



**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 ~~13/11/19~~  
6/6/19

ALLOA TOWN HALL



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.

<b>1. LICENCE DETAILS (see note 1)</b>	
I am a :- (please tick one only)	
Premises Licence Holder	<input type="checkbox"/>
Personal Licence Holder	<input checked="" type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises, licence number, Issuing Licensing Board (if applicable)	
Personal licence number (if applicable ) Issuing Licensing Board	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	

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

<p><b>3. THE PREMISES (where the event is to be held -See note and answer fully)</b></p> <p>Description of Premises. Town Hall</p> <p>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>
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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 <sup>th</sup> July 2019	13 <sup>th</sup> 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**

20<sup>th</sup> 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

20<sup>th</sup> May 2019

Additional Information to support the licence application for the 13<sup>th</sup> 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 13<sup>th</sup>  
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