



## NOTICE OF MEETING

**24 August 2018**

**A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 4 SEPTEMBER 2018 at 9.30 am.**



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

**Page No**

- |       |  |   |    |
|-------|--|---|----|
| 1.    | Apologies  | - | -  |
| 2.    | Declarations of Interest   | - | -  |
|       | Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest Form should be completed and passed to the Committee Services Officer. |   |    |
| 3.    | Confirm minutes of meeting :   |   |    |
|       | a. Clackmannanshire Licensing Board held on 26 June 2018   |   | 05 |
|       | b. Clackmannanshire Licensing Board held on 17 July 2018   |   | 11 |
|       | (Copies herewith)  |   |    |
| 4.    | Licensing (Scotland) Act 2005:   |   |    |
| (i)   | Applications for Personal Licences - Granted Under Delegated Powers (For information only) (Copy herewith)   |   | 15 |
| (ii)  | Application for Transfer of Licence - Granted Under Delegated Powers (No representations/objections received) (For information only) (Copy herewith)   |   | 17 |
| (iii) | Application for Variation of Licence (Minor) – Granted Under Delegated Powers (For Information only) (Copy herewith)   |   | 19 |
| 5./   |  |   |    |

	<b>Page no.</b>
5. Licensing (Scotland) Act 2005 – Occasional Licence	21
(i) Application for Occasional Licence and report by the Licensing Standards Officer (Copies herewith)	23
Premises: Alloa Town Hall, Marshall, Alloa, FK10 1AB	
Applicant: Kelly Whyte	
Event: Amateur Youth Boxing Event – 14 September 2018	
6. Licensing (Scotland) Act 2005 – Personal Licences	35
(i) Application for Personal Licence – Mr John Lamond	37
Notice in Terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005 received from Police Scotland and Representation from the Licensing Standards Officer (Copies herewith)	
(ii) Application for Personal Licence – Ms Catherine McIntosh Hunter	45
Notice in Terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005 received from Police Scotland (Copy herewith)	
7. General Permitted Extension - Festive Period 2018-19 – report by the Clerk to the Licensing Board (Copy herewith)	49
8. 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	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Dave Clark	2	Clackmannanshire North	LAB
Councillor	Helen Lewis 2		Clackmannanshire North	SNP
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Les Sharp	1	Clackmannanshire West	SNP

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 26 JUNE 2018 at 9.30 am.**

**PRESENT**

Councillor Kenneth Earle, (Chair)  
Councillor Donald Balsillie  
Councillor Martha Benny  
Councillor Dave Clark  
Councillor Helen Lewis  
Councillor George Matchett, QPM  
Councillor Tina Murphy  
Councillor Mike Watson

**IN ATTENDANCE**

June Andison, Licensing Administrator  
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 Les Sharp.

**2.0 DECLARATIONS OF INTEREST**

None.

**3.0 MINUTES OF MEETING: CLACKMANNANSHIRE LICENSING BOARD:  
24 APRIL 2018**

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 May 2018 were submitted for approval.

Councillor Tina Murphy was in attendance at the previous meeting and not in both present and apologies as minute suggests.

**Decision**

Following the above change, the minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 May 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) were put before the Board for information only as it was understood that they had been granted under delegated powers. Items 4(i), 4(ii) and 4(iii) were, therefore, considered together as one item. However it was subsequently identified that item 4(iii) was not for information only and this item was then heard separately

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

A list of applications numbered 1-5 (inclusive) for personal licences which had been granted under delegated powers was put before the Board for information only.

**Decision**

The Board agreed to note that the application numbered 1-5 (inclusive) for Personal Licence Applications had been granted under delegated powers.

**(ii) Application for Transfer to Licence – Granted Under Delegated Powers**

An application for the transfer of premises licence at the Woolpack Inn, 1 Glassford Square, Tillicoultry, FK13 6AU, which had 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 an application for the transfer of premises licence at the Woolpack Inn, 1 Glassford Square, Tillicoultry, FK13 6AU, had been granted under delegated powers.

Moved by Councillor Kenneth Earle. Seconded by Councillor Dave Clark.

**(iii) Application for Variation to Operating Plan (Non Minor)**

**Premises:** The Old Brewery, East Vennel, Alloa, Fk10 1ED  
**Applicant:** Green King, Retailing Ltd, c/o Belhaven Pubs, Atrium House, 6 Black Walk, Stirling, FK8 2QA

**Attending**

Mr Paul Fair, Licensing Standards Officer  
Ms Amanda Gerlach, Premises Manager, Old Brewery, East Vennel, Alloa, FK10 1ED  
Mr Hunter, Applicant's Representative

An application for a variation of premises licence which had attracted representation from the Licensing Standards Officer and from Police Scotland in terms of Section 29 of the Licensing (Scotland) Act 2005 in relation to the application for a non minor variation of a premises licence was put before the Board for determination.

The application sought to make two changes to the operation of the business; (1) Vary the times of Children and Young Persons permitted entry to 21:00 hours or until the end of meal (2) Removal of Local Condition – no entry to new customers after 00:30 hours on Friday and Saturday.

The Board heard representation from the Licensing Standards Officer, the Premises Manager and the Applicant's Representative and had the opportunity to put questions to them.

**Motion**

Having considered all of the information presented to it and having determined that no grounds for refusal apply, that the Board grants the application for a variation to the premises licence.

Moved by Councillor George Matchett, QPM. Moved by Councillor Martha Benny.

## **Decision**

Having considered all the information presented to it and having determined that no grounds for refusal apply, the Board agreed to grant the application for a variation to the premises licence.

### **Action**

Clerk to the Board

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

### **(i) Application for Occasional Licence – 12 August 2018**

**Applicant:** Clackmannan Bowling Club, 47 Castle Street, Clackmannan, FK10 4EW

**Premises:** Clackmannan Bowling Club, 47 Castle Street, Clackmannan, FK10 4EW

**Event:** Charity Bowling Match – 12 August 2018

### **Attending**

Mr Paul Fair, Licensing Standards Officer

Mrs Alison MacLeod, Bar Manager, Clackmannan Bowling club

The Board heard representation from the Licensing Standards Officer and the applicant and had the opportunity to put questions to all parties.

### **Motion**

Having considered all of the information presented to it, that the Board grants the application for an occasional licence.

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

### **Decision**

Having considered all of the information presented to it and having had the opportunity for questions, the Board agreed unanimously to grant the application.

### **Action**

Clerk to the Board

### **(ii) Application for Occasional Licence – 7 July 2018**

**Applicant:** Caroline Allan, 217 Allanton Road, Allanton, Shotts, M17 5AQ

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

**Event:** Ultra White Collar Boxing Event – 7 July 2018

### **Attending**

Mr Paul Fair, Licensing Standards Officer

The applicant did not attend.

The Board heard representation from the Licensing Standards Officer and had the opportunity to put questions to Mr Fair.

### **Motion**

Having considered all of the information presented to it, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 45) of the Licensing Standards Officer's report dated 15 June 2018.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Martha Benny.

### **Decision**

Having considered all of the information presented to it, and having had opportunity for questions, the Board agreed to grant the application subject to the conditions set out in Appendix A (page 45) of the Licensing Standards Officer's report dated 15 June 2018, 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 Licenced 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.
- At least once 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 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 to make sales of alcohol prior to the commencement of the event, this briefing should include information relating to the terms and conditions of the licence, and any other relevant licensing matters – a record of this briefing including details of who delivered the briefing and details of all staff and stewards who received it must be kept. All staff receiving this brief must sign a record of the briefing acknowledging that they received and understood the terms of the brief.
- Only trained staff will be permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol. Trained Staff means staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007.
- All staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licenced hours.
- A full list of all SIA Stewards working at the event will be supplied to the Licensing Standards Officer at least 72 hours prior to the event. The list should include the full name of the Stewards and their SIA Badge number.

### **Action**

Clerk to the Board



## **6.0 STATEMENT OF LICENSING POLICY AND BIG LICENSING CONFERENCE**

The report, submitted by the Clerk to the Licensing Board, updated members on the progress of the working group, invited the Board to give delegated authority to the group to prepare and issue a draft statement of licensing policy for consultation and updated the Board on the conference which the Chair and two officers attended on 1 June 2018.

### **Motion**

That the Licensing Board agree to:-

1. Give delegated authority to the working group to prepare and issue for consultation a draft statement of licensing policy;
2. Note the progress made by the working group on preparing the draft statement of licensing policy; and
3. Note the summary of the key learning points from the Big Licensing conference which the Chair and two officers attended.

Moved by Councillor George Matchett, QPM. Seconded by Councillor Tina Murphy.

### **Decision**

The Licensing Board unanimously agreed to :-

1. Give delegated authority to the working group to prepare and issue for consultation a draft statement of licensing policy;
2. Note the progress made by the working group on preparing the draft statement of licensing policy; and
3. Note the summary of the key learning points from the Big Licensing conference which the Chair and two officers attended.

## **7.0 AO CB**

None.

Ends 1000 hours





**MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 17 JULY 2018 at 9.30 am.**

**PRESENT**

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

**IN ATTENDANCE**

June Andison, Licensing Administrator  
Anne McPherson, Administration Assistant (Licensing)  
Paul Fair, Licensing Standards Officer  
Andrew Crawford, Team Leader, Environmental Health and Licensing  
Lindsay Thomson, Service Manager, Legal and Democracy (Clerk to the Board)  
Gillian White, Committee Services Officer, Legal and Democracy

**1.0 APOLOGIES**

Apologies for absence were received from Councillor Tina Murphy, Councillor Mike Watson, Councillor Donald Balsillie and Councillor Helen Lewis.

**2.0 DECLARATIONS OF INTEREST**

None.

**3.0 LICENSING (SCOTLAND) ACT 2005**

**(i) Hearing to Consider a Premises Licence Review Proposal in terms of Section 38 of the Licensing (Scotland) Act 2005 in respect of Premises known as the County Bar, 1 Main Street, Clackmannan, FK10 4JA**

A review hearing in terms of Section 38 of the Licensing (Scotland) Act 2005 was held to consider and determine a Premises Licence Review Proposal in respect of the Premises Licence for the County Bar, 1 Main Street, Clackmannan, FK10 4JA, held by Candleriggs Inns Limited.

Review of the licence was sought on the grounds specified in section 36(3) (b) of the Licensing (Scotland) Act 2005.

**Attending**

Ms Lyn Hunter, Applicant  
Mr Archie MacIver, Solicitor, Brunton Miller, representing the County Bar  
Mr Craig Jackson, Premises Licence Holder, County Bar  
Mr Mark Snadden, Candleriggs Inns Limited  
Mr Paul Fair, Licensing Standards Officer  
Ms Suzanne McIntyre, Environmental Health Officer  
Ms Sanda Trenchard, Police Scotland

The Board heard representations from Ms Hunter, Mr MacIver, Mr Fair, Ms McIntyre and Ms Trenchard. Mr MacIver was also supported by Mr Jackson and Mr Snadden.

Mr Fair, Licensing Standards Officer, confirmed that there had been two typographical errors in his report: in paragraph 1 of his report on page 25, the date should read "9 July, 2018" and in paragraph 19 on page 27, the date at the end of bullet point 1 should read "23 November, 2017". Mr Fair produced an e-mail setting out a complaint from Mrs Campbell, a neighbour of the County Bar. Mrs Campbell was unable to attend the meeting of the Licensing Board. Mr Fair also produced copies of two letters which had been sent previously to the County Bar regarding breaches of mandatory conditions of licence. Mr Fair circulated these additional papers to the Board and attendees.

The Board then had the opportunity to put questions to all parties in attendance.

Following questions, the Board agreed to adjourn at this point in the proceedings (11:25 hrs) to consider if grounds for review had been established. When the Board resumed at 11:51 hrs, 5 members remained present.

The Chair of the Licensing Board advised that having considered all of the information provided and representations made, the Board were satisfied that grounds for review were established. The Board were satisfied that there had been a breach of the licensing objective "preventing public nuisance".

The Clerk gave advice regarding the two stage process set out in Section of 39(1) of the Licensing (Scotland) Act 2005 and invited Mr MacIver to address the Board again to set out whether it would be necessary or appropriate for the purposes of the licensing objectives to take any of the four steps set out in the 2005 Act.

Mr MacIver advised that it was up to the Licensing Board whether it wished to take any of the four steps set out in the 2005 Act. He confirmed that there had been a marked improvement over a number of months whereby the level of complaints had dropped significantly, and that there have been measures put in place to prevent recurrence of the noise issues. He asked that the Board keep in mind that any steps taken should ensure the improvements continue and that the premises are able to continue to trade in a viable fashion. The County Bar now only holds events on Fridays and Sundays with an 11.30 pm cessation on Fridays and an 8.00pm cessation on Sundays and they no longer play live music. Given the steps that have been taken, he invited the Board to consider a written warning with a form of wording which ensures that the way in which the premises are currently being run, in terms of terminal hours, continue.

Following Mr MacIver's further submission, the Board agreed to adjourn at this point in the proceedings (11:55 hrs) to consider the steps it wished to take. When the Board resumed at 12:14 hrs, 5 members remained present.

*Ms Sanda Trenchard, Police Scotland withdrew from the meeting during the adjournment.*

The Chair of the Licensing Board invited the Clerk to state the decision of the Licensing Board.

The Clerk stated the decision of the Board:

### **Decision**

Having considered all of the information provided and representations made, the Board was satisfied that grounds of review had been established and agreed unanimously that it was necessary and appropriate for the purposes of the licensing objective of preventing public nuisance to:

- (i) Issue a written warning to the Premises Licence Holder,
- (ii) Make a variation to the licence in that :

- a. All live and recorded music ceases from 11.00 pm on both Fridays and Saturdays and from 8.00 pm on Sundays
  - b. The variation will last for a period of six months. As the six month period covers the festive period, there will be an additional variation of the seasonal extension which is in the current licence.
- (iii) Not to make a finding in terms of section 84(2) of the Licensing (Scotland) Act 2005 regarding Personal Licence Holders GC07920 and CC711.

**Action**

Clerk to the Board

**4.0 AO CB**

None.

Ends 12:30 pm



**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 04 September 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>
1.	<b>Paula Campbell</b>	<b>28 May 2018</b>	<b>Personal Licence granted under delegated powers</b>
2.	<b>Laura Cameron</b>	<b>28 May 2018</b>	<b>Personal Licence granted under delegated powers</b>
3.	<b>Tricia McKenzie</b>	<b>28 May 2018</b>	<b>Personal Licence granted under delegated powers</b>
4.	<b>Kim McLaren</b>	<b>30 May 2018</b>	<b>Personal Licence granted under delegated powers</b>
5.	<b>Anthony James Cousens c/o Winckworth Sherwood Solicitors And Parliamentary Agents Minerva House 5 Montague Close London SW1 9BB</b>	<b>08 June 2018</b>	<b>Personal Licence granted under delegated powers</b>
6.	<b>Claire Marie Walls c/o CPL Training Egerton House 2 Tower Road Birkenhead Wirral CH41 1FN</b>	<b>29 June 2018</b>	<b>Personal Licence granted under delegated powers</b>
7.	<b>Mathew Andrew Simpson c/o Mitchells And Butlers 27 Fleet Street Birmingham B3 1JP</b>	<b>09 July 2018</b>	<b>Personal Licence granted under delegated powers</b>
8.	<b>Sophie Shirlaw</b>	<b>16 July 2018</b>	<b>Personal Licence granted under delegated powers</b>





**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 04 September 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.	<b>Amin Mini Market 82 Hill Street Alloa FK10 2LW</b>	<b>Spartan Retail Ltd 46A Springfield Square Bishopbriggs Glasgow G64 1PX</b>	<b>16 May 2018</b>	<b>Transfer of Premises Licence granted under delegated powers. No representations/ objections received.</b>



**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 04 September 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>Amin Mini Market 82 Hill Street Alloa FK10 2LW</b>	<b>Spartan Retail Ltd 46A Springfield Square Bishopbriggs Glasgow G64 1PX</b>	<b>16 May 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>
<b>Co-operative Group Food Limited 23 Main Street Clackmannan FK10 4JA</b>	<b>Co-operative Group Food Limited c/o Hill Brown Licensing RWF House 5 Renfield Street Glasgow G2 5EZ</b>	<b>18 June 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>
<b>Hollytree Hotel Main Street East Menstrie FK11 7BJ</b>	<b>Greene King Retailing Ltd c/o TLT Solicitors 140 George Street Glasgow G2 2HG</b>	<b>04 July 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>
<b>Scotmid 55 Alloa Road Tullibody FK10 2TR</b>	<b>Scottish Midland Co-operative Society Limited c/o Anderson Strathern Solicitors 1 Rutland Court Edinburgh EH3 8EY</b>	<b>04 July 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>

<b>Ellies Cellar</b> ██████████ ██████ ██████████	<b>Gordon Polley</b> ██████████████████ ██████ ██████████	<b>18 July 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>
<b>County Bar</b> <b>1 Main Street</b> <b>Clackmannan</b> <b>FK10 4JA</b>	<b>Candleriggs Inns Ltd</b> <b>Lime Tree House</b> <b>North Castle Street</b> <b>Alloa</b> <b>FK10 1EX</b>	<b>23 July 2018</b>	<b>Minor Variation to vary Designated Premises Manager granted under delegated powers</b>

**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 04 September 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 Mars Hill Alloa FK10 1AB</b>	<b>Kelly Whyte</b> [REDACTED] [REDACTED] [REDACTED]	<b>14 September 2018</b>	<b>Application LSO Report and Applicants response (copies attached)</b>





ALLOA TOWN HALL

DATE OF EVENT	14/9/18
LICENCE NO	18/00407/OCCLIC
TO POLICE & WEB	11/8/18

**APPLICATION FOR OCCASIONAL LICENCE**

of LSO  
 REPT RETE  
 ✓ sub 15/8/20

To:

Clerk to the Licensing Board  
 Kilncraigs  
 Alloa  
 FK10 1EB

PAID 30 JUL 2018

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	

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<b>2. PERSONAL DETAILS</b>			
<b>TITLE</b> (delete as appropriate) <b>MR MRS MISS MS OTHER</b> (please state)			
<b>FORENAMES</b>	Whyte		
<b>SURNAME</b>	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.			
<b>DATE OF BIRTH</b>	Day	Month	Year
<b>ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES</b>			
<b>Post Town</b>		<b>Postcode</b>	
Alloa			
<b>TELEPHONE NUMBERS</b>			
DAYTIME			
EVENING			
MOBILE			
<b>FAX NUMBER</b>			
<b>E-MAIL ADDRESS</b> (if you would prefer us to correspond with you by e-mail)			

<b>3. THE PREMISES</b> (where the event is to be held -See note and answer fully)
Description of Premises. <b>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.</b>



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  
badge  
holders)

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

A buffet prepared off site will be supplied to Boxers, coaching staff and officials

**4. DURATION OF LICENCE**

Start Time and Date

1800hrs on  
14/09/2018

End Time and Date

Midnight on  
14/09/2018

**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

1945hrs - 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

9-17 years of age

Times at which Children or Young Persons Permitted Entry

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**

26/07/2018

**\* Data Protection Act 1998**

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**8. CHECKLIST - Please tick**





**Development and Environmental Services**  
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/OL/REP**

**Your Ref: 18/00407/OCCLIC**

**Date: 15 August, 2018**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application – Kelly Whyte  
Amateur Youth Boxing event – 14 September, 2018  
Alloa Town Hall, Marshill, Alloa**

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

Having considered the content of the application 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 7.00pm 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 – subject to any local conditions.
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. This approach has proven to be successful.
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.
  - 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 14 September, 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.







**Re: Occasional Licence Alloa Town, Alloa -14 September 2018**  
Kelly Whyte to: June Andison

20/08/2018 13:55

Dear June,

In relation to letter you have sent me, the local conditions suggested are conditions we already have in place and follow. we always have a doctor and a number of first aiders at the event. kids are always kept to the changing rooms, stage and balcony area where no alcohol can be consumed and with a adult present. kids are our first priority, we don't stand for bad behaviour our stewards know this. we always use plastic and all staff have the correct training in place for the event. all staff are all briefed before the event to know whats expected of them.

thanks kelly

On Mon, 20 Aug 2018, 13:14 June Andison, <[jandison@clacks.gov.uk](mailto:jandison@clacks.gov.uk)> wrote:

June Andison  
Licensing Administrator  
Clackmannanshire Council  
3rd Floor 1936 Building  
Kilncraigs  
Greenside Street  
Alloa  
FK10 1EB

Tel 01259 452093

\*\*\*\*\*

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**CLACKMANNANSHIRE LICENSING BOARD**

**MEETING 04 September 2018 at 09.30am in**

**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>John Lamond</b>	<b>20 June 2018</b>	<b>Notice in Terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005 received from Police Scotland. Representation received from Licensing Standards Officer (copies of application, notice and representation attached)</b>
<b>2.</b>	<b>Catherine McIntosh Hunter</b>	<b>29 June 2018</b>	<b>Notice in Terms of Section 73(3)(a) of the Licensing (Scotland) Act 2005 received from Police Scotland. (copy of application and notice attached)</b>





**PERSONAL LICENCE**  
**First Application or Renewal Application**

Before completing this form please read the guidance notes at the end of the form.

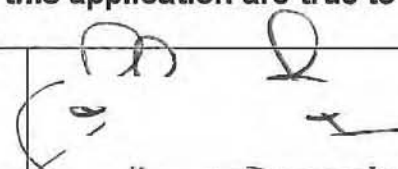
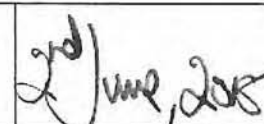
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in **BLACK INK**. Use additional sheets, if necessary.

You may wish to keep a copy of the completed form for your records.

1. Your Personal Details			
If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read Note 1.			
Full Name	Title	Surname	First Name
	Mr	Lamond	John
National Insurance Number			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Home Address (Including Postcode)	F		
Telephone Number	Daytime		
	Evening		
Fax Number			
Email Address			
Address for Correspondence if different from above			

<b>2. YOUR LICENSING QUALIFICATION</b> Read Note 2.		
I hold an accredited qualification	YES	<del>NO</del>
IF YOU HAVE TICKED YES <del>PLEASE</del> PROVIDE A COPY OF YOUR QUALIFICATION WITH YOUR APPLICATION		
<b>3. FIRST APPLICATIONS ONLY</b> This section should only be completed if you are submitting your first application to this Licensing Board. If answering YES to any question please provide details below.		
<b>Note: YOU MAY ONLY HOLD ONE PERSONAL LICENCE AT A TIME</b>		
Do you currently hold a personal licence?	<del>YES</del>	NO
Do you currently have any outstanding applications for a personal licence with this or any other Licensing Board	<del>YES</del>	NO
Has any personal licence held by you been forfeited in the last 5 years?	<del>YES</del>	NO
Licensing Board		
Licence Number		
Date of Expiry		
Date of Issue		
Any Further Details		
<b>4. RENEWAL ONLY</b> This section should be completed only if you are applying for a renewal of your existing licence. Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below		
<b>DETAILS OF CURRENT PERSONAL LICENCE</b>		
LICENSING BOARD		
LICENCE NUMBER		
DATE OF ISSUE		
DATE OF EXPIRY		
ANY FURTHER DETAILS		
If you cannot provide your personal licence, provide a statement explaining why		



OTHER PERSONAL LICENCE					
<b>Note: You may only hold one personal licence at a time</b>					
I confirm that I do not hold any personal licences other than the one submitted for renewal			<table border="1"> <tr> <td style="width: 50px;">YES</td> <td style="width: 50px;">NO</td> </tr> </table>	YES	NO
YES	NO				
5. CHECKLIST					
I have		Please Tick Yes			
<ul style="list-style-type: none"> <li>Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3</li> </ul>		✓			
<ul style="list-style-type: none"> <li>Enclosed a copy of any licensing qualification I hold</li> </ul>		✓			
<ul style="list-style-type: none"> <li>Enclosed my current personal licence (renewal only)</li> </ul>		✓			
<ul style="list-style-type: none"> <li>Made or enclosed payment of the fee for the application</li> </ul>		✓			
6. PREVIOUS CONVICTIONS					
You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none" Read note 4.					
OFFENCE	COURT	DATE	PENALTY		
Assault	Alloa	05.10.2017	6 months' supervision		
7. DECLARATION					
The contents of this application are true to the best of my knowledge and belief					
SIGNATURE (read note 5)			DATE 		

**PLEASE NOTE – 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))

**NOTES**

Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament  
<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the protection and detection of fraud. For more details, please contact the Senior Auditor, on telephone number 01259 45000





27/06/2018

Your Ref:CC774

Our Ref : 150575

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



**POLICE  
SCOTLAND**

Keeping people safe

Iain Livingstone QPM  
Deputy Chief Constable Designate  
Forth Valley Division Headquarters  
West Bridge Street  
Falkirk  
FK1 5AP

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A  
PERSONAL LICENCE  
JOHN LAMOND, (**

I refer to the above application and in terms of Section 73(3)(b) of the Licensing (Scotland) Act 2005, I have to advise you that based upon the information provided to Police Scotland, the applicant has been convicted of the following relevant offence(s).

Date	Court	Crime/Offence	Disposal
30/08/17	Alloa Sheriff Court	Assault to injury – child Assault to injury – domestic	Community Payback Order 6 months supervision period 6 months.

The conviction on 30/08/17 relates to an offence committed on 14/03/15 by John Lamond whereby he assaulted his daughter and his now estranged wife.

Both John Lamond and his now estranged wife had been drinking in the house. There was an argument between John Lamond and his daughter over various issues. This resulted in him grabbing his daughter by the hair from behind and pushing her onto the floor.

John Lamond's now estranged wife intervened by slapping him on the back. He then grabbed her by both arms and threw her onto the couch.

John Lamond's daughter then shouted at him and he grabbed her by the throat and pushed her backwards.

When his now estranged wife threatened to contact Police John Lamond left the house and did not return.

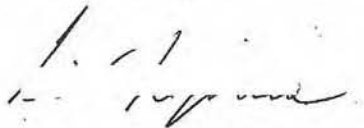
Police were not contacted at this time.

On 26/03/17 John Lamond's now estranged wife contacted Police to report the incident.

On 18/04/17 John Lamond was cautioned and charged by Police.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Iain Livingstone', written over a faint, illegible stamp or background.

Iain Livingstone QPM  
Deputy Chief Constable Designate

For enquiries please contact the Licensing Department on 01324 678850.



**Memo**

To: The Clerk  
Clackmannanshire Licensing Board  
Kilncraigs  
AlloaFK10 1EB

From: Paul Fair, Licensing Standards Officer  
Extension: 01259 452091  
Email: pfair@clacks.gov.uk  
Our Ref: PF/LSO/PLH App/CC774  
Your Ref: 18/00335/PERLIC  
Date: 12 July, 2018

**Licensing (Scotland) Act, 2005  
Application for a Personal Licence  
John Lamond, 125 Stirling Street, Alva, FK12 5EF**

1. In terms of Section 73A(2) of the Licensing (Scotland) Act, 2005 (the Act) I wish to make a representation in relation to the application for a personal licence made by John Lamond, 75 Park Crescent, Sauchie, FK10 3DT
2. This representation asks that the Licensing Board consider the information contained in paragraphs 3-11 and the before coming to a decision as to whether or not to grant a personal licence to the applicant.
3. The applicant has declared a recent conviction for assault. He was convicted at Alloa Sheriff Court on 5 October, 2017 in relation to an offence which took place on 23 March, 2017.
4. Assault is a relevant offence for the purposes of the Licensing (Scotland) Act, 2005
5. The circumstances surrounding the conviction are that during a heated domestic argument with his 16 year old daughter he pushed his wife aside and struck his daughter. No serious injury was caused to either party.
6. Taking into consideration all of the information available I do not believe that the application can be granted under delegated powers and that the Board should satisfy themselves that no grounds for refusal of the personal licence exist prior to determination of the application.

Paul Fair

Civic Licensing Standards Officer



CC775



**CLACKMANNANSHIRE  
LICENSING BOARD**

**APPLICATION FOR A PERSONAL LICENCE**

**FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form 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.

PAID 29 JUN 2018

V. Ferguson

**1. Your personal details. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read Note 1.**

**TITLE** (delete as appropriate): Mr Mrs Miss Ms Other (please state)

Surname	UUNTER
Forenames	Catherine McIntosh
Date and Place of Birth	11/11/1971
National Insurance Number	—

**ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)**

111 ...

Post Town :	Post Code
-------------	-----------

**TELEPHONE NUMBERS**

Daytime	
Evening	
Mobile	07810 11111

**FAX NUMBER**

E-mail address (if you would prefer us to correspond with you by e-mail)

If you cannot provide your personal licence, provide a statement explaining why

**OTHER PERSONAL LICENCE**

**Note: You may only hold one personal licence at a time**

Please Tick

I confirm that I do not hold any personal licences other than the one submitted for renewal

YES

NO

**5. CHECKLIST**

I have

Please Tick Yes

- Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3
- Enclosed a copy of any licensing qualification I hold
- Enclosed my current personal licence (renewal only)
- Made or enclosed payment of the fee for the application


**6. PREVIOUS CONVICTIONS**

You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none" Read note 4.

OFFENCE	COURT	DATE	PENALTY
DWP fraud	Pelkirk	June 2016	30 hrs Community Service

**7. DECLARATION**

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

SIGNATURE (read note 5)		DATE	24/6/18.
-------------------------	---	------	----------

**PLEASE NOTE - 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))

NOTES

19/07/2018

Your Ref: CC775

Our Ref: 338764

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



**POLICE  
SCOTLAND**

Keeping people safe

Iain Livingstone QPM  
Deputy Chief Constable Designate  
Forth Valley Division Headquarters  
West Bridge Street  
Falkirk  
FK1 5AP

Dear Sir,

**LICENSING (SCOTLAND) ACT 2005 - APPLICATION FOR THE GRANT OF A  
PERSONAL LICENCE  
CATHERINE MCINTOSH HUNTER, .....**

I refer to the above application and in terms of Section 73(3)(a) of the Licensing (Scotland) Act 2005, I have to advise you that, based upon the information provided to Police Scotland, the applicant has not been convicted of any relevant offence.

I am unable to confirm the existence of any foreign offence in respect of the applicant.

However the Chief Constable wishes to provide information as provided for under Section 73(5) of the Licensing (Scotland) Act 2005 which it is assessed impacts on the applicant's fitness to hold a personal licence.

Based upon the information provided and as far as the Chief Constable is aware, the applicant has been convicted of the following offences.

Date	Court	Crime/Offence	Disposal
13/04/16	Falkirk Sheriff Court	1. Tax Credits Act 2002 Section 35 2. Social Security Administration Act	Community Payback Order - 300 hours within 9 months.

		1992 Section 111A(1)(A) 3. Social Security Administration Act 1992 Section 111A(1)(A)	
--	--	--	--

In terms of Section 73(5) of the 2005 Act I am providing the additional following information in relation to the applicant which is relevant to the Board's consideration of the application:-

Charge 1 refers to an offence which occurred between 6/04/2011 and 22/10/2014 whereby the applicant claimed Tax Credits and received payments amounting to £38,201.83. She had declared that she was a single parent and her application was determined based on the circumstances she had declared, with the amount increasing annually with the annual uprating of benefit.

Charge 2 refers to the applicant claiming housing and council tax benefits amounting to £7923.97 between 1/08/2011 and 19/05/2013. She had declared that she was a single parent who was claiming income support, tax credits and carers allowance.

Charge 3 refers to the applicant claiming income support for herself and 2 dependants amounting to £2558.26 between 22/07/2013 and 21/08/2014. She had declared that she was a single parent who had ceased employment.

In relation to the above charges, the applicant had failed to report that she was actually living with and being maintained by her partner. The total amount of money falsely claimed for amounted to £48,690.06.

Police Scotland takes the view that the above circumstances, whilst not relating to a relevant offence, directly impacts upon the applicants suitability to be entrusted with upholding the licensing objective of preventing crime and disorder and recommends that this application be refused.

Yours faithfully



Iain Livingstone QPM  
Deputy Chief Constable Designate

For enquiries please contact the Licensing Department on 01324 678850.



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**Report to the Licensing Board**

---

**Date of Meeting: 4 September 2018**

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**Subject: General Permitted Extension - Festive Period 2018 -19**

---

**Report by: Clerk to the Licensing Board**

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**1.0 Purpose**

1.1 The purpose of this report is to enable the Licensing Board to consider its approach to the festive period 2018-19.

**2.0 Background**

2.1 For a number of years the Board has agreed a general permitted extension to licensing hours over the festive period. This approach has been well received by the licensed trade. However this year the Board is currently consulting on its Statement of Licensing Policy, which has resulted in a slightly different approach being proposed.

**3.0 Recommendation**

3.1 It is recommended that the Board:

3.1.1 Note that the current consultation on the Statement of Licencing Policy has incorporated the Festive Policy

3.1.2 Agree that it would not be appropriate for the Board to make any determination in respect of any licensed hours for a general extension of the festive policy until the consultation has closed

3.1.2 Agree that any general extension incorporated into the revised Statement of Licensing Policy 2018 shall apply for the period of 14 December 2018 to 2 January 2019.

**4.0 Consideration**

4.1 For 4 years the Board has granted a General Extension of licensed hours for the Festive Period. This approach has now been incorporated into the current consultation on the Statement of Licensing Policy.

The revised Statement of Licensing Policy out for consultation proposes a general extension of one additional hour to the terminal hour on all On Sales

premises, unless that would extend trading beyond 2 am. This has been the same approach taken by the Board in previous years. As indicated above, to date this policy has been well supported, by the Police and the trade in particular, and there is no reason that this support will not continue in the consultation. However it would not be appropriate to make a policy determination on a matter which is currently out for consultation.

The consultation draft of the Statement does indicate that the dates that the festive policy will apply will continue to be set at this meeting in the cycle by the Board. Therefore it has been considered appropriate at this point to make a recommendation on when any agreed festive policy would apply. This will give the trade the opportunity to begin to plan for the festive period. It will also mean that a further report on this matter will not be required, if the final approved Statement of Licensing Policy includes a festive policy element.

- 4.2 Finally, even if the general extension provisions in the draft Statement are amended before the final draft is approved, adopting a general extension approach is the preferred option. This is because the administration of extended hours applications can be time consuming for the licensing team, as the Licensing Standards Officer is required to submit a report on each application, even if there are no concerns regarding the extension in question. As a result of this requirement, applications for extended hours cannot be determined under delegated powers, and require Board Members to approve each application. The fee payable for this is £10 and does not cover the cost of processing the application. Separately, this imposes a regulatory burden on licensed premises.

#### **4.0 Sustainability Implications**

- 4.1. None

#### **5.0 Resource Implications**

##### *5.1. Financial Details*

- 5.2. As reported previously to the Board the potential reduction in the number of extended hours applications will result in continued reduced income. However the cost of processing an application far exceeds the statutory fee and the loss of income is offset by the overall benefits gained by the Board, Council and applicants as detailed in this report.

##### *5.3. Staffing*

The grant of a general extension would remove the requirement for licence holders to submit an extended hours application. This would reduce the administrative burden on the licensing service, and would not require the Board to determine applications subject to a LSO report at short notice and prior to the Festive Break.

## 6.0 Equalities Impact

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

Yes  No

## 7.0 Legality

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

## 8.0 Appendices

8.1 None.

## 9.0 Background Papers

9.1 Consultation on the Statement of Licensing Policy .

### 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	