Premises which this Application Refers to

Alloa Town Hall  
Mars Hill  
Alloa  
FK10 1AB

Description of Activities to be Carried on in the Premises (**see note and answer fully**)

Amateur Youth Boxing Event involving competitors from 10 years of age to adult.  
There will be a maximum of 12 bouts over the course of the evening.  
Music and compere entertainment/announcements will take place between and during bouts.

The event is recognised by Boxing Scotland

Approximately How many persons will attend event

300-350

Will Stewards to be provided ?

**YES (5)  
SIA  
badged**

Is food to be provided at the Event - If yes please provide details

**A buffet prepared offsite will be supplied to Boxers, coaching staff and officials**

#### 4. DURATION OF LICENCE

Start Time and Date

1800hrs on 18th May 2018

End Time and Date

Midnight on 18th May 2018

**5. IS ALCOHOL TO BE SOLD FOR CONSUMPTION ON THE PREMISES YES/  
IS ALCOHOL TO BE SOLD FOR CONSUMPTION OFF THE PREMISES /NO\***

**PROVIDE DETAILS AS TO HOURS REQUESTED WHEN ALCOHOL WILL BE SOLD  
ON/OFF THE PREMISES-\* delete as appropriate**

Times for sale of alcohol for consumption  
On premises

1900hrs – midnight on

Times for sale of alcohol for consumption  
Off premises

**NONE**

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

1800-1930hrs – Competitors, Guest and Spectators arrive

1930hrs - First Bout

1145hrs - last bout ends

1800-2345hrs music and compare announcements.

**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

Times at which Children or Young Persons Permitted Entry

9-17 years of age

Throughout event (All Licensed Hours)

Parts of Premises to which Children or Young Persons Permitted Entry

**All Licensed areas** :subject to any local conditions they may restrict children and young persons to certain areas.

**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**

*[Handwritten signature]*

**DATE**

7.3.18.

**\* 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

**8. CHECKLIST - Please tick**





**Development and Environmental Services**  
Kilncraigs, Greenside Street, Alloa, FK10 1EB  
Telephone: 01259 450000

**THIS PAPER RELATES TO  
ITEM 5 (iv)  
ON THE AGENDA**

## 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: 18/00192/OCCLIC**

**Date: 11 April 2018**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application – Vincent Coyle  
Cochrane Hall, Alva– Boxing Event, 10 August 2018.**

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 I have the following comments to make:

1. The application relates to a competitive mixed martial arts (MMA) /kickboxing event. The bouts are to take place within a traditional boxing ring. This ring will be erected in the Hall.
2. All spectators and competitors will be over the age of 18 years of age.
3. Entry to the event is on production of a valid ticket.
4. No person under the age of 18 years of age will be permitted entry to Cochrane Hall during the event.
5. The event is to be licensed between 5.00pm and Midnight on Friday 10 August, 2018.
6. Approximately 220 persons may attend the event.
7. The applicant indicates that 8 SIA Licensed stewards will be provided at the event.
8. Medics, Paramedics, and at least one qualified Doctor will be in attendance at the event.
9. The premises are suitable for an event of this nature.
10. Previous sporting events, with a licence to sell alcohol in Alloa Town Hall, including those sporting events involving martial arts and boxing have attracted

local conditions to control matters connected with securing compliance with the licensing objectives

11. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence.

- Sufficient SIA Licensed Stewards to be on duty (The applicant is capable of assessing how many stewards would meet that test of sufficiency)
- All Staff to be briefed in relation to the age verification policy to be adopted at this event. (challenge 25), this should include a written age verification policy to be held on the premises during the event and to form part of a staff/steward briefing pack.
- Stewards and all bar staff to be briefed by licensee/organiser re any local conditions imposed.
- Use of plastic bottles and plastic drinking vessels. ie all drinks to be either dispensed in plastic glasses or bottles or decanted into a suitable **plastic** container by the bar staff before being supplied to the customer.

12. The conditions proposed in this report have been discussed with the applicant who has indicated that he is happy to comply with all of them,

Paul Fair

^

Licensing Standards Officer.



## Boxing Event - Cochrane Hall, 10 August, 2018

### Appendix A - Suggested Local Conditions

- **All alcohol** and other drinks must be sold and supplied to the customer in, or decanted into, **plastic or polycarbonate** Bottles and drinking vessels. This includes all drinks originally contained within metal cans.
- Only alcohol sold at the event by the licensee can be consumed at the event.
- 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
- 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 trained staff [trained in accordance with the Licensing (Training of Staff) (Scotland regulations, 2007)] will be 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.
- A written age verification policy for use at the event must be prepared by the licence holder and supplied to the licensing Board or Licensing Standards Officer at least 72 hours prior to the event. This policy must form part of a briefing for staff and stewards.
- All staff authorised to sell alcohol at the event and all stewards on duty at the event must be briefed prior to the commencement of the event in relation to the terms and conditions of the Occasional Licence, in particular in relation to the local conditions attached thereto.
- 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.



Cochrane Hall

# Licensing Board

DATE OF EVENT	10 AUGUST 2018
LICENCE NO	18/00192/OCCALIC
TO POLICE & WEB	6 APRIL 2018

✓ E10  
cash  
5 APR 2018  
(OT)

## Application for an Occasional Licence

To:

Clerk to the Licensing Board  
Clackmannanshire Council  
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 and Issuing Licensing Board (if applicable)	
Personal licence number (if applicable ) Issuing Licensing Board	Se-234 STIRLING COUNCIL

# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

Name of voluntary organisation or Members Club (if applicable)			
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes)		VINCENT COYLE SC-234	
<b>2. Personal Details</b>			
Full Name	Surname	First Name	
	COYLE	VINCENT	
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.	Provide A Bar For Boxing Show On Behalf Of MXP Gym Stirling (Brian Stevenson)		
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you be email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
<b>3. The Premises (See note and answer fully)</b>			
Description of Premises - ALVA COCHRANE HALL			
Full Postal Address of Premises which this Application Refers to WEST STIRLING STREET ALVA FK12 5LJ.			

# Licensing Board



Clackmannanshire Council

www.clacksweb.org.uk

Description of Activities to be Carried on in the Premises (see note and answer fully) PROVIDE SALE OF ALCOHOL & FOR CONSUMPTION AT A BOXING SHOW. ALL ALCOHOL TO BE BOUGHT & CONSUMED WITHIN PREMISES. I THINK 25 TO BE UTILISED & IN OPERATION ON EVENING TICKET EVENT.

Approximately how many persons will attend event ?	220
Will Stewards to be provided ?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	

4. Duration of Licence	
Start Time and Date	End Time and Date
5pm Fri Aug 10 <sup>th</sup>	LAST ORDERS 11.45pm Fri Aug 10 <sup>th</sup>

5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes/ <del>No</del>
Is Alcohol to be sold for consumption off the premises?	<del>Yes</del> /No
Provide details as to hours required when alcohol will be sold on/ <del>off</del> the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises	Times for sale of alcohol for consumption - Off premises
5pm - Fri Aug 10 <sup>th</sup>	LAST ORDERS 11.45pm Fri Aug 10 <sup>th</sup>

Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises  
 BOXING SHOW 6pm to 11pm. Fri Aug 10<sup>th</sup>.

# Licensing Board



**Clackmannanshire Council**

www.clacksweb.org.uk

<b>6. Children</b> (This section must be completed where alcohol is for sale for consumption on the premises)	
Are children or young persons permitted entry?	<del>Yes</del> /No
<b>If Yes - the remainder of this section must be completed</b>	
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?	
Ages of Children of Young Persons Permitted Entry	Times at which Children or Young Persons Permitted Entry
Parts of Premises to which Children or Young Persons Permitted Entry	
<b>7. Signature and Declaration by Applicant</b>	
<b>DECLARATION</b>	
<b>IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b>	
(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	Dated 24-3-18

**\* 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

Checklist	
I have made or enclosed payment of the fee for the application	✓

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**Report to**                      **Clackmannanshire Licensing Board**

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**Date of Meeting:**    **24 April 2018**

---

**Subject:**                      **Review of Statement of Licensing Policy**

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**Report by:**                    **Lindsay Thomson, Clerk to the Licensing Board**

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### **1.0 Purpose**

- 1.1. This report advises members that the current Statement of Licensing Policy needs to be reviewed by November 2018.
- 1.2. It also proposes a process for the review to be carried out.

### **2.0 Recommendations**

- 2.1. It is recommended that the Licensing Board
  - 2.1.1. Notes the requirement to review the Statement of Licensing Policy, including an assessment of overprovision.
  - 2.1.2. Approves the proposed approach and timescale for the review as set out in Appendix 1, including the requirement to consult.
  - 2.1.3. Nominates three members of the Licensing Board to take forward the review and
  - 2.1.4. Provides feedback on the matters which should be covered by the review as appropriate.

### **3.0 Considerations**

- 3.1. The Board is statutorily required to publish a statement of licensing policy. The current Statement of Licensing Policy was approved in November 2013 for a period of 3 years. The approach taken then was to form a sub-committee of the Licensing Board which reviewed the current policy, prepared a draft for consultation, led the consultation process and then reported back to the full Board with a final version for approval. The reports to the Licensing Board from the previous review are available as background papers.
- 3.2. The current policy was due to expire in November 2016, however the Air Weapons and Licensing (Scotland) Act 2015 changed the timescale for the frequency of publication of the policy to 18 months after local authority

elections. The policy will therefore need to be reviewed by the 4 November 2018.

3.3. Members are invited to consider the proposed approach for the review set out in appendix 1. The proposed approach builds on the success of the process adopted for the last review. It identifies a number of key tasks for each stage of the process. It also proposes that the Licensing Standards Officer attends the Sub-committee in addition to the Clerk. Finally, one of the focusses of the review will be to simplify the language and level of detail and avoid repetition of statutory requirements.

3.4. The Board is invited to indicate any particular areas which the sub-committee should consider including or revising in the new policy. Suggested areas for consideration may be:-

3.4.1. Children and young persons' access to licensed premises

3.4.2. Festive policy

3.4.3. Voluntary organisations

3.4.4. Delegation

3.4.5. Licensed Hours

3.4.6. Outside Areas and

3.4.7. Occasional Licences

#### **4.0 Sustainability Implications**

4.1. None identified

#### **5.0 Resource Implications**

5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes x

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes x

5.4. *Staffing*

5.5. *This project will be delivered within the existing staff capacity.*

#### **6.0 Exempt Reports**

6.1. Is this report exempt? Yes  (please detail the reasons for exemption below) No X



## 7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

### (1) **Our Priorities** (Please double click on the check box )

- |                                                                                                  |                          |
|--------------------------------------------------------------------------------------------------|--------------------------|
| Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all | X                        |
| Our families; children and young people will have the best possible start in life                | X                        |
| Women and girls will be confident and aspirational, and achieve their full potential             | <input type="checkbox"/> |
| Our communities will be resilient and empowered so that they can thrive and flourish             | <input type="checkbox"/> |

### (2) **Council Policies** (Please detail)

Statement of Licensing Policy 2013-2016

## 8.0 Equalities Impact

8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes  No x

The equalities impact of any changes to the policy will be addressed as part of the review.

## 9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes X

This Board is required to publish a statement of licensing policy in terms of section 6 of the Licensing (Scotland) Act 2005.

## 10.0 Appendices

10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 Proposed approach to the review

## 11.0 Background Papers

11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes X


Report to Licensing Board - June 2013

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### Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Lindsay Thomson	Clerk to the Licensing Board	2084

### Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Thomson	Clerk to the Licensing Board	

Appendix 1 Review of the Statement of Licensing Policy – proposed timetable and key actions

**Stage 1 Initiation of Review**

When	Who	Key tasks
24 April 2018	Licensing Board	<ul style="list-style-type: none"> <li>• Approve process for review</li> <li>• Nominate working group</li> <li>• Provides feedback on the areas for further consideration as part of the review</li> </ul>

**Stage 2 Information Gathering and Review**

When	Who	Key tasks
25 April – 27 April	Officers	<ul style="list-style-type: none"> <li>• Collate reference material including LOIP and other applicable policies</li> <li>• Review and collate information on legislative changes, case law developments and good practice from other boards</li> <li>• Prepare statistical information about the type and volume of applications under the 13-16 policy, including consideration of any themes and issues</li> </ul>
w/c 30 April	Working Group	<p><b>Meeting One</b></p> <ul style="list-style-type: none"> <li>• Review any reference material or statistical information provided by officers</li> <li>• Review section of policy headed Licensing Objectives</li> <li>• Identify which areas will be reviewed in meeting 2 (to include overprovision)</li> <li>• Identify what is good in existing Policy, that can remain unchanged</li> </ul>
7 May – 18 May	Officers	<ul style="list-style-type: none"> <li>• Prepared revised policy on Licensing Objectives per meeting one for review by working group</li> <li>• Prepare draft policy for review by group on areas identified for meeting two</li> </ul>

w/c 28 May	Working Group	<b>Meeting Two</b> <ul style="list-style-type: none"> <li>• Review and agree revised section on policy on Licensing Objectives</li> <li>• Review draft policy on specific areas agreed in meeting one</li> </ul>
4 June – 15 June	Officers	<ul style="list-style-type: none"> <li>• Prepare revised policy per discussion at meeting 2</li> <li>• Prepare draft consultation document</li> </ul>
w/c 18 June	Working Group	<b>Meeting Three</b> <ul style="list-style-type: none"> <li>• Review final draft of policy for consultation</li> <li>• Approve consultation document and consultation process</li> </ul>
26 June	Licensing Board	<ul style="list-style-type: none"> <li>• Update from working group on draft policy and consultation process</li> </ul>

### **Stage 3                      Formal Consultation**

When	Who	Key tasks
29 June – 27 August (8 Weeks)	Statutory consultees  Other stakeholders as appropriate  Officers	<ul style="list-style-type: none"> <li>• Profile raising of consultation</li> <li>• Acknowledging and reviewing responses</li> </ul>

### **Stage 4                      Post Consultation process and approval**

When	Who	Key tasks
28 August – 31 August	Officers	<ul style="list-style-type: none"> <li>• Review all consultation responses and prepare a report on consultation</li> </ul>
w/c 3 September	Working Group	<ul style="list-style-type: none"> <li>• Review consultation report and agree required changes</li> </ul>
10 September – 28 September	Officers	<ul style="list-style-type: none"> <li>• Prepare final draft of policy</li> <li>• Prepare covering report for Licensing Board</li> </ul>
w/c 1 October	Working Group	<ul style="list-style-type: none"> <li>• Review final draft and covering report</li> </ul>
8 October – 23 October	Officers	<ul style="list-style-type: none"> <li>• Final amendments</li> </ul>
30 October	Licensing Board	<ul style="list-style-type: none"> <li>• Final approval</li> </ul>