



NOTICE OF MEETING

11 March 2019

A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 19 MARCH 2019 at 9.30 am.



LINDSAY THOMSON
Clerk to the Clackmannanshire 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 minutes of Clackmannanshire Licensing Board held on 26 February 2019 (Copy herewith)	05
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	Applicant: Greg McMullan, The Royal Oak Hotel, Bedford Place, Alloa	
	Event: Joint 18 th and 70 th Birthday Party – 29 March 2019	
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	Premises: Alloa Town Hall, Marshill, Alloa	
	Applicant: Caroline Allan	
	Event: Ultra White Collar Boxing Event - 30 March 2019	
6.	AOCB	--

Clackmannanshire Licensing Board – Board Members 9 (Quorum 5)

Councillors

Wards

Councillor	Kenneth Earle (Convenor)	4	Clackmannanshire South	LAB
Councillor	Mike Watson (Vice Convenor)	3	Clackmannanshire Central	CONS
Councillor	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 FEBRUARY 2019 at 9.30 am.

PRESENT

Councillor Kenneth Earle, (Chair)
Councillor Donald Balsillie
Councillor Martha Benny
Councillor Dave Clark
Councillor Helen Lewis
Councillor Tina Murphy

IN ATTENDANCE

June Andison, Licensing Administrator
Paul Fair, Licensing Standards Officer
Andrew Crawford, Team Leader, Environmental Health and Licensing
Lindsay Thomson, Senior Service Manager, Partnership & Performance (Clerk to the Board)
Melanie Moore, Committee Services

1.0 APOLOGIES

Apologies were received from Councillor Les Sharp, Councillor George Matchett, QPM and Councillor Mike Watson.

2.0 DECLARATIONS OF INTEREST

None.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 22 JANUARY 2019

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 January 2019 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 22 January 2019 were agreed as a correct record and signed by the Chair.

Agenda items 4(i) and 4(ii) were put before the Board for information only as they had been granted under delegated powers.

4.0 LICENSING (SCOTLAND) ACT 2005

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

A list of applications numbered 1-2 (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 Personal Licence applications numbered 1-2 (inclusive) had been granted under delegated powers.

(ii) Applications for Personal Licence Renewals with Refresher Training – Granted Under Delegated Powers

A list of applications numbered 1-8 (inclusive) for personal licence renewals with Refresher Training which had been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the Personal Licence applications numbered 1-8 (inclusive) had been granted under delegated powers.

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

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

Decision

The Board agreed to note that the Transfer of Licence application had been granted under delegated powers.

5.0 LICENSING (SCOTLAND) ACT 2005

(i) Application for Occasional Licence – 2 March 2019

Applicant: Gregory McMullan, The Royal Oak, Bedford Place, Alloa

Premises: Cochrane Hall, West Stirling Street, Alva, FK12 5JL

Event: 18th Birthday Party – 2 March 2019

Attending

Mr Gregory McMullan, Applicant

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the applicant, the Licensing Standards Officer and Police Scotland and had the opportunity to put questions to them all.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 19) of the Licensing Standards Officer's report dated 13 February 2019.

Moved by Councillor Donald Balsillie. Seconded by Councillor Dave Clark.

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 (page 19) of the Licensing Standards Officer's report dated 13 February 2019, 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 licence Holder 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.
- 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.
- All persons over the age of 18 years of age and who have satisfied the terms of the "Challenge 25" age verification process mentioned by the applicant in his application will be fitted securely with a tamper proof wrist band. Alcohol will not be sold to any person not wearing such a wrist band.

Action

Clerk to the Board

(ii) Application for Occasional Licence – 10 March 2019

Applicant: Craig Stewart, The Royal Oak, Bedford Place, Alloa

Premises: Cochrane Hall, West Stirling Street, Alva, FK12 5JL

Event: Alloa Masters Darts Exhibition – 10 March 2019

Attending

Mr Craig Stewart, Applicant

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the applicant and the Licensing Standards Officer and had the opportunity to put questions to them.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 29) of the Licensing Standards Officer's report dated 31 January 2019.

Moved by Councillor Donald Balsillie. 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 (page 29) of the Licensing Standards Officer's report dated 31 January 2019, 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 licence Holder can be consumed at the event.
- At least 8 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 in relation to the safety and wellbeing of children and young persons attending the event.
- At least one person who holds a suitable first aid qualification must be on duty at the event.

- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol.
- Only staff trained will be permitted to make sales of alcohol.
- Any music or other entertainment must cease at no later than 22:30 hours.
- All Children and young persons must remain in the company of a parent or other formal guardian over the age of 18 years of age and must remain in the upper Balcony area for the duration of the event. Except when that child or young persons is participating in a darts match.
- No Alcohol is to be taken to or consumed in the Balcony, foyer, stairwells, upper landings or toilets.
- A full briefing document detailing the terms of the licence, including local conditions with the protecting children from harm licensing objective should be prepared and supplied to all Stewards on duty at the event. A copy of this Document should be made available to the Licensing Board and Licensing Standards Officer at least 7 days prior to the event.

Action

Clerk to the Board

(iii) Application for Occasional Licence – 15 March 2019

Applicant: Andrew Mapstone

Premises: Alloa Town Hall, Marshall, Alloa

Event: Live Music Night – 15 March 2019

Attending

The applicant did not attend.

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the Licensing Standards Officer and Police Scotland and had the opportunity to put questions to them all.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in Appendix A (page 38) of the Licensing Standards Officer's report dated 31 January 2019.

Moved by Councillor Donald Balsillie. Seconded by Councillor Martha Benny.

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 (page 38) of the Licensing Standards Officer's report dated 31 January 2019, 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 licence Holder can be consumed at the event.
- At least 9 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 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 number.) 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 will prepare a written age verification document to be approved as suitable by the Licensing Standards Officer at least 72 hours in advance of the event. The Age verification Policy confirm in detail the operation of the “wristband” policy to be utilised at the event, and will set out the steps to be taken by those serving and selling alcohol at the event, to ensure that those purchasing alcohol and who appear to the seller to be under 25 of age are over 18 years of age. The policy will detail the documents that will be accepted by staff on duty and include a confirmation that all staff have been suitably trained in relation to the policy and have a place for each member of staff to sign a statement confirming that they have understood the policy.
- A Copy of the Age Verification Policy and the training record relating to that Policy will be kept on the premises and made available during the period of the licence for inspection by Police Scotland or the Licensing Standards Officer.

Action

Clerk to the Board

(iv) Application for Occasional Licence – 16 March 2019

Applicant: Craig Stewart, The Royal Oak, Bedford Place, Alloa

Premises: Alloa Town Hall, Marshall, Alloa

Event: Fundraising Sportsman’s Dinner – 16 March 2019

Attending

Mr Craig Stewart, Applicant

Mr Gregory McMullen, Applicant

Mr Paul Fair, Licensing Standards Officer

Claire MacKenzie, Police Scotland

The Board heard representations from the Police Scotland, the applicant and the Licensing Standards Officer and had the opportunity to put questions to them all.

The Licensing Board, having heard representation from Police Scotland, the applicant and the Licensing Standards Officer and having had the opportunity to put questions, agreed to adjourn at this point in the proceedings (1100 hrs). The meeting resumed at 1135 hrs.

Motion

Having considered all of the information presented to it and having had the opportunity for questions, that the Board grants the application for an occasional licence subject to the conditions set out in below.

Moved by Councillor Donald Balsillie. Seconded by Councillor Martha Benny.

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 two conditions set out in below:

- The bar will close if disorderly conduct occurs and will remain closed until those patrons involved have left the premises.

- At least 4 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.

6.0 AOCB

None.

Ends 11.45 am

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

CLACKMANNANSHIRE LICENSING BOARD

MEETING 19 March 2019 at 09:30am

The Council Offices, Kilncraigs, Alloa, FK10 1EB

Licensing (Scotland) Act 2005

Personal Licence(s) Renewals with Refresher Training

No.	Applicant	Date Received	Comments
1.	David McGuire	17 January 2019	Personal Licence granted under delegated powers
2.	Toni-Ann Lockie	17 January 2019	Personal Licence granted under delegated powers
3.	Thomas Bisland c/o Aldi Stores Ltd (Bathgate) Pottishaw Road Junction 4/M8 Bathgate West Lothian EH48 2FB	19 January 2019	Personal Licence granted under delegated powers

CLACKMANNANSHIRE LICENSING BOARD

Report to the Licensing Board

Date of Meeting: 19 March 2019

Subject: Revocation of Personal Licences

Report by: Clerk of the Licensing Board

1.0 Purpose

- 1.1 The Licensing (Scotland) Act 2005 prescribes that all personal licence holders must undergo mandatory training in a form prescribed by the Scottish Ministers no later than 3 months following the period beginning 5 years from the date that the personal licence was issued. Personal Licences that were issued between May 2013 and October 2013 the holder had until between July 2018 and December 2018 to complete the mandatory refresher training, failing which the Board must revoke the licence.
- 1.2 The Board is therefore asked to take the following procedural steps to deal with the matters contained in this report.

2.0 Recommendation

- 2.1 That the Board makes a formal decision to revoke the personal licences set out in the table appended to this report in terms of section 87(3) of the Licensing (Scotland) Act 2005.

3.0 Considerations

- 3.1 The 2005 Act prescribes that all personal licence holders must undertake refresher training and thereafter provide the Board with confirmation of the completed training within a period of 5 years and 3 months following the date of the issue of the licence. Where the licence holder fails to do so, the Board must revoke the licence.
- 3.2 The Board is required to notify all licence holders not less than 3 months before the expiry of the requirement to undertake and provide evidence of refresher training. The Board first wrote to affected licence holders in April 2014 subsequent reminders have been sent to remind them of this requirement.
- 3.3 The licence holders identified in the table at appendix 1 have failed to comply with the requirements under the 2005 Act. The Board must therefore revoke the licences.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. *Financial Details*

5.2. None

5.3. *Staffing*

The impact of this procedural step will be absorbed into existing resources.

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

8.2 Appendix 1 - Table of Personal Licences to be revoked

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
June Andison	Licensing Administrator	2091

Approved by

NAME	DESIGNATION	SIGNATURE
Lindsay Thomson	Clerk to the Licensing Board	

PERSONAL LICENCES ISSUED 2013

NAME	LICENCE NO	NAME	LICENCE NO	NAME	LICENCE NO
Alan Hunter	CC531	Amy Broome	CC527	Angela Margaret McTaggart	CC524
Bryan Starkey	CC499	Cassandra Rankin	CC528	Charlene Cook	CC533
Christina Whyte	CC553	David Hannigan	CC516	David McGilliard	CC535
Deluxe Edo	CC536	Fiona Marshall	CC550	Grant Wayley	CC472
Jacquelynn Archer	CC529	Jahan Zaib Tayyab	CC520	Jason Lee	C539
Jillian Conroy	CC542	Katalin Tomkinson	CC503	Kelly Ann Russell	CC504
Kellyann Beveridge	CC514	Khalid Gehlan	CC521	Kirsten Abel	CC517
Lauren Fraser	CC510	Lisa Garrow	CC513	Louise Campbell	CC415
Mark Martin Swan	CC522	Michelle Hunter	CC509	Steven Waghorn	CC563
Stuart Peter Gardner	CC515	Tamara Hensby	CC506	Taswar Iqbal	CC543
Tracy Polley	CC552	Trevor Fairley	CC556	Victoria Alice Richardson	CC523
Vikki Richardson	CC456				

CLACKMANNANSHIRE LICENSING BOARD

MEETING 19 March 2019 at 09:30am in

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

Licensing (Scotland) Act 2005

Occasional Licence Applications

Premises	Applicant	Date of Event	Comments
Cochrane Hall West Stirling Street Alva FK12 5LJ	Gregory McMullan The Royal Oak 7 Bedford Place Alloa FK10 3DE	29 March 2019	Application, LSO Report and Police Scotland Representation (copies attached)
Alloa Town Hall Mars Hill Alloa FK10 1AB	Caroline Allan 217 Allanton Road Allanton Shotts ML7 5AQ	30 March 2019	Application, LSO Report and Applicants response (copies attached) Police Scotland response no objection 21 February 2019



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: 19/00100/OCCLIC

Date: 6 March, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application – Greg McMullan
18th Birthday Party – 29 March 2019
Cochrane Hall, Cochrane Park, Alva.**

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 joint 18th and 70th Birthday Party, with DJ playing during the course of the night.
2. The event is to be licensed between 7.00pm on Friday 29 March, and 1.00am on Saturday 30 March, 2019.
3. There will be persons under the age of 18 years permitted on the premises during the event. They will consist of a mix of friends and relatives of celebrants.
4. Persons under the age of 18 will only be permitted access to the venue if they are accompanied by an adult.
5. Entry to the event will be permitted to invited guests only.
6. The premises are suitable for an event of this nature.
7. The applicant is a personal licence holder with sufficient experience in providing external bar facilities at a variety of events.
8. I am unaware of any matters of concern relating to any of the previous events hosted by the applicant under an occasional licence granted by Clackmannanshire Licensing Board.
9. 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.

10. There will be a personal licence holder present and authorising the sale of alcohol at the event.
11. The application indicates that SIA stewards **will** be provided at the event. Although there are very few concerns about the likely standard of behaviour of invited guests, it may be that uninvited guests may attempt to attend this event. The wide circulation of the existence of such events on social media platforms such as Facebook and Twitter means that on occasion uninvited guests can descend on a particular venue and attempt to gain entry.
12. In the past the Board have required SIA stewarding at a number of 18/21st Birthday parties, and Live Music events.
13. This event also seeks to allow the attendance of persons under the age of 18. The presence of properly licensed stewards will contribute to ensuring the requirements of the protecting children and Young persons from harm licensing objective is met
14. The matter of stewards has been recognised in the application by the applicant and explained to the event organiser. The applicant is obviously fully aware of the stewarding requirements imposed by the Board at a number of previous events he has provided bar services for.
15. The applicant is aware of the requirements for a rigid age verification policy to be in place for this event. I will also discuss this with the event organiser, prior to the event, to ensure that any persons who appear to be under 25 years of age and wishing to purchase alcohol, attend the event in possession of suitable forms of identification.
16. The applicant has indicated that age verification wristbands will be utilised to ensure that only persons over the age of 18 can obtain alcohol at the bar or within the hall.
17. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence. The applicant has acknowledged the likelihood of these conditions being imposed on the licence.
 - Sufficient SIA Licensed Stewards (suggest 2 would be sufficient as only required for door control)
 - 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.
 - Written age verification policy to be retained on site, staff and stewards properly briefed in respect of this policy
 - Only alcohol sold at the event can be consumed at the event



Licensing Standards Officer.

18th Birthday Party : 29 March, 2019, Cochrane Hall

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 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.
- 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.
- All persons over the age of 18 years of age and who have satisfied the terms of the "Challenge 25" age verification process mentioned by the applicant in his application will be fitted securely with a tamper proof wrist band. Alcohol will not be sold to any persons not wearing such a wrist band.

22/02/2019

Your Ref: 29/3/2019 – Gregory
McMullan

Our Ref: 395279

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



Iain Livingstone QPM
Chief Constable

Forth Valley Division Headquarters
West Bridge Street
Falkirk
FK1 5AP

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
OCCASIONAL LICENCE APPLICATION
PREMISES: COCHRANE HALL. WEST STIRLING STREET, ALVA, FK12 5LJ
APPLICANT: GREGORY MCMULLAN**

I refer to the above application and in terms of Section 58(1)(b)(ii) of the Licensing (Scotland) Act 2005, I make the following representation in relation to the application.

The application is to provide alcohol at a joint 18th and 70th birthday party on 29/03 2019. Given that 18th birthday parties are high risk events in terms of disorder Police Scotland recommend that the application be granted subject to following conditions which are in keeping with the Clackmannanshire Council Statement of Licensing Policy:

1. All alcohol must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate Bottles and drinking vessels.
2. Only alcohol sold at the event by the licence Holder can be consumed at the event.
3. 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.

4. 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.
5. 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.
6. All persons who have satisfied the terms of the "Challenge 25" age verification process will be fitted securely with a tamper proof wrist band. Alcohol will not be sold to any persons not wearing such a wrist band.

It is appreciated that the applicant has stated on the application form that two stewards will be provided, that a band policy will be in place and that all drinks will be decanted into plastic drinking vessels. Police would ask that these are implemented as conditions to ensure these measures are adhered to and that the additional conditions are considered in order to ensure the licensing objectives are adhered to during this event.

This representation is submitted for your attention in consideration of this application.

Yours faithfully

Iain Livingstone QPM
Chief Constable

For enquiries please contact the Licensing Department on 01324 678850.

PS - Representation

DATE OF EVENT	29/3/19
LICENCE NO	19/00100/0CC/LIC
TO POLICE & WEB	11/2/19

Licensing Board

LSO REPORT REQ 27/2

Application for an Occasional Licence

To:

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

PAID - 8 FEB 2019
 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.

FRIDAY 29th MARCH, 2019 – COCHRANE HALL – JOINT 18th and 70th BIRTHDAY PARTY	
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	THE ROYAL OAK HOTEL, 7 BEDFORD PLACE, ALLOA, CLACKS, FK10 3DE CC203 – CLACKS COUNCIL
Licence number and Issuing Licensing Board (if applicable)	N/A
Personal licence number (if applicable) Issuing Licensing Board	CC81 – CLACKS COUNCIL

PS
 PAID - 8 FEB 2019
 EIO



Licensing Board

Name of voluntary organisation or Members Club (if applicable)		N/A	
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event (see guidance notes)		GREG MCMULLAN – CC81	
2. Personal Details			
Full Name	Surname	First Name	
	MCMULLAN	GREG	
Address where ordinarily resident to be used for correspondence purposes.	THE ROYAL OAK HOTEL 7 BEDFORD PLACE ALLOA FK10 1LJ		
Telephone Number			
Email Address	<u>THEROYALLOAK.ALLOA@GMAIL.COM</u>		
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
3. The Premises (See note and answer fully)			
Description of Premises: COCHRANE HALL – THE COCHRANE HALL IS A STAND ALONE COMMUNITY BUILDING WITH AMPLE CAR PARKING SURROUNDING AND ADJACENT TO THE VICINITY. THE LICENCE IS TO COVER THE MAIN HALL, ENTRANCE HALL, AND TOILET AREAS ONLY			
Full Postal Address of Premises which this Application Refers to: COCHRANE HALL COCHRANE PARK WEST STIRLING STREET ALVA CLACKS FK12 5LJ			
Description of Activities to be Carried on in the Premises (see note and answer fully) JOINT 18TH AND 70TH BIRTHDAY PARTY. THIS WILL BE A BIRTHDAY CELEBRATION WITH LIVE MUSIC PROVIDED BY A DJ, AND CELEBRATING AND DANCING THROUGHOUT THE EVENING. THERE WILL BE 2 DOOR STEWARDS IN PLACE. FOR MORE DETAILS, CONTACT JEANNE GALLAGHER			
Approximately how many persons will attend event ?		100 PEOPLE	



Licensing Board

Will Stewards to be provided ?	Yes
Is food to be provided at the event	Yes
If Yes - please provide details	
YES – THE FAMILY WILL BE PROVIDING THEIR OWN BUFFET FOR FAMILY AND GUESTS	
4. Duration of Licence	
Start Time and Date	End Time and Date
19.00PM – FRIDAY 29 TH MARCH 2019	01.00AM – SATURDAY 30 TH MARCH 2019
5. Alcohol Consumption	
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 required when alcohol will be sold on the premises.	
Times for sale of alcohol for consumption - On premises	Times for sale of alcohol for consumption - Off premises
19.00PM – 01.00AM	N/A
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
<p>GUESTS SHALL ARRIVE FROM 19.00PM, WHEN THE DJ, MUSIC AND CELEBRATING SHALL COMMENCE. THERE WILL BE A BUFFET BEING SERVED AT ROUGHLY 9PM, AND AFTERWARDS THE DANCING AND CELEBRATING WILL COMMENCE ONCE MORE. THERE WILL BE 2X DOOR STEWARD PRESENT. THERE WILL ALSO BE A WRISTBAND GIVEN TO ANYONE WITH THE CORRECT IDENTIFICATION, ANYONE WITHOUT WILL NOT GET ONE, MAKING IT EASIER FOR THE STAFF ON DUTY TO POLICE THE PARTY.</p> <p>ALL DRINKS WILL BE DECANTED IN TO PLASTIC VESTIBULES, AND NO GLASS WILL BE ALLOWED.</p> <p>LAST ORDERS WILL BE CALLED AT 00.30AM WITH THE BAR CLOSING AT 00.40AM. THE HALL WILL BE CLEARED FOR 01.00AM</p>	



Licensing Board

6. Children	
(This section must be completed where alcohol is for sale for consumption on the premises)	
Are children or young persons permitted entry?	Yes/No
If 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
3 -17 YEARS (12 MAXIMUM)	19.00PM – 01.00AM
Parts of Premises to which Children or Young Persons Permitted Entry	
ALL LICENCED AREAS ONLY	
7. Signature and Declaration by Applicant	
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	Dated 6 TH FEBRUARY 2019

*** 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	X



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: 19/00118/OCCLIC

Date: 6 March, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application – Caroline Allan
Ultra White Collar Boxing Event
30 March, 2019**

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 boxing show/demonstration, Details of the event are disclosed on the application form
2. The event is to be licensed between 4:00pm and 11:00pm on Saturday 30 March 2019.
3. Approximately 400 persons may attend the event.
4. Stewards will be provided at the event, the event organiser confirms that these will be SIA licensed stewards, additional information obtained confirms that there will be sufficient SIA Stewards at the event, although the final number is to be confirmed
5. No person under the age of 18 years of age will be on the premises during the event.
6. The application indicates that the hall set up will include a VIP area, in which the event organiser seeks consent to provide table service of alcohol to guests. All alcohol will be decanted into or served in plastic or polycarbonate containers.
7. An inspection of the event at Alloa Town Hall on 31 March 2018, confirmed that the event was well organised and managed in relation to the sale of alcohol.
8. I was satisfied that the management of the event was suitable and that any concerns connected to the licensing objectives were being addressed.

9. The premises are suitable for an event of this nature.

10. 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 (no less than 8 as volunteered by the event organiser for previous events would satisfy the test of sufficiency)
- 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. Each member of staff briefed must sign a record of the briefing acknowledging that they were briefed and understood the terms of the brief.
- Use of plastic bottles and plastic drinking vessels. ie all drinks to be either dispensed in plastic drinkware or bottles or decanted into a suitable plastic container by the bar staff before being supplied to the customer.



Licensing Standards Officer.

Ultra White Collar - Amateur Boxing Event - Alloa Town Hall, 30 March 2019

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.
- 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.
- 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 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.

From: caroline allan
To: June Andison
Date: 06/03/2019 19:17
Subject: Re: Occasional Licence Alloa Town Hall 30 March 2019

Thanks June

I can confirm that we will adhere to all conditions mentioned

Kind Regards
Caroline

Sent from my iPad

On 6 Mar 2019, at 14:22, June Andison wrote:

Good Afternoon Caroline

Attached letter and Licensing Standards Report for the event of 30 March 2019

regards

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



DATE OF EVENT	30/3/19
LICENCE NO	19/00118/OCCLIC
TO POLICE & WEB	20/2/19

LSO REPORT
REQUIRED

APPLICATION FOR OCCASIONAL LICENCE

27/2
Submitted
6/3/2019
JFM

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.

1. LICENCE DETAILS (see note 1)	
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	NL 3333 North Lanarkshire 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	
Caroline Allan NL3333	

PAID 18 FEB 2019
£10.00

2. PERSONAL DETAILS			
TITLE (delete as appropriate) MR (please state)			
FORENAMES	Caroline		
SURNAME	Allan		
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)			

<p>3. THE PREMISES (where the event is to be held -See note and answer fully)</p> <p>Description of Premises. Town Hall The bar would be situated in the main hall with no alcohol being allowed in the tiered seating upstairs. (The balcony area) The boxing ring will be set up next to the stage with approximately fifteen tables around it. This will be the VIP area, which will be cordoned off with barriers. This will take up approximately one half to two thirds of the hall. The other third will be a standing area.</p> <p>Full Postal Address of Premises which this Application Refers to</p> <p>Alloa Town Hall Marshall Alloa FK10 1 AB</p>

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

This is a boxing contest/show promoted by ultra-white collar boxing with the event being run and organised by Mr Adam Patterson. His contact number is
 There will be approximately eighteen amateur bouts
 The event will be tickets only.
 Alcohol will be sold from a bar (standing area) and served by trained staff in the seated VIP area.

Approximately How many persons will attend event ? 400

Will Stewards to be provided ? YES

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

No

4. DURATION OF LICENCE

Start Time and Date	End Time and Date
30 th March 2019	30 th March 2019
4pm Start	11.00pm Finish

**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 THE PREMISES-* delete as appropriate

Times for sale of alcohol for consumption On premises 4pm till 11.00pm	Times for sale of alcohol for consumption Off premises N/A
------------------------------------------------------------------------------	------------------------------------------------------------------

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

- 3pm to 5pm – Competitors will arrive
- 3pm Medical team will arrive to complete a full medical examination on all boxers
- 3pm The ring will arrive and be built, with the hall being set up with table and chairs
- 3pm bar staff will arrive to set up the bar area
- 4pm doors will open to VIP's
- 4pm Bar opens
- 4pm Referee, judges and MC arrive
- 5pm Doors open to standard tickets
- 5pm Referee's meeting, explaining rules to participants and coaches
- 6pm First bout
- 8.30pm Break
- 9pm Second part of show
- 10.30 Expected end of show
- 6pm to 11.00pm Recorded music will play to receive the competitors into the ring and during the break
- 11.00pm bar will close

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? **NO** (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?

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

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	Caroline Allan	DATE	13 th February 2019
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*** Data Protection Act 1998**

The Information on this Form May be Held on an Electronic Public Register Which May be Available to Members of the Public on Request

8. CHECKLIST - Please tick

I have Made or enclosed payment of the fee for the application



13th February 2019

Additional Information to support the licence application for the 30th March 2019 at Alloa town hall

No alcohol will be allowed in the tiered seating upstairs. (The balcony area)
There will be stewards allocated to prevent this.
All alcohol will be decanted into plastic glasses and none will be sold at the end of the evening for people to consume at home.

Mr Patterson owns the Scottish Martial Arts Centre and will personally train the competitors who will be participating in the white collar event on the 30th March 2019. The event will be tickets only with profits going to cancer research.

If I can be of any more assistance or can answer any more questions please don't hesitate in contacting myself.
Mr Patterson will also be available for you to contact if he can be of any assistance to yourself. His number is on the application form.

Kind Regards

Caroline Allan

