

Licensing Board

Oakwood Lounge

DATE OF EVENT	6/7 - 19/7 2020
LICENCE NO	20/00207/00000
TO POLICE & WEB	3 July 2020

Application for an Occasional Licence

To:

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


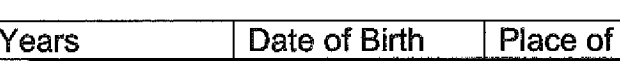




**THIS PAPER RELATES TO
ITEM 3b
ON THE AGENDA**

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

1. Licence Details (see note 1)	
I am a :- (please tick one only)	
Premises Licence Holder	<input checked="" type="checkbox"/>
Personal Licence Holder	<input type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises	THE OAKWOOD LOUNGE FAIRFIELD ROAD SAUCIE FK10 3DE
Licence number and Issuing Licensing Board (if applicable)	PLN 0030 CLACKMANNANSHIRE LICENSING BOARD
Personal licence number (if applicable) Issuing Licensing Board	/



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)		/	
2. Personal Details			
Full Name	Surname	First Name	
	BRADIE	ALAN	
If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf.			
Address where ordinarily resident to be used for correspondence purposes.			
Telephone Number			
Email Address (if you would prefer us to correspond with you by email)			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
			
3. The Premises (See note and answer fully)			
Description of Premises - AREA TO REAR AND REAR EXIT OF A CURRENTLY LICENSED PREMISES. SHOWN RED ON ATTACHED PLAN			
Full Postal Address of Premises which this Application Refers to OAKWOOD LOUNGE FAIRFIELD ROAD SAUCHIE FK10 3DE			



Description of Activities to be Carried on in the Premises (see note and answer fully)	
OUTSIDE DRINKING AREA TO ALLOW PREMISES TO RE OPEN FROM COVID 19 LOCKDOWN	
* TABLES SPACED TO MAINTAIN SOCIAL DISTANCE IS OBSERVED *	
Approximately how many persons will attend event ?	20 - 30
Will Stewards to be provided ?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	
4. Duration of Licence	
Start Time and Date	End Time and Date
11am 06/07/2020	10pm 19/07/2020
5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes/ No
Is Alcohol to be sold for consumption off the premises?	Yes/ No
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
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Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	



6. Children (This section must be completed where alcohol is for sale for consumption on the premises)	
Are children or young persons permitted entry?	Yes/No
If Yes - the remainder of this section must be completed	
Will Children (0-15yrs) and Young Persons (16 & 17 yrs) require to be accompanied by a parent or person over the age of 18 yrs?	YES
Ages of Children of Young Persons Permitted Entry 0-17	Times at which Children or Young Persons Permitted Entry 11am - 6pm
Parts of Premises to which Children or Young Persons Permitted Entry ALL OF THE AREA TO BE COVERED BY OCCASIONAL LICENSE.	
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 29/06/20

*** Data Protection Act 1998**

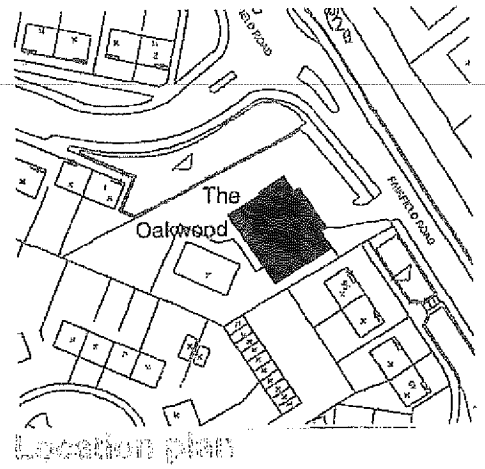
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Checklist	
I have made or enclosed payment of the fee for the application	

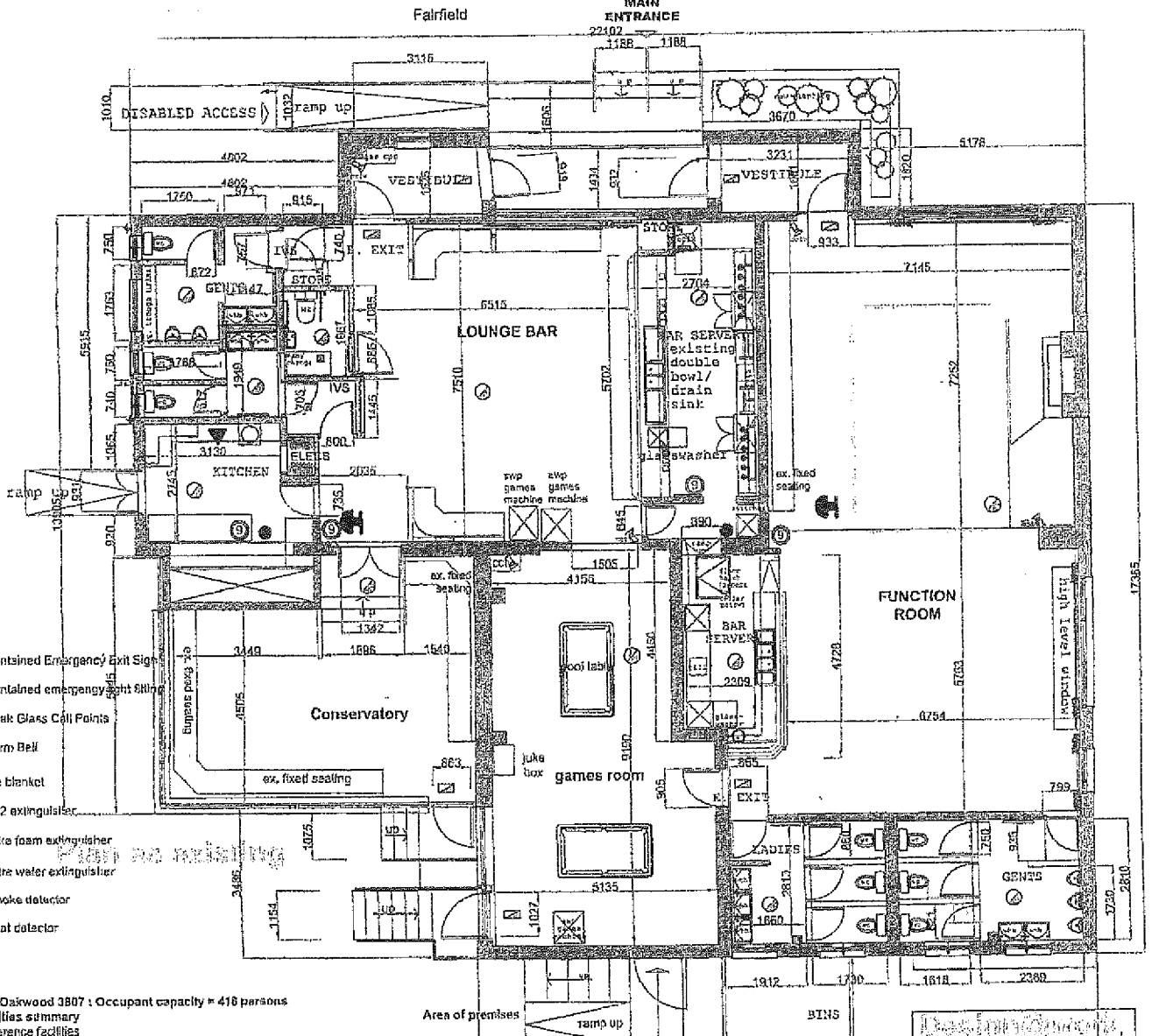
Site Plan

AREA OUTLINED GREEN
DENOTES CURRENT LICENSED
AREA

AREA OUTLINED RED SHADDED
IN RED DENOTES AREAS
TO BE COVERED BY
OCCASIONAL LICENSES



Location plan



- Ⓜ Maintained Emergency Exit Sign
- Ⓜ Maintained emergency light fitting
- Ⓜ Break Glass Call Points
- Ⓜ Alarm Bell
- Ⓜ Fire blanket
- Ⓜ CO2 extinguisher
- Ⓜ 8 litre foam extinguisher
- Ⓜ 9 litre water extinguisher
- Ⓜ Smoke detector
- Ⓜ Heat detector

The Oakwood 3807 : Occupant capacity = 418 persons
 Facilities summary
 Conference facilities
 Restaurant facilities
 Bar Meals
 Receptions
 Club Meetings
 Recorded Music
 Live Performances
 Dance Facilities
 Theatre/Films
 Gaming
 Indoor/outdoor sports
 Televised Sport
 Outdoor Drinking facilities
 Adult Entertainment
 Any area set aside specifically for the use of children & young persons
 Any area on the premises to which children & young persons will have access

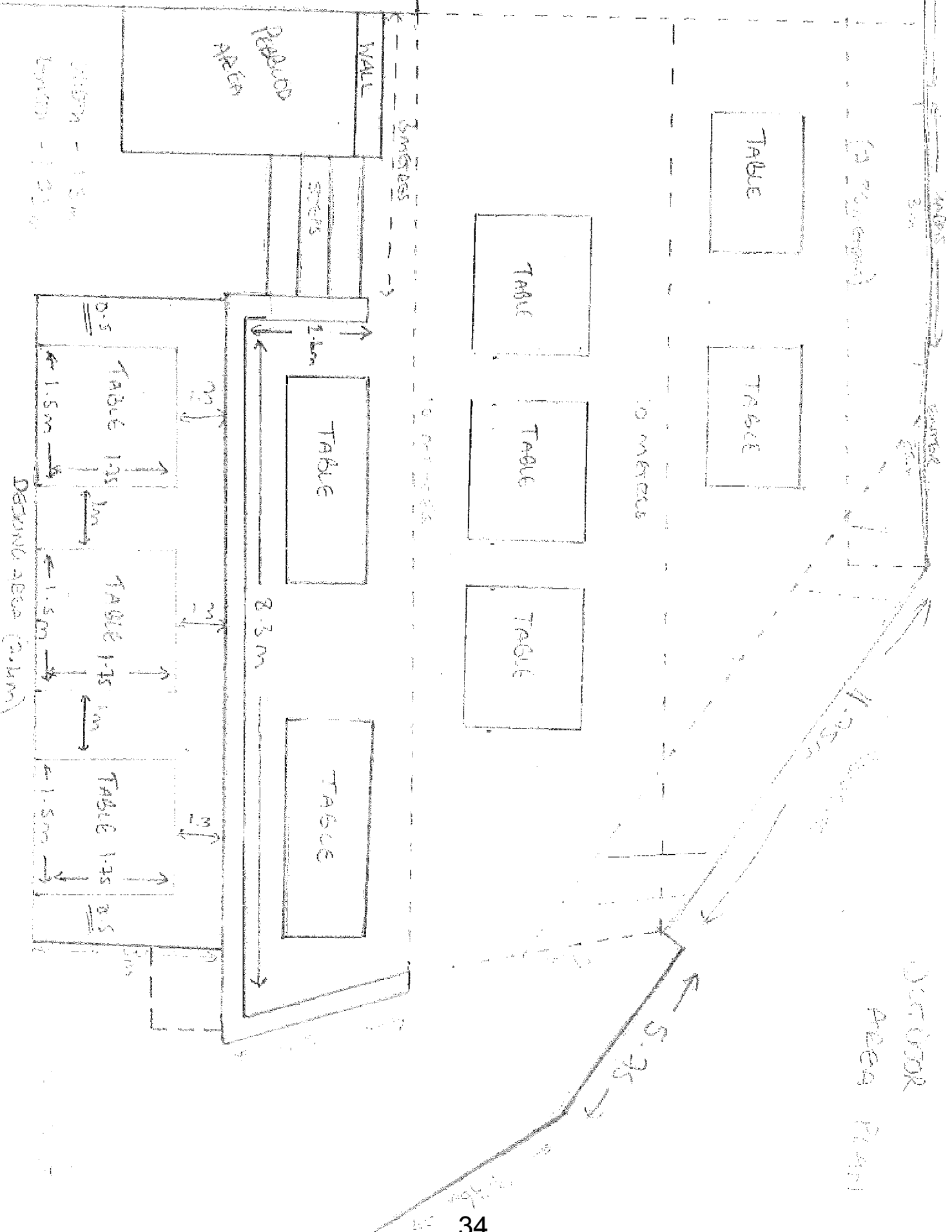
Area of premises
 Conservatory & Function Room
 Function Room
 Lounge bar & Conservatory
 games room & lounge bar
 Lounge bar & Function Room
 Function Room
 games room
 games room, lounge bar, conservatory, function room
 games room & lounge bar
 Conservatory & Function Room & games room
 Conservatory & Function Room & games room

The Oakwood 3807
 The Oakwood, FK5 5HH
 Tel 01324 826612
 mob: 0771 254 1069 email:
 marjoriedelaney@btconnect.com
 Client: Balhaven Brewery Co., 6 Back
 Walk, Stirling FK9 2DA
 Tel: 01786 464446
 Site: The Oakwood, Fairfield Road,
 Fairfield, Sauchie, Alloa,
 Clackmannanshire, FK10 3DE
 Drawing: Ground Floor Plan as existing
 Scale: 1:100 Dated: 13th June
 Drawn by: M Delaney

RED CARDS + GLASS

NOT IN USE

BINS



Licensing Board

DATE OF EVENT	OAKWOOD lounge 21/7 - 2/8 2020
LICENCE NO	20/00205/00016
TO POLICE & WEB	3 JULY 2020

Application for an Occasional Licence

To:

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

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Personal Licence Holder	<input type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises	OAKWOOD LOUNGE FAIRFIELD ROAD, SAUCHIE FK10 3DE
Licence number and Issuing Licensing Board (if applicable)	PLN 0030 CLACKMANNANSHIRE LICENSING BOARD
Personal licence number (if applicable) Issuing Licensing Board	



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)		—	
2. Personal Details			
Full Name	Surname	First Name	
	BRADIE	ALAN.	
If you are applying on behalf of a Club or voluntary organisation please state your position in that club/organisation or provide other evidence that you are authorised or entitled to apply on their behalf.		—	
Address where ordinarily resident to be used for correspondence purposes.		[REDACTED]	
Telephone Number		[REDACTED]	
Email Address (if you would prefer us to correspond with you by email)		[REDACTED]	
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
	[REDACTED]	[REDACTED]	[REDACTED]
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Description of Premises -			
<p>Area TO Rear AND AT Rear EXIT OF A, CURRENTLY LICENSED PREMISES</p> <p>SHOW RED ON ATTACHED PLAN</p>			
Full Postal Address of Premises which this Application Refers to			
<p>OAKWOOD LOUNGE FAIRFIELD ROAD SAUCHIE FK10 3DG</p>			



Description of Activities to be Carried on in the Premises (see note and answer fully)	
<p>OUTSIDE DRINKING AREA TO ALLOW PREMISES TO RE OPEN FOLLOWING COVID 19 LOCKDOWN</p> <p>* TABLES WILL BE SPACED TO ENSURE PROPER SOCIAL DISTANCE IS MAINTAINED AS REQUIRED*</p>	
Approximately how many persons will attend event?	20-30
Will Stewards to be provided?	Yes/No
Is food to be provided at the event	Yes/No
If Yes - please provide details	
4. Duration of Licence	
Start Time and Date	End Time and Date
11 am 20/07/2020	10 PM 02/08/2020
5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes/No
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6. Children (This section must be completed where alcohol is for sale for consumption on the premises)	
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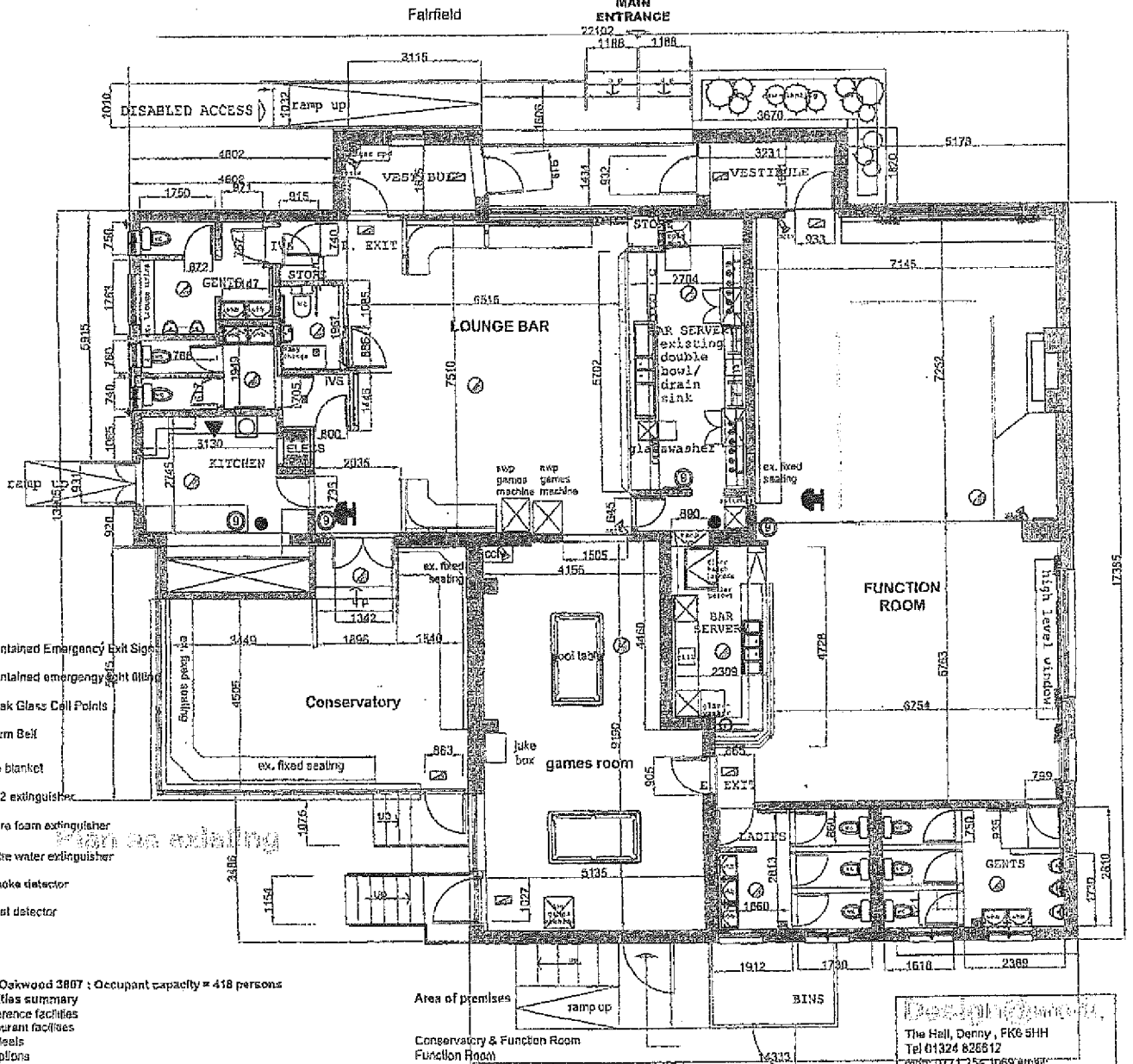
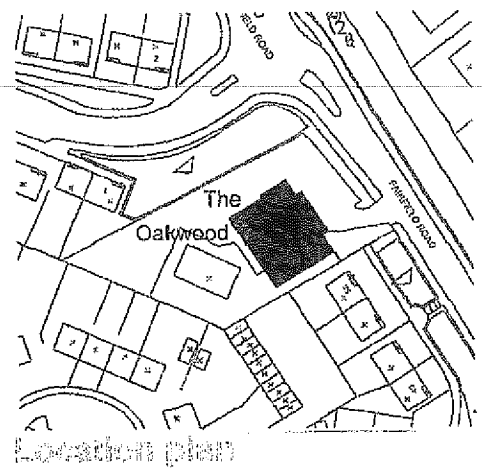
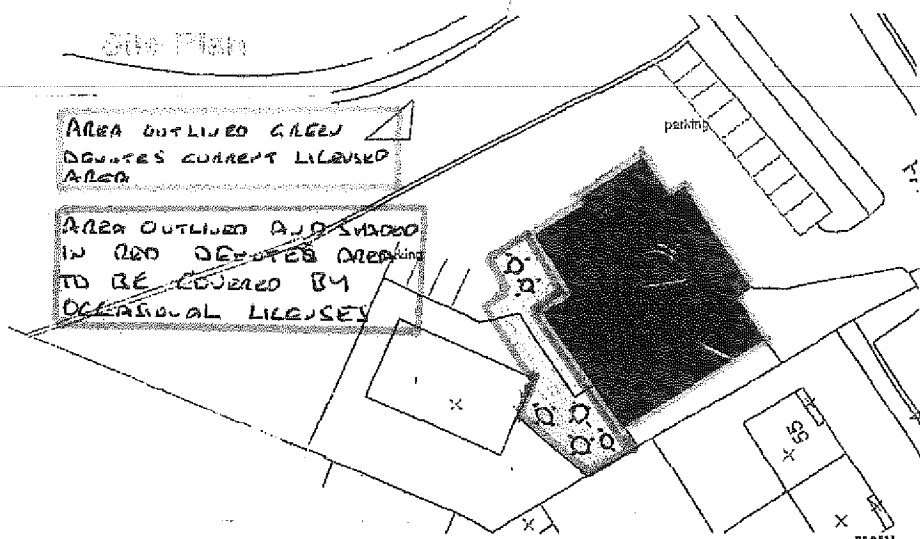
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Site Plan

AREA OUTLINED GREEN
DENOTES CURRENT LICENSED
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AREA OUTLINED RED SHADDED
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- ☒ Maintained Emergency Exit Sign
- ☒ Maintained emergency light fitting
- ☒ Break Glass Call Points
- ☒ Alarm Bell
- ☒ Fire blanket
- ☒ CO2 extinguisher
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The Oakwood 3807 : Occupant capacity = 418 persons

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- Conference facilities
- Restaurant facilities
- Bar Meals
- Receptions
- Club Meetings
- Recorded Music
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- Gaming
- Indoor/outdoor sports
- Televised Sport
- Outdoor Drinking facilities
- Adult Entertainment

Any area set aside specifically for the use of children & young persons
Any area on the premises to which children & young persons will have access

Area of premises
Conservatory & Function Room
Function Room
Lounge bar & Conservatory
games room & lounge bar
Lounge bar & Function Room
Function Room

games room
games room, lounge bar, conservatory, function room
games room & lounge bar

Conservatory & Function Room & games room
Conservatory & Function Room & games room

Design & Drawings
The Hall, Denny, FK8 5HH
Tel 01324 826512
m: 0771 254 1069 email: mariojedelaney@btconnect.com

Client: Belhaven Brewery Co., 6 Back Walk, Stirling, FK8 2QA
Tel: 01788 454446

Site: The Oakwood, Fairfield Road, Fairfield, Sauchie, Alloa, Clackmannanshire, FK10 3DE

Drawing: Ground Floor Plan as existing
Scale: 1:100 Dated: 13th June
Drawn by: M Delaney

Licensing Board

DATE OF EVENT	OAKWOOD LOUNGE 03-16 AUGUST 2020
LICENCE NO	20/00206/OCCLIC
TO POLICE & WEB	3 A JULY 2020

Application for an Occasional Licence

To:

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 Clackmannanshire Council
 Kinncraigs
 Alloa
 FK10 1EB

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Address where ordinarily resident to be used for correspondence purposes.		[REDACTED]	
Telephone Number		[REDACTED]	
Email Address (if you would prefer us to correspond with you by email)		[REDACTED]	
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<p>OAKWOOD LOUGLE FAIRFIELD ROAD SAUCHIE FK10 3DE</p>			



<p>Description of Activities to be Carried on in the Premises (see note and answer fully)</p> <p>OUTSIDE DRINKING AREA TO ALLOW THE PREMISES TO RE-OPEN FOLLOWING COVID 19 LOCKDOWN</p> <p>* TABLES WILL BE SPACED TO ENSURE PROPER SOCIAL DISTANCE IS MAINTAINED AS REQUIRED *</p>											
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Is food to be provided at the event	Yes/No										
If Yes - please provide details											
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Parts of Premises to which Children or Young Persons Permitted Entry All of the Area to be Covered by the Occasional License.	
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 29/06/20.

*** Data Protection Act 1998**

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

Clackmannanshire Licencing Board

Occasional Licence Application

Supplementary information form

Have you read and understood that your licence, if granted may be subject to the conditions, listed in this guidance?

Yes/~~No~~

Do you consent to these conditions being applied to the licence on grant?

Yes/~~No~~

Have you made contact with the Planning Department at Clackmannanshire Council to discuss you proposals?

Yes/~~No~~

Have you made contact with the Roads Department (Public Spaces only) to discuss your proposals?

Yes/~~No~~

Please confirm that you have enclosed a sketch plan of showing the location, dimensions and seating arrangements in the proposed licensed area.

Name

Email Address :

Telephone No:

Name of Premises

Signed

Date *7th July*,2020

Useful email addresses

Licensing@clacks.gov.uk

roads@clacks.gov.uk

planning@clacks.gov.uk

ehealth@clacks.gov.uk



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/CV19 REP

Your Ref: 20/00 /OCCLIC (+2 othrs)

Date: 5 July 2020

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
3 x Occasional Licence Applications - Outdoor Area
Applicant- Alan Bradie- Premises Licence Holder
Car Park area adjacent, and to the side of The Oakwood Lounge, Fairfield road,
Sauchie.**

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 Officer is provided with a copy of the application.

Having considered the content of the applications to which this representation relates, I have the following comments to make:

1. This representation relates to 3 occasional licences each lasting for a period of 14 days, and seeking authority to make sales of alcohol for on sales consumption in an outdoors space which is not currently part of the licensed footprint of the premises retail environment at the above address.
2. The 3 applications seek to licence the premises from 6 July 2020 for a continuous period of 6 weeks until 16 August 2020.
3. The purpose of an occasional licence is to allow premises that are not normally licensed to be licensed “occasionally”. Not necessarily for a special event or special occasion.
4. Scottish Government has announced that as part of the stage 2 “easing lockdown” process, during the SARS-CoV-2 pandemic, outdoor food and drink areas, including licensed areas can open from Monday 6 July 2020.

5. Clackmannanshire Council has received many enquiries and applications relating to the licensing of new outdoor areas on a variety of land types adjacent to existing licensed premises. This representation relates to one of those applications.
6. On Friday 3 July 2020, the Licensing Board approved the use of a pre-application guidance document for those wishing to licence a new outdoor area. The applicant in this case has had the opportunity to view the document, has completed the supplementary information form and has acknowledged the understanding statement. The applicant has accepted the suggested conditions in that document and fully understands that additional conditions, from the pool list contained in the statement of licensing policy, may also be applied as local conditions.
7. The land in this case is an area used for car parking at the side of the premises and is owned by the premises. The area is suitable for licensing in the current circumstances..
8. The applicant has been advised that he should 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 premises.
9. The applicant has also been advised that any staff left in charge at the premises should be the holder of a personal licence or should be able to make immediate contact with a personal licence holder responsible for the management of the premises, during all licensed hours.
10. Appendix A contains a list of suggested conditions that the Licensing Board may wish to impose on granting this application. These conditions are necessary to ensure compliance with the licensing objectives contained within The Licensing (Scotland) Act, 2005.

Paul Fair

Licensing Standards Officer.

Appendix A

- 1 Alcohol sold for consumption in the licensed outdoor area will be ordered from, and delivered to the table, by staff employed at the premises.
- 2 The outdoor area must be clearly separated from any neighbouring unlicensed area by a physical barrier such as a fence or series of posts and rope or tape of at least 1 metre in height.
- 3 The outside area can only be occupied by persons seated at a table.
- 4 The licence holder must ensure that alcohol is only consumed by persons seated at a table.
- 5 (For Licensed public spaces only) All drinks whether alcoholic or not sold or supplied for consumption in the outdoor area, will be sold in or decanted into plastic or polycarbonate drinking vessels.
- 6 No entertainment, live or recorded music or performances will be permitted in any outdoor area.
- 7 All outdoor areas will be operated in compliance with the current Scottish Government guidance for Licensed Outdoor Drinking areas, including any amendments to that guidance which occurs in the duration of the licence.