



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

**THIS PAPER RELATES TO
ITEM 6ii
ON THE AGENDA**

Memo

**To: The Clerk to the Licensing Board
Greenfield
Alloa
FK10 2AD**

**From: Paul Fair
Licensing Standards Officer**

Extension:

Email:

Our Ref: PF/LSO/OL/REP

Your Ref: 19/00175/OCCLIC

Date: 4 April, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application - Hillfoots Rugby Club
Open Air Music Festival
Saturday 17 August 2018**

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

Having considered the content of the application I have the following comments to make:

1. The application relates to a open air music festival with bar facilities which will take place in the public park at Hillfoots Rugby Club, Tillicoultry. The event is known as "Tilly In The Park"
2. The application seeks to licence a marquee and associated outdoor drinking area the intended outdoor area covers a substantial area encompassing the adjacent football pitch and the area including the proposed performance stage. This marquee will be located as indicated on the location map.
3. The application seeks consent to sell alcohol for consumption on the premises (marquee) and in the designated outdoor drinking area for the duration of the event.
4. The event is to be licensed between 13:00 and 19:00 on Saturday 17 August 2019.
5. It is anticipated that as many as 1200 people will attend the event. The attendees will include children and young persons accompanied by adults.
6. Children and young persons will be permitted within the licensed area although they will not be permitted into the bar/marquee.
7. The venue is suitable for an event of this nature.

8. There will be a personal licence holder at the event and other staff authorised to sell alcohol will be trained to the standards required by the Licensing (Training of Staff)(Scotland) Regulations 2007.
9. As this is a family orientated event the Licensing Board may wish to apply conditions to the licence which would assist in reducing any risks of conflict with the licensing objectives.
10. The following matters of concern ((i) to (iv)) have been identified and discussed with the applicant in previous years.
 - (i) Alcohol in open glass containers, bottles or cans could be removed from the licensed area and consumed in other parts of the venue, including pitches and surrounding area.
 - (ii) The outside part of the licensed area if not clearly identified could result in confusion as to the area controlled by the Licensing (Scotland) Act 2005.
 - (iii) Carelessly discarded alcohol related litter (bottles/cans and glasses) could cause risk of injury to children and animals at the event.
 - (iv) The venue of the event is within the area covered by The Clackmannanshire Council Prohibition of Consumption of Alcohol in Designated Public Places Byelaws 1997. As such any alcohol consumed outside of the licensed area would be consumed in contravention of the byelaws.

In response to these concerns and in conjunction with the Licensing Standards Officer the applicant has submitted an Alcohol-Management Plan, which appears to address all of the matters raised. It is suggested that instead of the usual lengthy list of local conditions that the Board applies a single local condition in the following terms:- "The event must operate strictly in accordance with the Management Plan submitted along with the application". A copy of the management plan should be included as part of the issued licence.



Paul Fair

Licensing Standards Officer.

PS 05/3/19



Licensina

Hillfoots Rugby Football Club

DATE OF EVENT	17 August 2019
LICENCE NO	19/00175/OCCWC
TO POLICE & WEB	20 March 2019

APPLICATION FOR OCCASIONAL LICENCE

* £ 24/2019.
LSO REPORT
REQUIRED
SUBMITTED
4/4/2019
PF LSO

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 checked="" type="checkbox"/>
Personal Licence Holder	<input 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)	Hillfoots Rugby Football Club Oakmill Lower Mill Street Tillicoultry FK13 6BP CC149
Personal licence number (if applicable) Issuing Licensing Board	
Name of voluntary organisation or Members Club (if applicable) Hillfoots Rugby Football Club	
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event - See guidance note Alan Skilton Hillfoot's Rugby Club Secretary Personal Licence number CC411	

PAID 14 MAR 2019
JG

2. PERSONAL DETAILS

TITLE (delete as appropriate) **MR** ~~**MRS**~~ ~~**MISS**~~ ~~**MS**~~ **OTHER** (please state)

FORENAMES Edward

SURNAME Inglis

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.

Fund raising secretary

DATE OF BIRTH

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES

Post Town

Postcode

TELEPHONE NUMBERS

DAYTIME

EVENING

MOBILE

FAX NUMBER

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

3. THE PREMISES (where the event is to be held -See note and answer fully)

An area of Hillfoots RFC playing field adjacent to our car park in a cordoned of and tented area cordoned off as per diagram provided. The licensed area will not include the raised stage

Full Postal Address of Premises which this Application Refers to
 Oakmill
 Lower Mill Street
 Tillicoultry
 FK13 6BP

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

To support the local community week 11th to 18th of August 2018 by providing a bar at the music festival on Friday the 17th of August 2019 at the local football and rugby grounds. We will use a small marquee as the bar (see attached photo's) with a large cordoned off area (see attached sketch).

See attached alcohol management plan for further details.

Approximately How many persons will attend event ?

1200

Will Stewards to be provided ?

SAI registered Stewards

YES / NO

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

There will be a BBQ at the event providing Burgers etc for the guests

4. DURATION OF LICENCE

Start Time and Date

13.00 Saturday the 17th of August 2019

End Time and Date

19.00 Saturday the 17th of August 2019

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

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

Times for sale of alcohol for consumption
 On premises

13.00-19.00 Saturday the 17th of August
 2019

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

Free flow of Spectators throughout the duration of the event.
 Bands will play on the park from 12.00 until 19.00 hrs on the 17th of August 2019
 Food will be on sale for the duration of the event.

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?

**Children – Yes
Young Persons (16&17 years) - No**

Ages of Children of Young Persons Permitted Entry

0 -17 years

Times at which Children or Young Persons Permitted Entry

Between 13.00 and 19.00

Parts of Premises to which Children or Young Persons Permitted Entry

Accompanied Children (0-15yrs) will be permitted access to all parts of the licensed area except the Beer/Bar Tent as shown on the plan. Young persons will be permitted in all public parts of the licensed area.

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.

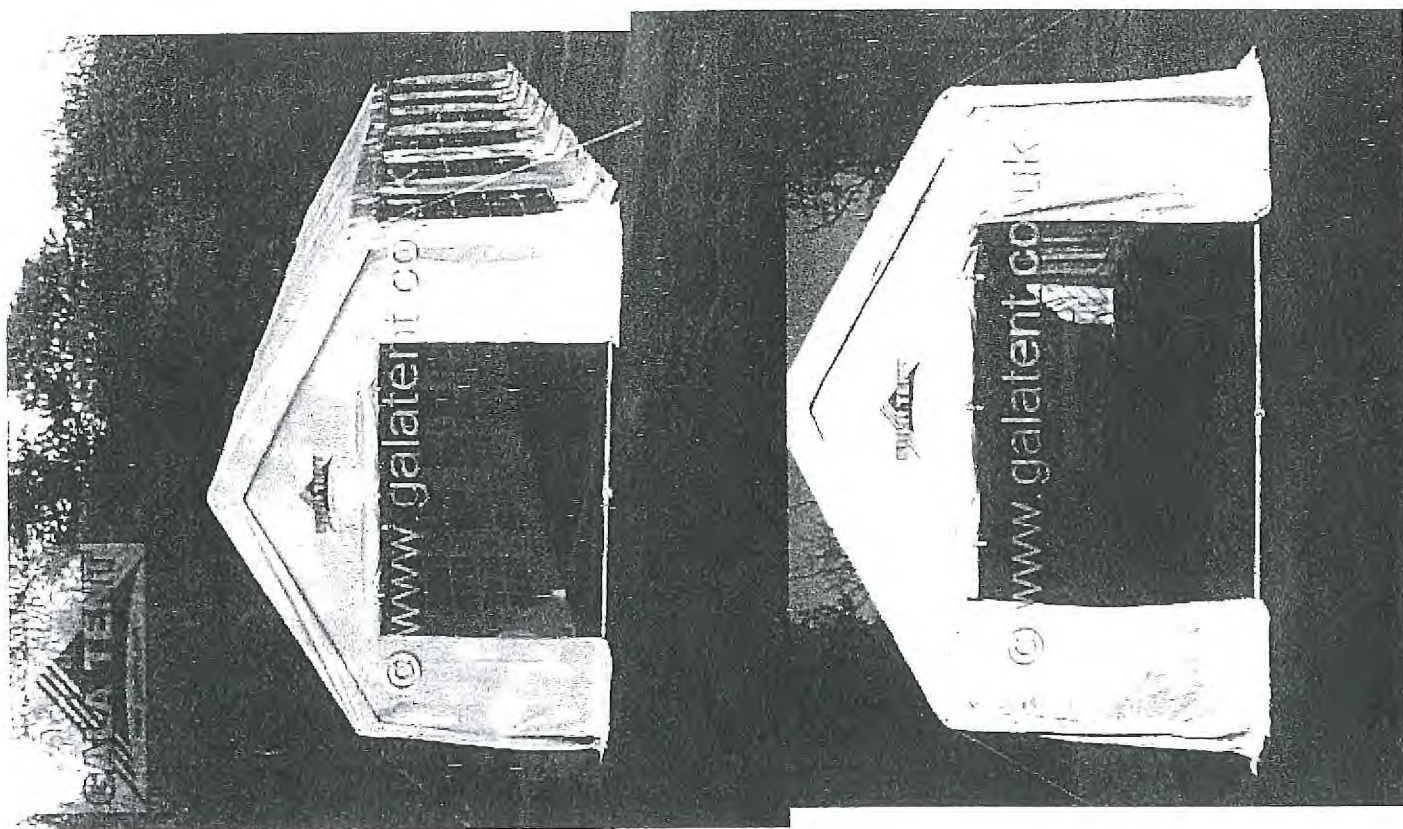
SIGNATURE

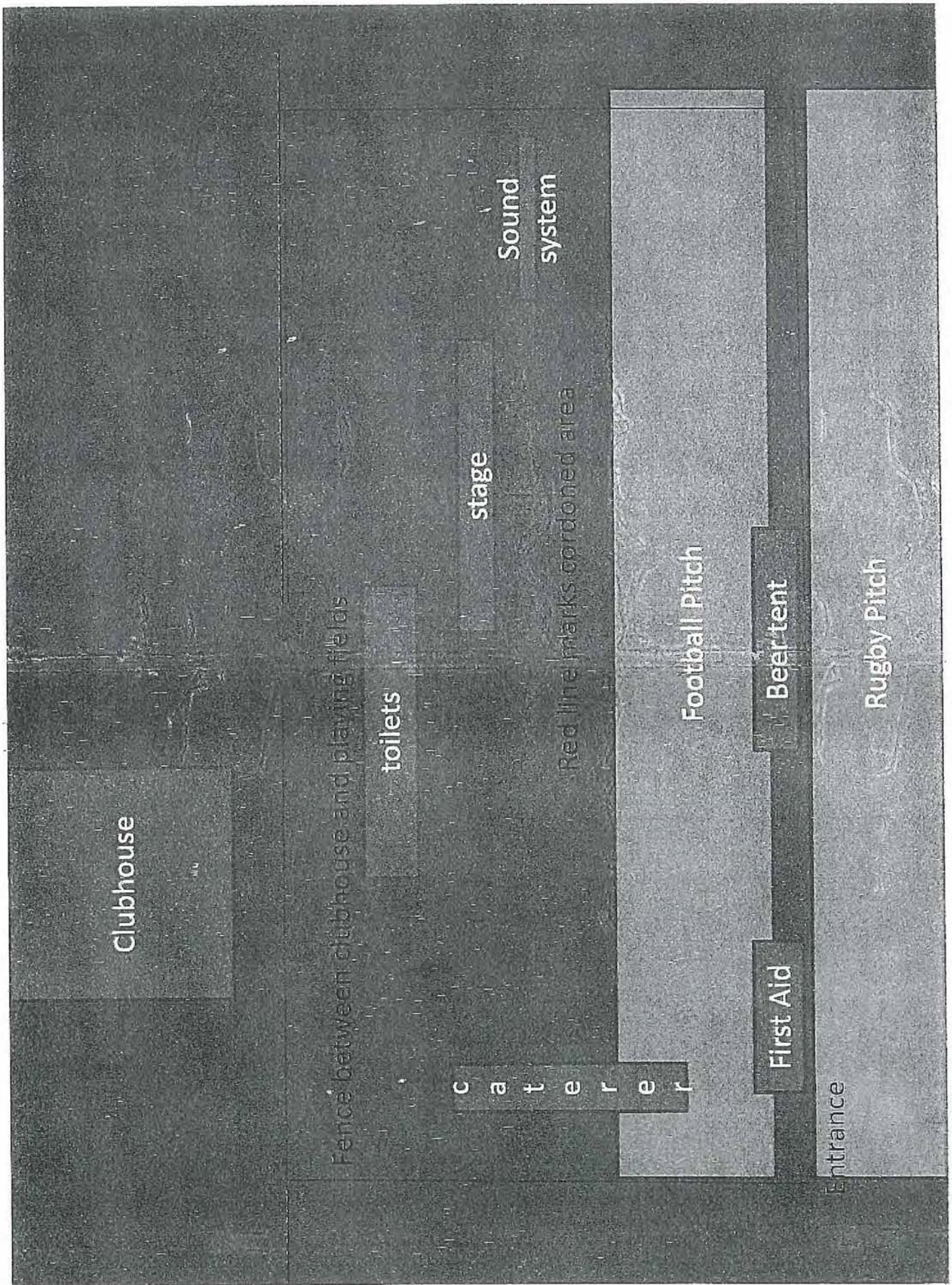
DATE

05/03/2019

*** 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





Hillfoots Rugby Club

Outdoor Event Alcohol Management Plan

Occasional Licence – Tilly In the park Music Festival

Date : Saturday 17th August 2019

Time : 13:00hrs until 19:00hrs

Location : Playing Fields,
Hillfoots Rugby Club,
Oakmill,
Lower Mill Street,
Tillicoultry

1. Alcohol will only be sold under and in accordance with any Occasional Licence granted by Clackmannanshire Licensing Board.
2. The afternamed who is the holder of a personal licence will be responsible for authorising the sale of alcohol at the event.

Alan Skilton CC411

Tel No. [REDACTED]

3. In the event of some unforeseen circumstances that results in Mr Skilton not being available, a suitable replacement person who holds a current personal licence will be present at the event and will assume the responsibility for authorising sales of alcohol.
4. No alcohol shall be allowed to be removed from the licensed area.
5. All alcohol sold for consumption on the licensed premises must be supplied in plastic drinking vessels or decanted into a plastic drinking vessel.
6. The extent of the outdoor licensed area will be clearly delineated by a fixed barrier (such as a series of posts and rope) of at least 1m in height.
7. All points of entry and exit to and from the licensed area will have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol sold for consumption on the premises is to be removed from the licensed area.

8. No alcohol shall be allowed to be removed from the licensed area.
9. Only alcohol that has been sold at the event in accordance with an occasional licence will be allowed to be consumed within the licensed area.
10. No person who is drunk or under the influence of drugs, or who appears to be so will be allowed to enter or remain in the licensed area.
11. A suitable age verification policy is to be held on the Licensed Premises and made available for inspection prior to and during the event. (see attached document)
12. All staff authorised to make sales of alcohol, and all stewards or other persons responsible for controlling entry to the licensed area will be briefed or trained in relation to the age verification policy. A record of this training and the list of persons trained will be retained on the licensed premises and made available for inspection by the Police and Licensing Standards Officer during the event.
13. All SIA Stewards will be properly briefed in relation to the content and conditions of the licence, in particular the local conditions.
14. Prior to the event a record of this briefing will be prepared and retained at the site for the duration of the event and must be available for inspection by the Police or LSO.
15. The event area will be supervised by a suitable number of SIA Licensed Stewards. The number of Stewards will be decided by the organising committee, in consultation with the Police, Licensing Standards Officer and security company utilised.
16. Overall control of the event will be in the hands of

Edward Inglis – Club Past President
Tel No. [REDACTED]

and in the first instance all contact in relation to the event should be with Mr Inglis.