



NOTICE OF MEETING

17 June 2019

A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 25 JUNE 2019 at 9.30 am.

(Handwritten signature)

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

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<p>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.</p>	
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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	Martha Benny	2	Clackmannanshire North	CONS
Councillor	Dave Clark	2	Clackmannanshire North	LAB
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Helen Lewis	2	Clackmannanshire North	SNP
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	Les Sharp	1	Clackmannanshire West	SNP

The quorum for the Board by virtue of Schedule 1 paragraph 12(1) of the Licensing (Scotland) Act 2005 is 5 members



MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held within the Council Chamber, Kilncraigs, Greenside Street, ALLOA, FK10 1EB, on TUESDAY 28 MAY 2019 at 9.30 am.

PRESENT

Councillor Kenneth Earle (Convenor)
Councillor Martha Benny
Councillor Dave Clark
Councillor Helen Lewis
Councillor George Matchett, QPM
Councillor Tina Murphy

IN ATTENDANCE

June Andison, Licensing Administrator
Anne McPherson, Business Support Officer, Licensing
Paul Fair, Licensing Standards Officer
Lindsay Thomson, Senior Service Manager, Partnership & Performance (Clerk to the Board)
Melanie Moore, Committee Services

1.0 APOLOGIES

Apologies were received from Councillor Sharp, Councillor Craig Holden, Councillor Mike Watson and Police Scotland.

2.0 DECLARATIONS OF INTEREST

Councillor Lewis advised that she knew the Applicant in Item 07(i). She applied the objective test and considered that her interest in knowing the applicant was not so substantial that it would prevent her from considering the application.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 30 APRIL 2019

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 30 April 2019 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 30 April 2019 were agreed as a correct record and signed by the Chair.

Agenda items 4(i) to 4(iv) 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 1-9 (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 1-9 (inclusive) had been granted under delegated powers.

(ii) Notifications of Personal Licences Refresher Training – Granted Under Delegated Powers

A list of notifications numbered 1-3 (inclusive) for personal licences 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 Licences Refresher Training notification numbered 1-3 (inclusive) had been granted under delegated powers.

(iii) Applications for Personal Licences Renewals with Refresher Training – Granted Under Delegated Powers

A list of applications numbered 1-7 (inclusive) for personal licences renewals with Refresher Training which has been granted under delegated powers was put before the Board for information only.

Decision

The Board agreed to note that the Personal Licences Renewals with Refresher Training numbered 1-7 (inclusive) had been granted under delegated powers.

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

An application for transfer of licence from Hollytree, Main Street East, Menstrie 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 from Hollytree, Main Street, East, Menstrie had been granted under delegated powers.

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

5.0 LICENSING (SCOTLAND) ACT 2005

(i) Variation of Licence (Non Minor)

Applicant: Iceland Foods Limited, c/o TLT LLP, 140 West George Street, Glasgow, F2 2HG

Premises: Iceland, 43 Shillinghill, Alloa, FK10 1JN

Attending

Mr Neil Hazard, Representative for Iceland

Mr Paul Fair, Licensing Standards Officer

The Board heard representations from the representative for Iceland and the Licensing Standards Officer and had the opportunity to put questions to both of them.

Motion

Having considered all of the information presented to it that the Board grants the application for Variation of Licence (Non Minor).

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

Decision

Having considered all of the information presented to it, the Board agreed unanimously to grant the application for Variation of Licence (Non Minor).

Action

Clerk to the Board

6.0 LICENSING (SCOTLAND) ACT 2005

(i) Application for Provisional Premises Licence

Applicant: Andrew Mackie

Premises: Bridge Street Bar, 18 Bridge Street, Dollar, FK14 7DE

Attending

Mr Andrew Mackie, Applicant

Mr Paul Fair, Licensing Standards Officer

The Clerk had received an e-mail from Mr Beveridge, Objector but he was unfortunately unable to attend the Board today. It was for the Board to decide whether to continue with this item or to postpone it. The Board agreed as they had sufficient information from the Objector, they should proceed with the application for a provisional premises licence.

The Board heard representation from the Applicant and the Licensing Standards Officer and had the opportunity to put questions to them both.

The Board adjourned the meeting at 10.15 am to discuss the Provisional Premises Licence in private. The Board reconvened at 10.43 am. Councillor Dave Clark withdrew during this item at 10.30 am with 5 members still remaining.

Motion

Having considered all of the information presented to it that the Board grants the application for a provisional premises licence subject to the conditions set out in Appendix B (page 129) of the Licensing Standards Officer's report dated 1 May 2019 and all pool conditions from the appendix of the Statement of Licensing Policy relating to outdoor drinking areas with the exception of those relating to plastic containers.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix B (page 129) of the Licensing Standards Officer's report dated 1 May 2019 and all pool conditions from the appendix of the Statement of Licensing Policy relating to outdoor drinking areas with the exception of those relating to plastic containers, namely:

- In the approved outdoor area the number of patrons using this area may not exceed the number of seated places available for customers.
- In the approved outdoor area alcohol may only be consumed by persons seated at tables in that area.
- All alcohol that is removed from Bridge Street Bar Licensed area for consumption in Bridge Street Kitchen must be transferred from one premises to the other by a member of staff from either establishment who has been authorised to sell or supply alcohol and who has completed the mandatory training in accordance with the Licensing (training of Staff) (Scotland) Regulations, 2007.

- All alcohol that is brought into Bridge Street Bar licensed area from other licensed premises, and intended for consumption on the premises, must be transferred from one premises to the other by a member of staff from either establishment who has been authorised to sell or supply alcohol and who has completed the mandatory training in accordance with the Licensing (training of staff) (Scotland) Regulations, 2007.

And the Local Licensing Conditions:

- Consumptions of alcohol in the outdoor drinking is not permitted after 10.00 pm (other times may be agreed in appropriate circumstances)
- No live or recorded music, live performances or other entertainment is permitted with the outdoor drinking area.
- Customers using the outdoor drinking area shall at all times be supervised and/or monitored to ensure that nuisance or annoyance to neighbouring residents is not caused. In particular staff must take all reasonable steps to prevent shouting, singing and disorderly conduct within the outdoor area.
- Customers consuming alcohol must not be permitted to not encroach on to the footpath or any adjoining public area outwith the boundaries or the licensed outdoor drinking area.
- Where the outdoor drinking facility is to be used during the hours or darkness, the licence holder shall ensure that suitable lighting is provided for the convenience and safety of all persons on the premises.
- The outdoor drinking facility must not be used for any purpose which is likely to cause annoyance to neighbours through smell, for example, the use of barbecues.
- Any facility provided for the comfort of patrons such as outdoor heaters must be used and maintained in a safe manner and in accordance with manufacturers' instructions and any other statutory requirements.
- Where smoking is permitted in the outdoor drinking area, ashtrays or other suitable receptacles will be provided.
- Where smoking is permitted in the outdoor drinking area or in part of the outdoor area children and young persons will not be permitted to access the outdoor area or to any part of the area where smoking is permitted, or to any part of the outdoor area where second hand smoke may be present.
- The Premises Licence Holder must prepare a document for the benefit of the current Premises Manager and any staff working on the premises, explaining how compliance with the conditions of the premises licence, insofar as they relate to the licenced outdoor drinking area, will be achieved and supervised. This document must be available to staff at all times and a record should be kept of all staff trained in relation to it. This Document must also be available on the premises for inspection by the Licensing Standards Officer.
- In any outdoor drinking area attached to the premises the licence holder will be required to display such notices as prescribed by the Licensing Board. Notices prescribed in relation to these conditions may relate to such matters as
 - Noise
 - Conduct of Customers
 - Children's and Young Person's Access to the Area
 - Permitted hours of use
- Outdoor drinking areas which are adjacent to a public place or public footpath, must at all times when the area is in use be clearly delineated by a physical barrier making

the extent of the licenced area clear and obvious to any person using the area or using the adjacent public place or footpath.

- All alcohol to be consumed in the Outside Drinking Area must be taken to and from the Area by the designated premises manager or another member of staff authorised to serve to sell alcohol on their behalf. Patrons of the Premises are specifically prohibited from taking alcohol to or from the Premises to the Outside Drinking Area.

Action

Clerk to the Board

7.0 LICENSING (SCOTLAND) ACT 2005

(i) Application for Occasional Licence – 1 June 2019

Applicant: Stephen Leitch

Premises: Dollar Civic Centre, Park Place, Dollar, FK14 7AA

Event: Dollar Gala Day and Family Ceilidh – 1 June 2019

Attending

Stephen Leitch, Applicant

Mr Paul Fair, Licensing Standards Officer

The Board heard representation from the Applicant and the Licensing Standards Officer and had the opportunity to put questions to them both.

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 141) of the Licensing Standards Officer's report dated 13 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 141) of the Licensing Standards Officer's report dated 13 May 2019, namely:

- No alcohol is to be removed from the Licensed area and the licence holder must have in place suitable arrangements to ensure that no alcohol is removed from the licenced area.
- All alcohol sold for consumption on the premises must be supplied in plastic drinking vessels or decanted into such a plastic drinking vessel prior to handing to the customer.
- The extent of the outdoor licenced area must be clearly delineated by a fixed barrier (such as a series of posts and rope) of at least 1m in height. This area must have only one point of entry and exit, in addition to the access to this area from the building.
- The points of entry and exit mentioned in condition 3 above must have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol is to be removed from the licenced area at any time.
- Prior to the commencement of licenced hours all staff working at the event in a capacity where they are selling or serving alcohol, must be properly briefed on the mandatory conditions of the licence, in particularly the requirements of the age verification policy. It will be the responsibility of the licensee to carry out this briefing.

- Only alcohol sold at the event can be consumed within the licenced area.
- Entertainment at the evening event must cease at least 15 minutes prior to the end of the event.

Action

Clerk to the Board

The Convenor requested that Item 07v be taken as the next item as the applicant was in attendance.

(v) Application for Occasional Licence – 8 June 2019

Applicant: Menstrie Bowling Club, Elmbank, Menstrie, FK11 7BY

Premises: Dumyat Public Park, Menstrie

Event: Menstrie Gala Day, Dumyat Park – 8 June 2019

Attending

Greg McMullan, representing Menstrie Gala Day

Mr Paul Fair, Licensing Standards Officer

The Board heard representation the Licensing Standards Officer and had the opportunity to put questions to him. The Board did not hear from Mr McMillan as he was neither the applicant or the personal licence holder and no authority from either was provided to allow him to speak on their behalf.

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 179) of the Licensing Standards Officer's report dated 13 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 179) of the Licensing Standards Officer's report dated 13 May 2019, namely:

- No alcohol is to be removed from the licensed area and the licence holder must have in place suitable arrangements to ensure that no alcohol is removed from the licenced area.
- All alcohol sold for consumption on the premises must be supplied in plastic drinking vessels or decanted into such a plastic drinking vessel. This includes drinks originally in metal cans.
- Only alcohol sold in accordance with this occasional licence can be consumed within the licenced area.
- The extent of the outdoor licenced area must be clearly delineated by a fixed barrier (such as a series of posts and rope) of at least 1m in height. This area must have only one point of entry and exit (not including any point of access that no alcohol to the indoor area).
- The point of entry and exit mentioned in condition 4 above must have at least one conspicuously displayed notice which is at least A4 in size making it clear that no alcohol is to be removed from the licenced area at any time.

- Prior to the commencement of licenced hours all staff working at the event in a capacity where they are selling or serving alcohol, must be properly briefed on the local and mandatory conditions of the licence, in particularly the requirements relating to the age verification policy. It will be the responsibility of the licensee to carry out this briefing.
- All staff who are not the holders of a personal licence must be trained in accordance with the Licensing (Training of Staff) (Scotland) Regulations 2007. A copy of their training records must be present at the event, held within the licensed area and available for productions on request of the Licensing Standards Officer.
- A written age verification policy must be prepared by the applicant and submitted to the Licensing Board and Licensing Standards Officer at least 72 hours prior to the event. The details of this policy must be briefed to all Staff and Stewards prior to any sales of alcohol at the event being made. A copy of the policy must be kept at the bar and made available for inspection by the Police or Licensing Standards Officer.

Action

Clerk to the Board

(ii) Application for Occasional Licence – 1 June 2019

Applicant: Kirsty Ure

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

Event: Live Band Night Spice Girls Tribute Act – 1 June 2019

Attending

The applicant did not attend

Mr Paul Fair, Licensing Standards Officer

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

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 151) of the Licensing Standards Officer's report dated 9 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 151) of the Licensing Standards Officer's report dated 9 May 2019, namely:

- All alcohol must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence holder can be consumed at the event.
- A minimum of 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. Including 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 of other entertainment must cease at no later than 15 minutes prior to the end of licenced 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 Standard 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 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.

Action

Clerk to the Board

(iii) Application for Occasional Licence – 1 June 2019

Applicant: Kirsty Ure

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

Event: Live Band Night (Stone Roses Tribute Act) – 5 October 2019

Attending

The applicant did not attend

Mr Paul Fair, Licensing Standards Officer

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

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 161) of the Licensing Standards Officer's report dated 9 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 161) of the Licensing Standards Officer's report dated 9 May 2019, namely:

- All alcohol must be sold and supplied to the customer in, or decanted into, plastic or polycarbonate bottles and drinking vessels.
- Only alcohol sold at the event by the licence holder can be consumed at the event.
- A minimum of 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. Including 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 licenced 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 Standard 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 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.

Action

Clerk to the Board

(iv) Application for Occasional Licence – 8 June 2019

Applicant: Lynne Hunter

Premises: Alloa Town Hall, Marshall, Alloa

Event: Live Band Night – 8 June 2019

Attending

The applicant did not attend

Mr Paul Fair, Licensing Standards Officer

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

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 171) of the Licensing Standards Officer's report dated 13 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 171) of the Licensing Standards Officer's report dated 13 May 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 licensee can be consumed at the event.
- A minimum of 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. Including a specific responsibility to make regular checks of the toilets and to monitor the upper balcony area.

- All Staff and Stewards must be briefed in emergency evacuation procedures at 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.
- Only trained staff 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 licenced 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 Standard 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 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.

Action

Clerk to the Board.

(vi) Application for Occasional Licence – 8 June 2019

Applicant: Drysdales Catering, Summerhill, Clarebrand, Castle Douglas, DG7 3AQ

Premises: Marquee, Blackgrange Field, A907, Alloa

Event: Stirling Agricultural Show – 8 June 2019

Attending

The applicant did not attend

Mr Paul Fair, Licensing Standards Officer

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

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 191) of the Licensing Standards Officer's report dated 14 May 2019.

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

Decision

Having considered all of the information presented to it the Board agreed unanimously to grant the application subject to the conditions set out in Appendix A (page 191) of the Licensing Standards Officer's report dated 14 May 2019, namely:

- No alcohol is to be removed from the licensed area (i.e. from the marquee and identified outdoor drinking area) and the licensee must ensure that staff levels are sufficient to ensure compliance with this condition.

- A notice must be positioned at each exit from the licensed area in a location that is conspicuous and easily readable, reminding all customers that alcohol must not be removed from the licensed area. This notice should be no less than A4 in size.
- All alcohol sold for consumption on the premises must be supplied in plastic drinking vessels or decanted into such a plastic drinking vessel by the staff prior to supply the customer.
- A Personal Licence Holder who is responsible for authorising all sales of alcohol must be present and working within the bar for the duration of the event.
- The outdoor drinking area and extent of the licensed area (if different) must be clearly identified with a fixed barrier which is at least 1 metre high (such as a series of stakes and ropes, or other temporary fence).
- Only alcohol sold in the licensed area can be consumed within the licensed area.

The Board also agreed an additional condition:-

- That at least 1 SIA Steward must be on duty to control entry to the licensed area with the marquee.

Action

Clerk to the Board.

The Convenor requested that Item 9 is to be taken before Item 8.

9.0 AOCB – Occasional Licence Application

A report submitted by the Clerk invited the Board to consider whether it wishes to shorten the period of notice for an Occasional Licence application.

Motion

That the Board agrees the recommendations set out in the report.

Moved by Councillor Kenneth Earle. Seconded by Councillor Helen Lewis.

Decision

Having considered the information in this report, the Board agreed not to shorten the period of notice.

Action

Clerk to the Board.

At the conclusion of Item 9, Councillor George Matchett, QPM withdrew from the meeting. The Board then became inquorate.

8.0 Annual Functions and Annual Financial Report 2018/19

The Clerk agreed as there was no quorum, that the 4 members of the Board could discuss the report without taking any decisions.

Ends 12 noon

CLACKMANNANSHIRE LICENSING BOARD

MEETING 25 June 2019 at 09:30am

The Council Offices, Kilncraigs, Alloa, FK10 1EB

Licensing (Scotland) Act 2005

Personal Licence(s) Grant

No.	Applicant	Date Received	Comments
1.	Lucy Campbell c/o c/o LPOS Belhavens Pubs Atrium House 6 Back Walk Stirling FK8 2QA	01 April 2019	Personal Licence granted under delegated powers
2.	Karl David Bury c/o Poppleston Allen Training 37 Stoney Street The Lace Market Nottingham NG1 1LS	11 April 2019	Personal Licence granted under delegated powers
3.	Robyn Anne Baillie Licensing Team Tesco Stores Ltd 5 Falcon Way Shire Park Welwyn Garden City	17 April 2019	Personal Licence granted under delegated powers

CLACKMANNANSHIRE LICENSING BOARD

MEETING 25 June 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.	Stephen Brannigan	22 March 2019	Personal Licence granted under delegated powers
2.	Sharon McKnight	11 April 2019	Personal Licence granted under delegated powers
3.	Andrew McKnight	11 April 2019	Personal Licence granted under delegated powers
4.	Elizabeth Sullivan	25 April 2019	Personal Licence granted under delegated powers
5.	Annette McDade Morgan c/o The Co-operative Group Food Ltd Licensing Department 10227 1 Angel Square Manchester M60 0AG	25 April 2019	Personal Licence granted under delegated powers
6.	Gail Kathryn Grant c/o CPL Training Egerton House 2 Tower Road Birkenhead Wirral CH41 1FN	30 April 2019	Personal Licence granted under delegated powers
7.	John Ford Black	30 April 2019	Personal Licence granted under delegated powers
8.	Martin Houston c/o Iceland Foods Ltd Second Avenue Deeside Ind Park Deeside CH5 2NW	01 May 2019	Personal Licence granted under delegated powers

9.	Vincent Nelson c/o Iceland Foods Limited Second Avenue Deeside Industrial Park Deeside, Flintshire CH5 2NW SW1 9BB	02 May 2019	Personal Licence granted under delegated powers
10.	Mohammad Amin	02 May 2019	Personal Licence granted under delegated powers
11.	Donna Marie Copland	08 May 2019	Personal Licence granted under delegated powers
12.	Alison Lily Allan White	08 May 2019	Personal Licence granted under delegated powers
13.	Malcolm Robert McEwan Morton Fraser LLP Solicitors Quarter Mile 2 Lister Square Edinburgh EH3 9GL	08 May 2019	Personal Licence granted under delegated powers
14.	Linda Marie Galloway c/o The Co-operative Group Food Ltd Licensing Department 10227 1 Angel Square Manchester M60 0AG	09 May 2019	Personal Licence granted under delegated powers
15.	Stephen Paul Rea Gosschalks Solicitors Queens Gardens Hull HU1 3DZ	09 May 2019	Personal Licence granted under delegated powers
16.	Khalid Mahmood	09 May 2019	Personal Licence granted under delegated powers
17.	Sarah Jennifer Gray c/o The Co-operative Group Food Ltd Licensing Department 10227 1 Angel Square Manchester M60 0AG	14 May 2019	Personal Licence granted under delegated powers

18.	Yvonne McKenzie Howarth c/o The Co-operative Group Food Ltd Licensing Department 10227 1 Angel Square Manchester M60 0AG	14 May 2019	Personal Licence granted under delegated powers
19.	Derek Campbell	15 May 2019	Personal Licence granted under delegated powers

CLACKMANNANSHIRE LICENSING BOARD

MEETING 25 June 2019 at 09:30am

The Council Offices, Kilncraigs, Alloa, FK10 1EB

Licensing (Scotland) Act 2005

Personal Licence(s) Refresher Training

No.	Applicant	Date Received	Comments
1.	Michelle Mary Reid	25 April 2019	Personal Licence Refresher Training granted under delegated powers

CLACKMANNANSHIRE LICENSING BOARD

MEETING 25 June at 09.30am in

The Council Offices. Kilncraigs, Alloa, FK10 1EB

Licensing (Scotland) Act 2005

Personal Licence(s)

No.	Applicant	Date Received	Comments
1	Tamara Hensby	02 April 2019	Notice in Terms of Section 73(3)(c) of the Licensing (Scotland) Act 2005 received from Police Scotland. (copy of application and representation attached)

Licensing, Clackmannanshire Council, Kilncraigs, Greenside St, Alloa, FK10 1EB

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.

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 Ms		
Surname	Hensby	
Forenames	Tamara	
Date and Place of Birth		
NI Number		
ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)		
Post town	Post code	
TELEPHONE NUMBERS		
Daytime		
Evening		
Mobile		
FAX NUMBER		
E-mail address (if you would prefer us to correspond with you by e-mail)		
Address for correspondence associated with this application (if different to the address above)		
Belhaven Pubs; Atrium House, 6 Back Walk		
Post town	Post code	
Stirling	FK8 2QA	
2. Your licensing qualification		
Read note 2		Please tick
I hold an accredited qualification	Yes	No
	✓	
If you have ticked yes please provide a copy of your qualification with your application.		

3. FIRST APPLICATIONS ONLY		
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.		
Note: You may only hold one personal licence at a time		Please tick
Do you currently hold a personal licence?	Yes	No ✓
Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	Yes	No ✓
Has any personal licence held by you been forfeited in the last 5 years?	Yes	No ✓
Licensing Board		
Licence number		
Date of issue		
Date of expiry		
Any further details		

4. RENEWAL ONLY		
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		
Details of current personal licence		
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		
Note: You may only hold one personal licence at a time		Please tick
I confirm that I do not hold any other personal licences other than the one submitted for renewal	Yes	No

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 my SCPLH licensing qualification if obtained outwith Belhaven	✓
Enclosed a COPY (please do NOT send originals) of ID proving my date of birth, such as:- <ul style="list-style-type: none"> • a passport; • a European Union photocard driving licence; • a Ministry of Defence Form 90 (Defence Identity Card); • a photographic identity card bearing the national Proof of Age Standards Scheme hologram; • a national identity card issued by a member State (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland; • a Biometric Immigration Document. 	

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
None	/	/	/

7. Declaration			
The contents of this application are true to the best of my knowledge and belief			
SIGNATURE – read note 5		DATE	
		26-2-19	

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))

03/06/2019

Your Ref: CC801

Our Ref: 424977

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



**POLICE
SCOTLAND**

Keeping people safe

Thom McLoughlin MSc CMgr FCMI
Chief Superintendent
Divisional Commander

Forth Valley Division Headquarters
Randolphfield
St Ninian's Road
Stirling
FK8 2HD

Dear Sir/Madam,

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

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
18/03/19	Alloa Sheriff	Section 5 (1)(A) Road Traffic Act 1988	£500 fine, disqualified 12 months, licence endorsed.

The circumstances of the incident are that the applicant had left her home address and had been driving on Tullibody Road, Alloa at 0125 hours on 19/11/18 when she collided with a garage premises there. Police traced the applicant and she failed the roadside breath test before being taken to hospital where the relevant procedures were carried out and the applicant agreed to provide specimens of blood for analysis. The blood was analysed and found to contain 152 milligrammes of alcohol in 100 millilitres of blood. The prescribed limit is 50 milligrammes of alcohol in 100 millilitres of blood.

The applicant had not been working in her capacity as personal licence holder prior to this incident.

It is of note that the personal licence application was signed by the applicant on 26/02/19, prior to being convicted of the above offence.

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

Yours faithfully

Thom McLoughlin MSc CMgr FCMI
Chief Superintendent
Divisional Commander

CLACKMANNANSHIRE LICENSING BOARD

MEETING 25 June 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
Alloa Town Hall Marshall Alloa FK10 1AB	Caroline Allan	13 July 2019	Application, LSO Report, response from applicant (copies attached) Police Scotland response no objection 06 June 2019
Cochrane Hall West Stirling Street Alva	Stephen Preston	20 July 2019	Application, LSO Report (copies attached) Police Scotland response no objection 10 June 2019
Alloa Town Hall Marshall Alloa FK10 1AB	Craig Stewart Royal Oak 7 Bedford Place Alloa FK10 3DE	16 August 2019	Application, LSO Report (copies attached) Police Scotland response no objection 11 June 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: **19/00368/OCCLIC**

Date: **10 June, 2019**

Subject: **Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application – Caroline Allan
Ultra White Collar Boxing Event
13 July, 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 13 July, 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. The premises are suitable for an event of this nature.
8. 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 previously 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 13 July, 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.

PS ~~12/11/19~~
6/6/19

ALLOA TOWN HALL



CLACKMANNANSHIRE
LICENSING BOARD

DATE OF EVENT	13/7/19
LICENCE NO	19/00368/OCCLIC
TO POLICE & WEB	27/5/19

REPORT

APPLICATION FOR OCCASIONAL LICENCE

To:

Clerk to the Licensing Board
Kilncraigs
Alloa
FK10 1EB

PAID 22 MAY 2019
JG

Before Completing this Form Please Carefully Read the Guidance Notes issued along with the Application. If completing by Hand Please Write Legibly in **BLOCK CAPITALS**. In all Cases Ensure that your Answers are Inside the Boxes and Written or Typed in **BLACK INK**. Use additional sheets if necessary.

You May Wish to Keep a Copy of the Completed Form for Your Records.

1. LICENCE DETAILS (see note 1)	
I am a :- (please tick one only)	
Premises Licence Holder	<input 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	

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 the 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
13 th July 2019	13 th July 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 or 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

20th May 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

8. CHECKLIST - Please tick

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

20th May 2019

Additional Information to support the licence application for the 13th July 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 13th
July 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



Re: Occasional Licence Alloa Town Hall 13 July 2019
caroline allan to: June Andison

11/06/2019 16:00

Hi June

Thanks for that

I can confirm we will adhere to all conditions mentioned

Kind regards

Caroline

Sent from my iPhone

On 11 Jun 2019, at 08:55, June Andison

wrote:

Good Morning Caroline

I have attached a report made by the Council's LSO regarding the event on the 13 July 2019 together with a letter advising you of the licensing board date.

Hard copy in the post

regards

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



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: 19/00416/OCCLIC

Date: 10 June, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application – Steven Preston CC48
Live Music Night – 20 July, 2019
Cochrane Hall, Alva, FK12 5LJ**

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 an attendance at the venue of approximately 180 persons. The event is described as a tribute concert featuring an "Elvis" tribute act.
2. The event is to be licensed between 7.00pm on Saturday 20 July, 2019 and 1:00am on Sunday 21 July, 2019.
3. Young persons will be permitted access to the venue during the event only if they are accompanied by an adult over the age of 18 years.
4. SIA Licensed Stewards will be on duty at the event, although the applicant does not specify how many. A previous event specified 3 Stewards, and I would suggest that this may be an appropriate number, subject to any comment the applicant may wish to make in response to this report.
5. Entry to the event will be on production of a valid ticket 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 at least 1 personal licence holder present and authorising the sale of alcohol at the event.
11. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence.
 - Use of plastic Bottles and Glassware
 - Sufficient SIA Licensed Stewards
 - Personal Licence Holder on premises for duration of event
 - Only trained staff permitted to make sales of alcohol
 - All musical performance of live or recorded music must end at least 15 minutes prior to the terminal hour.
 - Prevention of noise nuisance caused by late night disposal of glass
 - The protection from harm of children and young persons attending the event.
12. Appendix A contains a list of specimen local conditions which the Board may find to be both necessary and expedient for the purposes of the licensing objectives in connection with this event.
13. I have no concerns about this event.

Licensing Standards Officer.

Live Music Night – Cochrane Hall – 20 July, 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 3 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.
- 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.

PS 10/6/19

COCHRANE MATHS

DATE OF EVENT	20/7/19
LICENCE NO	19/00416/OCCLIC
TO POLICE & WEB	6/6/19

APPLICATION FOR OCCASIONAL LICENCE

PFC LSO ✓
 REQUEST! '0
 P - 4 JUN 2019
 E10
 cash
 (OT)

To:

Clerk to the Licensing Board
 Kilncraigs
 Greenside Street
 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)	STEVEN PRESTON
Personal licence number (if applicable) Issuing Licensing Board	STEVEN PRESTON CLACKS. CC 48.
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 STEVEN PRESTON CC 48.	

2. PERSONAL DETAILS	
TITLE (delete as appropriate) MR MRS MISS MS OTHER (please state)	
FORENAMES	STEVEN
SURNAME	PRESTON
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	
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
Post Town	Postcode
TELEPHONE NUMBERS	
DAYTIME EVENING MOBILE	
FAX NUMBER	
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	

3. THE PREMISES (where the event is to be held -See note and answer fully)		
Description of Premises. COCHRANE HALL, ALVA		
Full Postal Address of Premises which this Application Refers to COCHRANE HALL, WEST STIRLING STREET ALVA, FK12 5LJ.		
IMPORTANT From the 1 st November, 2016, premises which do not have a Premises Licence and which are used to provide "public entertainment" require to have in place a Public Entertainment Licence (PEL) or a Temporary PEL .		
Please confirm the following :	1 The premises have a current PEL	Yes / No
	or 2 Date Temporary PEL was been applied for -	

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

HELP FOR HEROES, CHARITY NIGHT
ELVIS TRIBUTE NIGHT
D.S
RAFFLE TICKETS.

KAREN MATULEWICZ.

Approximately How many persons will attend event ?

180.

Will SIA Licensed Stewards to be provided ?

YES / NO

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

No

4. DURATION OF LICENCE

Start Time and Date

7pm 20-07-19

End Time and Date

1am 21-07-19.

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

7pm
20-07-19

Times for sale of alcohol for consumption Off premises

12.45am.
21-07-19

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

7.30pm 9pm D.S.
9pm 11pm ELVIS
11pm 12.30 D.S.

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/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?

YES/NO

Ages of Children of Young Persons Permitted Entry

10 YOUNG PERSONS
16 + 17yrs OLD.

Times at which Children or Young Persons Permitted Entry

7p - 1am.

Parts of Premises to which Children or Young Persons Permitted Entry

MAIN HALL + TOILET 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

04.06.19.

*** 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



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

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

Memo

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

**From: Paul Fair
Licensing Standards Officer**

Extension: 2091

Email: pfair@clacks.gov.uk

Our Ref: PF/LSO/OL/REP

Your Ref: 19/00427/OCCLIC

Date: 10 June, 2019

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
Occasional Licence Application - Craig Stewart
Live Music Night – 16 August, 2019
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 and made the necessary enquiry I have the following comments to make:

1. The application relates to a large scale music event which is likely to result in a near capacity attendance at the venue (approximately 500-600 persons). The event is described as a band night featuring Gary Mullen, a Queen tribute act.
2. The event is to be licensed between 6.00pm and Midnight on Friday 16 August, 2019
3. The application seeks consent for young persons to be able to attend the event in the company of an adult.
4. SIA Licensed Stewards will be on duty at the event.
5. Entry to the event will be on production of a valid ticket 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 at least 1 personal licence holder present and authorising the sale of alcohol at the event.
11. In promoting the licensing objectives I would suggest that the following matters are those which would be best controlled by conditions on the licence. The applicant advises me that the imposition of conditions on the licence which would control the following matters causes him no difficulty.
 - 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. The applicant has suitable age verification measures in place to prevent the sale of alcohol to persons under 18 years of age.
14. I have no concerns about this event.

Paul Fair

Licensing Standards Officer.

Live Band Night - Alloa Town Hall – 16 August, 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.
- A sufficient number of SIA Licensed Stewards must be on duty to control entry to the premises, to monitor any area immediately outside the premises used by persons attending the event who have temporarily left to smoke, and to monitor and supervise the behaviour of persons within the venue. Including a specific responsibility to make regular checks of the toilets and to monitor the upper Balcony area 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 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.

Licensing Board

ALLOA TOWN HALL

DATE OF EVENT	16/8/19
LICENCE NO	19/00427/OCCLIC
TO POLICE & WEB	10/6/19

Application for an Occasional Licence

PF LSO
REPORT.

To:

PAID - 5 JUN 2019

810

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

Before Completing this Form Please Carefully Read the Guidance Notes issued along with the Application. If completing by Hand Please Write Legibly in **BLOCK CAPITALS**. In all Cases Ensure that your Answers are Inside the Boxes and Written or Typed in **BLACK INK**. Use additional sheets if necessary.

You May Wish to Keep a Copy of the Completed Form for Your Records.

Alloa Town Hall, Friday 16th August 2019 – Gary Mullen – Queen Tribute	
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	CC102 – CLACKS COUNCIL



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)	CRAIG STEWART – CC102		
2. Personal Details			
Full Name	Surname	First Name	
	STEWART	CRAIG	
Address where ordinarily resident to be used for correspondence purposes.	THE ROYAL OAK HOTEL 7 BEDFORD PLACE ALLOA FK10 1LJ		
Telephone Number			
Email Address	THEROYALOAK.ALLOA@GMAIL.COM		
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 – THE TOWN 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, TWO UPSTAIRS LOUNGES, BALCONY AREA AND TOILET AREAS			
Full Postal Address of Premises which this Application Refers to:			
ALLOA TOWN HALL MARS HILL ALLOA CLACKS FK10 1AB			
Description of Activities to be Carried on in the Premises: Tribute night with the excellent Gary Mullen who is a tribute to Queen. This shall be a full evening of live entertainment set in a gig atmosphere. It is a ticket only event , with 10 door stewards attending. Tickets are sold out. All alcohol and juices will be decanted into plastic containers. We have done a number of these events in the past and do not foresee any problems on the evening. Standing only downstairs (500 people) seats on balcony (100people)			
For more details contact event organiser Craig Stewart : 07413510245			



Licensing Board

Approximately how many persons will attend event ?	600
Will Stewards to be provided ?	Yes
Is food to be provided at the event	No
If Yes - please provide details	
N/A	
4. Duration of Licence	
Start Time and Date	End Time and Date
19.00PM – Friday 16 th August, 2019	00.00AM – Saturday 17 th August, 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 – 00.00am	N/A
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
<p>The doors will open at 7PM and ticket holders will be permitted entry. There will be a policy at the door where each ticket holder will receive a wrist band to show they are a genuine ticket holder .Gary Mullen shall start around 7.30 and will play for around 1.5 hours. When the show is finished, the bar will close 15minutes later at most .Door stewards will be there until all ticket holders have vacated the building.</p> <p>We hope to have the hall cleared as quickly as possible when act is finished. Over 16's only. Anyone under 18 years of age to be accompanied by an adult or suitable person.</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	
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	
16 & 17 Years of age		19.00 - Close	
Parts of Premises to which Children or Young Persons Permitted Entry			
The balcony area, or if in the downstairs area, they must be accompanied by a parent or responsible adult			
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	4 th June, 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