

YS 29/4/19

ALLOA TOWN HALL

Licensing Board

DATE OF EVENT	1/6/19
LICENCE NO	19/00876/OCCLIC
TO POLICE & WEB	23/4/19

WWW.CLACKSWED.CO.UK
LSO REPORT REQUIRED

"K 2019
(chg)

DT.

Application for an Occasional Licence

To:

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

**THIS PAPER RELATES TO
ITEM 7(ii)
ON THE AGENDA**

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	ALLOA TOWN HALL MARS HILL FK10 1AB
Licence number and Issuing Licensing Board (if applicable)	FALKIRK COUNCIL FC1787
Personal licence number (if applicable) Issuing Licensing Board	FALKIRK COUNCIL FC1787

Licensing Board



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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)		KIRSTY URE FCH787	
2. Personal Details			
Full Name	Surname	First Name	
	URE	KIRSTY	
If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf.			
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you by email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
3. The Premises (See note and answer fully)			
Description of Premises - ALLOA TOWN HALL, MAIN HALL ONLY			
Full Postal Address of Premises which this Application Refers to ALLOA TOWN HALL, MARS HILL, FK10 1AB			

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Description of Activities to be Carried on in the Premises (see note and answer fully)	
SPICE GIRLS TRIBUTE ACT WILL SING + DANCE LIVE WITH A DJ PLAYING 90S & 00S HITS. THIS IS TICKETED EVENT WITH SIA SECURITY, OVER 18 ONLY + CHALLENGE 25 ENFORCED	
Approximately how many persons will attend event ?	150
Will Stewards to be provided ?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	
4. Duration of Licence	
Start Time and Date 1/6/19 8pm	End Time and Date 1/6/19 11:30pm
5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes/No
Is Alcohol to be sold for consumption off the premises?	Yes/No
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises 8-11:30pm	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 DJ & LIVE MUSIC FROM 8-11:30pm	

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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?			
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			
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 18/3/19

* 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	✓


Occasional Licence Application – Licensing Objectives Statement

Applicant:	Kirsty Ure
Date of Event:	01/06/19
Venue:	Alloa Town Hall, Alloa
Numbers Attending:	150
Is the Event Ticketed?	Yes
How are the tickets being sold:	Internet
<p>A layout plan is required for non-permanent structures such as a marquee, where the licensed area includes an outdoor drinking area and/or where the licensed area is part of a building.</p>	
<p>Please state below what measure you will take at the event to address the Licensing Objectives of:</p> <ul style="list-style-type: none"> • PREVENTING CRIME AND DISORDER • SECURING PUBLIC SAFETY • PREVENTING PUBLIC NUISANCE • PROTECTING AND IMPROVING PUBLIC HEALTH • PROTECTING CHILDREN AND YOUNG PERSONS FROM HARM 	
<ul style="list-style-type: none"> • Occasional licence holder will be behind the bar all night • Band playing are Spice World – a Spice Girls tribute band as well as a DJ • Strictly over 18s event – anyone looking to be under the age of 25 will have to supply ID to gain access to the venue • All bar staff have had at least the minimum training in accordance with Alcohol Scotland Act 2005. One other bar staff is a personal licence holder with Falkirk Council – Graeme McNie. • All staff have provided their training records in advance of the shift. • Challenge 25 enforced by bar staff and door stewards • No drunk people will be served alcohol • Free water available all night long from the bar and from a water station 	

at the front door

- Two SIA licenced stewards working the event.
- One stationed at front door, to stop non ticket holders getting access, and ensuring no drinks taken outside. Also keep an eye on noise levels and ensure no one is drunk
- One patrolling the hall, ensuring all licencing objectives are adhered to – no one drunk on site and acting in a safe manner.
- Music stops by 11.30 and hall will be cleared by 12am.
- Taxi companies alerted to the event finishing time in advance and will have taxis in the area ready to ferry people to their homes/other night time establishments.
- Only one entrance and exit point operating all night – only those with tickets can gain access

Please provide any other information in support of your application

Signed 

Date 18/03/19



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: 19/00276/OCCLIC

Date: 9 May, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application – Kirsty Ure
Live Band Night Spice Girls Tribute Act : 1 June, 2019
Alloa Town Hall, Marshall, Alloa**

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

Having considered the content of the application and made the necessary enquiry I have the following comments to make:

1. The application relates to a live music event which is likely to result in the attendance at the venue of approximately 150 persons.
2. The event is to be licensed between 8.00pm and 11.30pm on Saturday 1 June, 2019. No alcohol can be sold on the premises out with these times, or consumed on the premises after 11:45 pm
3. There will be no persons under the age of 18 permitted in the venue during the event.
4. SIA Licensed Stewards will be on duty at the event, the application does not indicate how many SIA licensed stewards will be on duty, however supporting documentation supplied by the applicant indicates that 2 stewards will be on duty at the event.
5. The Board should consider whether or not 2 stewards are sufficient to safely manage the crowd, and the venue in the event of an incident.
6. The town hall is a complex building with numerous fire exits, two floor levels, split stairwells, backstage rooms, upper floor side rooms, a balcony, and a kitchen area. In the event of an incident which requires that patrons, performers and staff will have to evacuate the building, in my opinion, it is unlikely that 2

stewards would be sufficient to manage the safe, prompt and effective clearing of the entire building. Although there is no specific guidance available for calculation of stewarding numbers at events, as each decision on Stewarding numbers should be connected to the appropriate risk assessments for the event concerned. There is online guidance suggesting an indoor event figure of 1:50 members of the public utilised by other Licensing Authorities. It is appropriate to increase the ratio of patrons to stewards at larger events. 4 properly trained and well briefed stewards working in co-ordination with the Council staff on duty at the event **may** provide adequate cover for this venue.

7. Entry to the event will be on production of a valid ticket only.
8. The premises are suitable for an event of this nature.
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 at least 1 personal licence holder present and authorising the sale of alcohol at the event.
11. In promoting the licensing objectives, and having considered the content of the Clackmannanshire Licensing Board, statement of Licensing Policy I would suggest that the following matters are those which would be best controlled by conditions on the licence.
 - Use of plastic Bottles and Glassware
 - Sufficient SIA Licensed Stewards
 - Personal Licence Holder on premises for duration of event
 - Only trained staff permitted to make sales of alcohol
 - All musical performance of live or recorded music must end at least 15 minutes prior to the terminal hour.
 - Prevention of noise nuisance caused by late night disposal of glass
12. Appendix A contains a list of specimen local conditions which the Board may find to be both necessary and expedient for the purposes of the licensing objectives in connection with this event.
13. Other than the contents of paragraphs 4-6, I have no concerns about this event.

Licensing Standards Officer.

Live Music Night - Alloa Town Hall – 1 June 2019

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.
- At least (Board to select Number ?) SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue and leaving the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area.
- At least one person who holds a suitable first aid qualification must be on duty at the event.
- At least one Personal Licence Holder must be on the premises for the duration of event, and be responsible for authorising all sales of alcohol
- Only staff trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations, 2007 are permitted to make sales of alcohol, and all staff authorised to serve and sell alcohol will have with them a training certificate in the prescribed form.
- Any music or other entertainment must cease at no later than 15 minutes prior to the end of licensed hours.
- No glass or other forms of waste likely to produce excessive noise will be disposed of in the external bins at the premises after 9pm and before 10am the following morning.
- Full particulars (Name, Date of Birth and SIA Badge No.) of the SIA Stewards to be employed at the event will be provided in writing to the Licensing Standards Officer at least 72 hours prior to the event.
- The applicant 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 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 years 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 will have a place for each member of staff to sign a statement confirming that they have been trained and 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.

