

Ps 14/1/20

Licensing Board

ALLOA TOWN HALL

DATE OF EVENT	1/3/20
LICENCE NO	20/00084/ALCC/C
TO POLICE & WEB	14/1/20

Application for an Occasional Licence

To:

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

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

PAID - 8 JAN 2020
 £15

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 – SUNDAY 1ST MARCH 2020 - ALLOA MASTERS	
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



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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	[REDACTED]		
Email Address	THEROYALOAK.ALLOA@GMAIL.COM		
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
	[REDACTED]		
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 AND TOILET AREAS ONLY			
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: THE ALLOA DARTS MASTERS 10 TH ANNIVERSARY CELEBRATION			
Approximately how many persons will attend event ?		400-450	
Will Stewards to be provided ?		Yes	
Is food to be provided at the event		Yes	
If Yes - please provide details YES – THE ROYAL OAK SHALL BE PROVIDING FOOD ALL DAY FROM THE KITCHEN, FROM SNACKS AND ROLLS TO FULL MEALS			



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4. Duration of Licence	
Start Time and Date 11.00am – SUNDAY 1ST MARCH 2020	End Time and Date 21.00PM – SUNDAY 1 ST MARCH 2020
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 11.00AM – 21.00PM	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 THERE WILL BE AN EARLY ENTRY FOR VIP TICKET HOLDERS TO GET THE CHANCE TO MEET SOME OF THE DARTS PLAYERS. THE TOURNAMENT WILL START SHORTLY AFTER THIS THERE WILL BE AN INTERVAL DURING THE DAY WHERE THERE SHALL BE A CHARITY FUNDRAISING AUCTION. TIMES SHALL VARY SLIGHTLY THROUGH OUT THE DAY, BUT THE MATCH SHOULD BE WRAPPED UP BY ROUGHLY 20.30PM. THERE WILL BE A STRICT CHALLENGE 25 POLICY IN PLACE, AND UP TO 8 DOOR STEWARDS ON DUTY. ALL DRINKS WILL BE DECANTED IN TO PLASTIC CONTAINERS. OVER 16'S CAN ENTER THE MAIN HALL, BUT MUST BE ACCOMPANIED BY A PARENT OR SUITABLE GUARDIAN. ANYONE UNDER 16 MUST SIT ON THE BALCONY, AND LIKE WISE BE ACCOMPANIED BY A PARENT OR GUARDIAN. FOOD WILL ALSO BE AVAILABLE FOR PURCHASE FROM THE ROYAL OAK HOTEL STAFF WE AIM TO HAVE THE HALL COMPLETELY EMPTIED BY 21.00PM AT THE LATEST	



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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

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 0-17 YEARS OF AGE	Times at which Children or Young Persons Permitted Entry 11.00AM-21.00PM
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Parts of Premises to which Children or Young Persons Permitted Entry

ALL LICENCED AREAS IF 16 OR OVER IF SUPERVISED, BALCONY ONLY IF UNDER 16

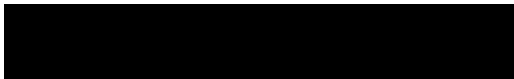
7. Signature and Declaration by Applicant

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	8TH JANUARY 2020
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* Data Protection Act 1998

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

Checklist	
I have made or enclosed payment of the fee for the application	X

Appendix A - Suggested Local Conditions

Alloa Darts Masters 10th Anniversary – 01 March 2020, Alloa Town Hall

- All alcohol must be sold and supplied to the customer in or decanted into, plastic or polycarbonate Bottles and drinking vessels.
- Only alcoholic drinks sold at the event by the Licensee can be consumed at the event.
- At Least 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. 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 trained staff will be permitted to make sales of alcohol
- Any music or other entertainment must cease at no later than 21:00hrs
- All Children and young persons must remain in the company of a parent or other formal guardian over the age of 18 years of age.
- Children must remain in the upper Balcony area for the duration of the event. Young Persons allowed access to all of the licensed area.
- No Alcohol is to be taken to or consumed in the Balcony, foyer, stairwells, upper landings or toilets.
- A full briefing document detailing the terms of the licence, including local conditions and all measures to be put in place by the applicant to ensure compliance with the protecting children from harm licensing objective should be prepared and supplied to all Stewards on duty at the event. A copy of this Document should be made available to the Licensing Board and Licensing Standards Officer at least 7 days prior to the event.

