

Licensing Board

The Royal Oak

DATE OF EVENT	6-19 July 2020
LICENCE NO	20/00214/OCCLIC
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 3d
 ON THE AGENDA**

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

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

1. Licence Details – Outdoor Drinking Area Extension At The Royal Oak Hotel, Alloa	
I am a:	
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	N/A
Personal licence number 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	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]	[REDACTED]	[REDACTED]
3. The Premises (See note and answer fully)			
Description of Premises:			
<p>THE ROYAL OAK HOTEL, ALLOA – The Royal Oak hotel, bar and restaurant is a busy community hub in Alloa, located just out with the town centre. The hotel was built in the late 1820's and currently has 7 rooms for hire as well as a vibrant restaurant and lively bar. It currently has category C listing with historic Scotland.</p> <p>We are currently closed due to Covid-19 lockdown, but are looking to utilise a car parking space out the back of the building as a temporary drinking area with 10 tables and 6 seated benches. These will all configure with social distancing regulations. The area will be temporarily fenced off at the end of the car park to prevent any cars from entering the area.</p> <p>We would be looking to have this temporary arrangement in place until the pandemic is brought to a level of containment or culmination, which would allow us to trade as normal.</p>			
Full Postal Address of Premises which this Application Refers to:			
<p>THE ROYAL OAK HOTEL 7 BEDFORD PLACE ALLOA CLACKMANNANSHIRE FK10 1LJ</p>			



Licensing Board

Description of Activities to be Carried on in the Premises

TEMPORARY OUTDOOR DRINKING AREA. We are looking to utilise a car parking space out the back of the building as a temporary drinking area with 10 tables and 6 seated benches. These will all configure with social distancing regulations. The area will be temporarily fenced off at the end of the car park to prevent any cars from entering the area.

We would be looking to have this temporary arrangement in place until the pandemic is brought to a level of containment or culmination, which would allow us to trade as normal within the bar area.

We will adhere to all council, licence board and environmental health policies or advice about the application, and will strive to implement any procedures that may need for us to introduce or establish. This is in regards to opening times, permitted times for selling alcohol, closing times, rules, regulations, and any queries that may arise from an environmental health aspect.

We would like to, if permitted, have the option to open the outdoor area from 11.00am with a closing time of 22.00pm. Last orders would be at 21.15pm with the full area cleared and cleaned down by 22.00pm at the latest. We will be flexible on this, and would cohere to any proposals.

There will be table service for drinks, with card payments encouraged. There will be one person pouring drinks in the bar area, and someone dealing with customer registration at the front door if still required. We hope that by doing this we will have complete control on the numbers of people in the area at all times.

There will be sanitation stations at every entry/ exit point and every toilet area. There will be a one-way system in place for entering and exiting the Royal Oak with entry through the bar, and exit via the restaurant next door. Ladies toilets will be situated in the restaurant side of the building and gents in the bar. This will be the only time someone will be able to come back in to the building unless they are leaving. This will be controlled by either the person behind the bar or person on table service duty

Approx. how many persons will attend event?	60
Will Stewards to be provided?	No
Is food to be provided at the event	YES
If Yes - please provide details:	
We will be looking to utilise some of the tables out back, if the demand is there, as an extension to the restaurant as well. These would need to be booked in advance and for a certain time period	

4. Duration of Licence

Start Time and Date	End Time and Date
11.00am Monday, 6 th July, 2020	22.00pm Sunday, 19 th July, 2020



Licensing Board

5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes
Is Alcohol to be sold for consumption off the premises?	Yes
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises	Times for sale of alcohol for consumption - Off premises
11.00am – 22.00pm	11.00am – 22.00pm
Statement of the times at which any activities other than the sale alcohol will be carried on in the premises:	
<p>The drinking area will open at 11.00am each day, or as permitted, and will close at 22.00pm, or as permitted.</p> <p>Last orders will be called 21.15pm for on premise sales with the bar closing for on and off sales at 21.30pm.</p> <p>The outdoor area will be completely cleared by 22.00pm</p>	

6. Children	
<i>(This section must be completed where alcohol is for sale for consumption on the premises)</i>	
Are children or young persons permitted entry?	Any advice on this would be appreciated
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
0-17 years	12.00am until 19.00pm Restaurant/ food only and only if accompanied by an adult. Again, only if the board is willing to allow this option.
Parts of Premises to which Children or Young Persons Permitted Entry	
Only the parts of the premises covered by the licence application or those permitted by the Licence Board	



Licensing Board


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	Tuesday, 30 th July, 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

NOTES

- Section 56 of the Licensing (Scotland) Act 2005 provides that only:
 - The holder of a premises licence;
 - The holder of a personal licence; or
 - A representative of any voluntary organisation is eligible to apply for an occasional licence
- Where alcohol is to be sold for consumption on the premises, the Act requires that a clear statement be made as to whether children or young persons are to be allowed entry and, if they are a statement of the terms on which they are allowed entry

3. Data Protection Act 1998

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- Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament

http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050016_en_1



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Licensing Board

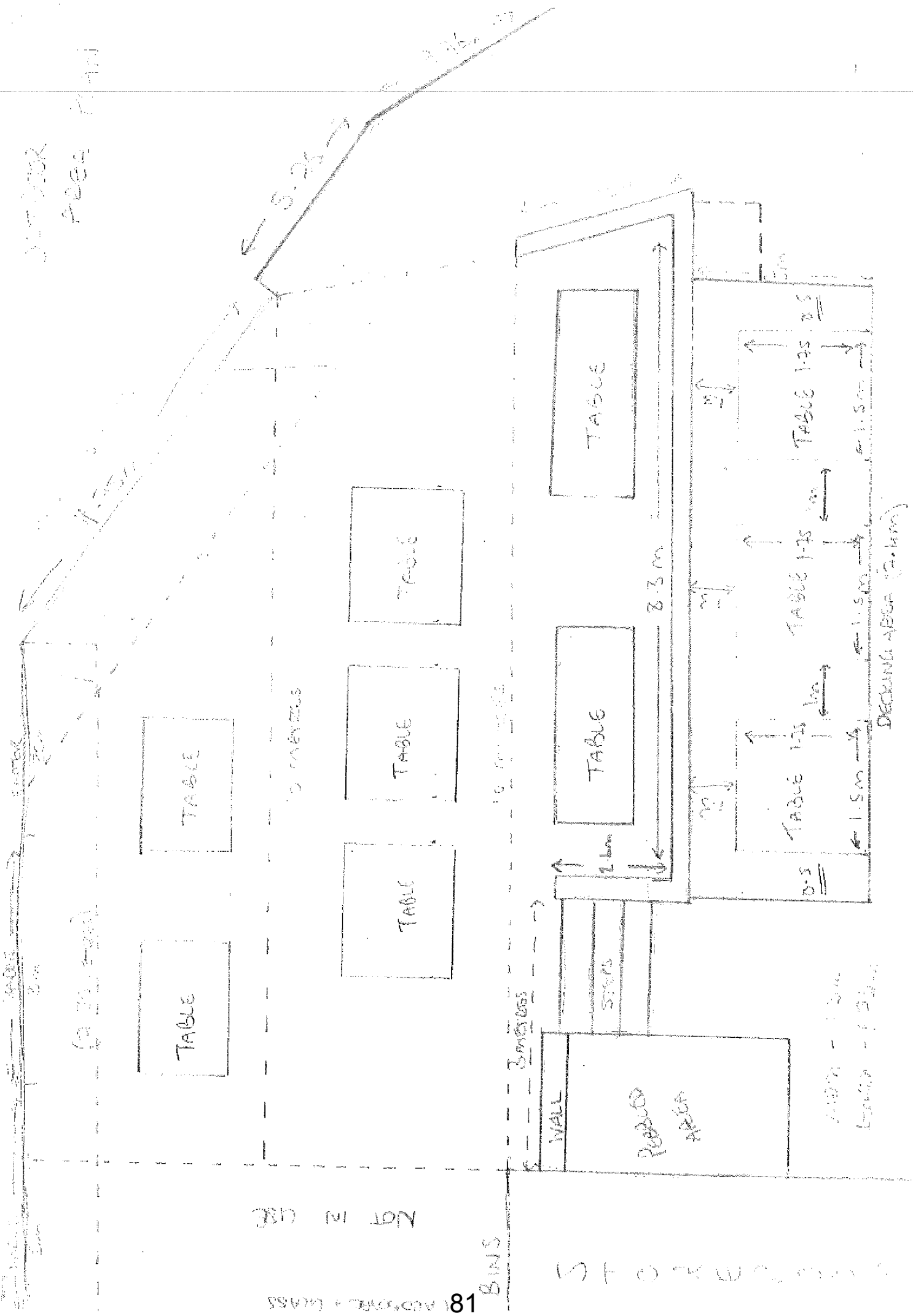
Clackmannanshire Licensing Board has a duty to protect public funds that it administers and may use this information for the prevention and detection of fraud. For more details, please contact The Councils, Senior Auditor, on telephone number 01259 452047

If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address licensing@clacks.gov.uk

NOT IN USE

BINS

WFOKWB



DIET ROOM
Floor Plan

(a) 2.5 m

1.5 m

1.5 m

5.25 m

BENCHES

BENCHES

WALL

STEPS

PEBBLES
AREA

1.5 m
1.5 m

DECKING AREA (3.4 m)

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE 1.5

TABLE 1.5

TABLE 1.5

The Royal Oak

Licensing Board

DATE OF EVENT	20 July - 2 August 2020
LICENCE NO	20/00215/0001C
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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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	N/A
Personal licence number 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		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]		
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Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
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Licensing Board

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Approx. how many persons will attend event?	60
Will Stewards to be provided?	No
Is food to be provided at the event	YES
If Yes - please provide details:	
We will be looking to utilise some of the tables out back, if the demand is there, as an extension to the restaurant as well. These would need to be booked in advance and for a certain time period	

4. Duration of Licence

Start Time and Date	End Time and Date
11.00am Monday, 20 th July, 2020	22.00pm Sunday, 2nd August, 2020




Licensing Board

5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes
Is Alcohol to be sold for consumption off the premises?	Yes
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
Times for sale of alcohol for consumption - On premises 11.00am – 22.00pm	Times for sale of alcohol for consumption - Off premises 11.00am – 22.00pm
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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?	Any advice on this would be appreciated
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 years	Times at which Children or Young Persons Permitted Entry 12.00am until 19.00pm Restaurant/ food only and only if accompanied by an adult. Again, only if the board is willing to allow this option.
<p>Parts of Premises to which Children or Young Persons Permitted Entry</p> <p>Only the parts of the premises covered by the licence application or those permitted by the Licence Board</p>	



Licensing Board

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	Tuesday, 30 th July, 2020

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Comhairle Siorrachd
Chlach Mhanann

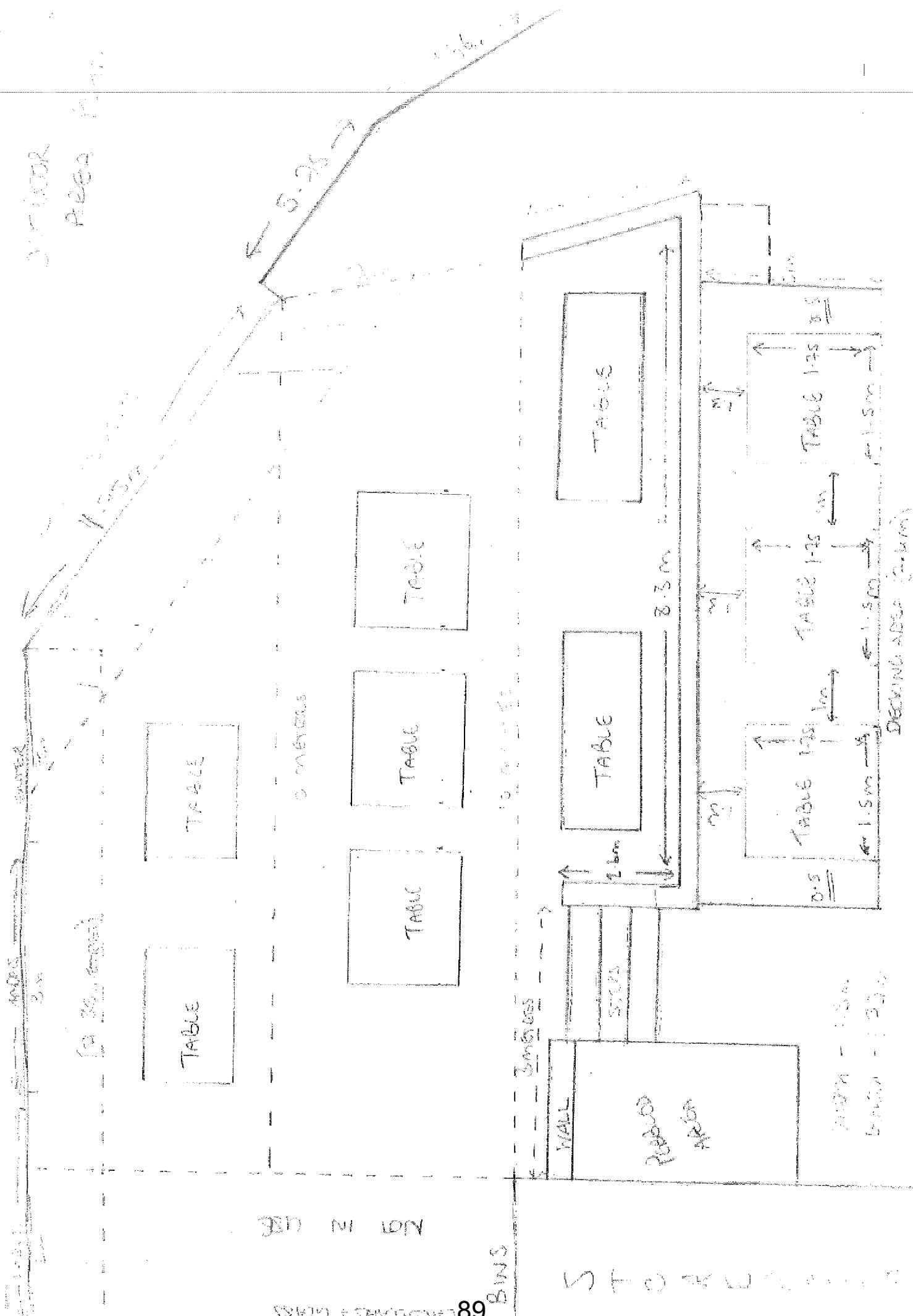
Licensing Board

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3rd floor

Area Plan



NOT IN USE

89

STAIRS

WALL

STEPS

Paved Area

DECKING AREA - 3.0m
DECKING AREA - 3.0m

DECKING AREA (3.0m)

STAIRS

The Royal Oak

Licensing Board

DATE OF EVENT	3-16 August 2020
LICENCE NO	20/00216/00011C
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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Licensing Board

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Is food to be provided at the event	YES

If Yes - please provide details:

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4. Duration of Licence

Start Time and Date	End Time and Date
11.00am Monday, 3rd August, 2020	22.00pm Sunday, 16th August, 2020




Licensing Board

5. Alcohol Consumption	
Is Alcohol to be sold for consumption on the premises?	Yes
Is Alcohol to be sold for consumption off the premises?	Yes
Provide details as to hours required when alcohol will be sold on/off* the premises *delete as appropriate	
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Parts of Premises to which Children or Young Persons Permitted Entry	
Only the parts of the premises covered by the licence application or those permitted by the Licence Board	



Licensing Board

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	Tuesday, 30 th July, 2020

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

NOTES

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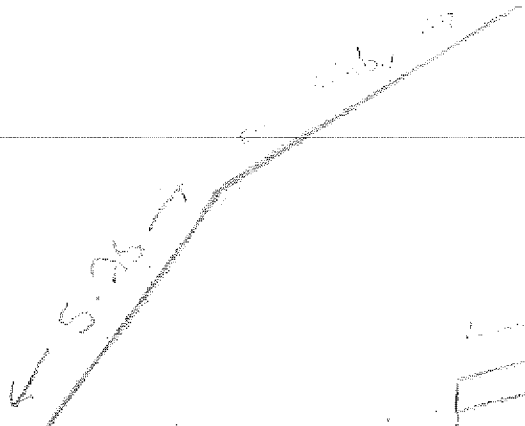
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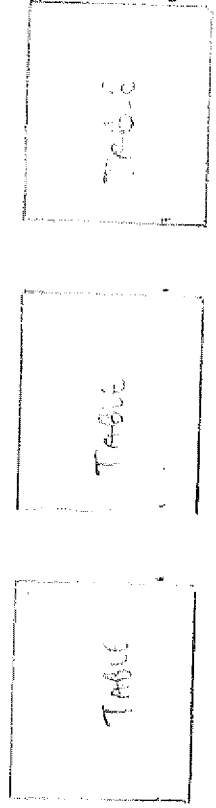
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INTERIOR

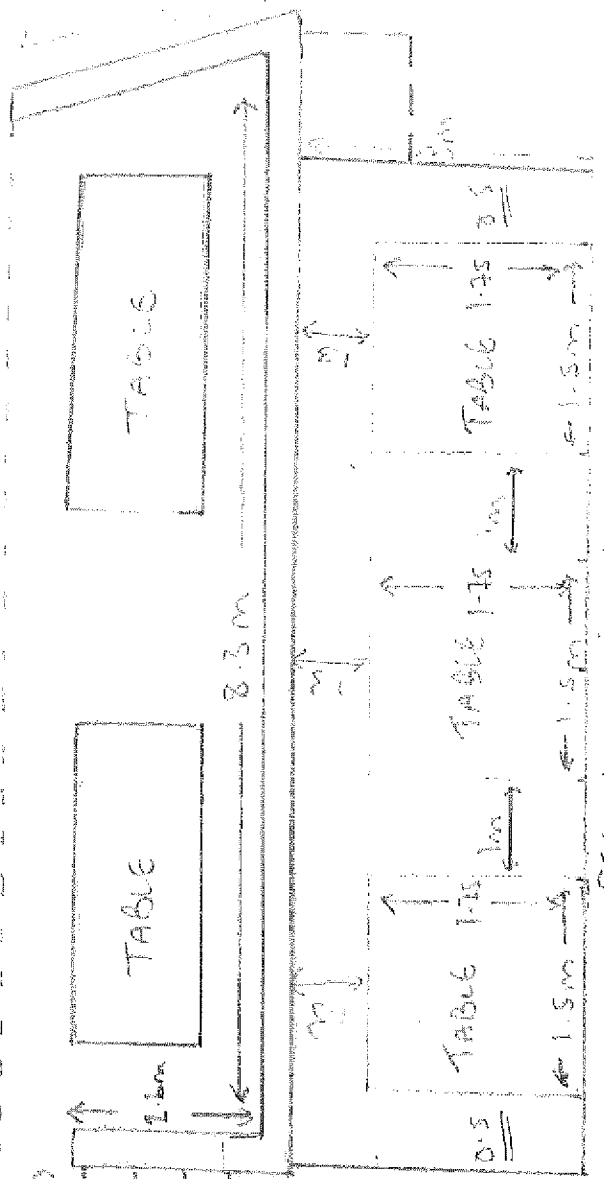
AREA PLAN



10 METER



10 METER



DECORATIVE AREA (2.4m)

SCREEN - 1.5m
SCREEN - 1.5m

NOT IN USE

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

health@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: 6 July 2020

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)
3 x Occasional Licence Applications - Outdoor Area
Applicant- Craig Stewart CC102- Personal Licence Holder
Car Park area adjacent, and to the rear of The Royal Oak, 7 Bedford Place, 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 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 rear of the premises and is owned by the premises. The area is suitable for licensing in the current circumstances. The effect of this application is to extend an existing licensed outdoor area.
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.