

Crown Inn	
DATE OF EVENT	17-30/8/2020
LICENCE NO	20/00246/OCCLIC
TO POLICE & WEB	28 July 2020

## APPLICATION FOR OCCASIONAL LICENCE

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

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.

<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)	CROWN INN 77 STIRLING ST ALVA FK12 5EQ
Personal Licence Holder Name and Number (if applicable ) Issuing Licensing Board	STEPHEN ALEXANDER POLLEY CC385.
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	
STEPHEN ALEXANDER POLLEY CC385	

<b>2. PERSONAL DETAILS</b>	
TITLE (delete as appropriate) <input checked="" type="radio"/> MR <input type="radio"/> MRS <input type="radio"/> MISS <input type="radio"/> MS <input type="radio"/> OTHER (please state)	
FORENAMES	STEPHEN ALEXANDER
SURNAME	POLLEY
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	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post Town	[REDACTED]
Postcode	[REDACTED]
TELEPHONE NUMBERS	
DAYTIME	[REDACTED]
EVENING	[REDACTED]
MOBILE	[REDACTED]
FAX NUMBER	[REDACTED]
E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
[REDACTED]	

<b>3. THE PREMISES (where the event is to be held -See note and answer fully)</b>		
Description of Premises. CROWN INN ( REAR CAR PARK AREA)		
Full Postal Address of Premises which this Application Refers to 77 STIRLING STREET ALVA FK12 5EO		
<b>IMPORTANT</b> From the 1 <sup>st</sup> 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)

DUE TO SOCIAL DISTANCING, BEER GARDEN  
TO BE EXTENDED ONTO ADJOINING CAR PARK  
WHICH IS OWNED BY CROWN INN.

Approximately How many persons will attend event ? AS PER COVID REGULATIONS

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

17/8/20.

11.00am.

End Time and Date

30/8/20.

10.00 pm.

**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 11.00am - 10pm

(BEER GARDEN)

Times for sale of alcohol for consumption  
Off premises 11.00 - 10pm

(BEER GARDEN)

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

NONE

<b>6. CHILDREN (see note 2)</b>	
This section must be completed where alcohol is for sale for consumption on the premises	
Are children or young persons permitted entry? <b>YES/NO</b> (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?	<b>YES/NO</b>
Ages of Children of Young Persons Permitted Entry 0-15 16-17.	Times at which Children or Young Persons Permitted Entry 0-15 16-17
AS IN ACCORDANCE WITH OUR LICENCE.	
Parts of Premises to which Children or Young Persons Permitted Entry CHILDREN WILL BE ALLOWED INTO BEER GARDEN EXTENSION AND WILL LEAVE NO LATER THAN 7.00PM, ALSO TO BE ACCOMPANIED BY AN ADULT AT ALL TIMES.	

**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**

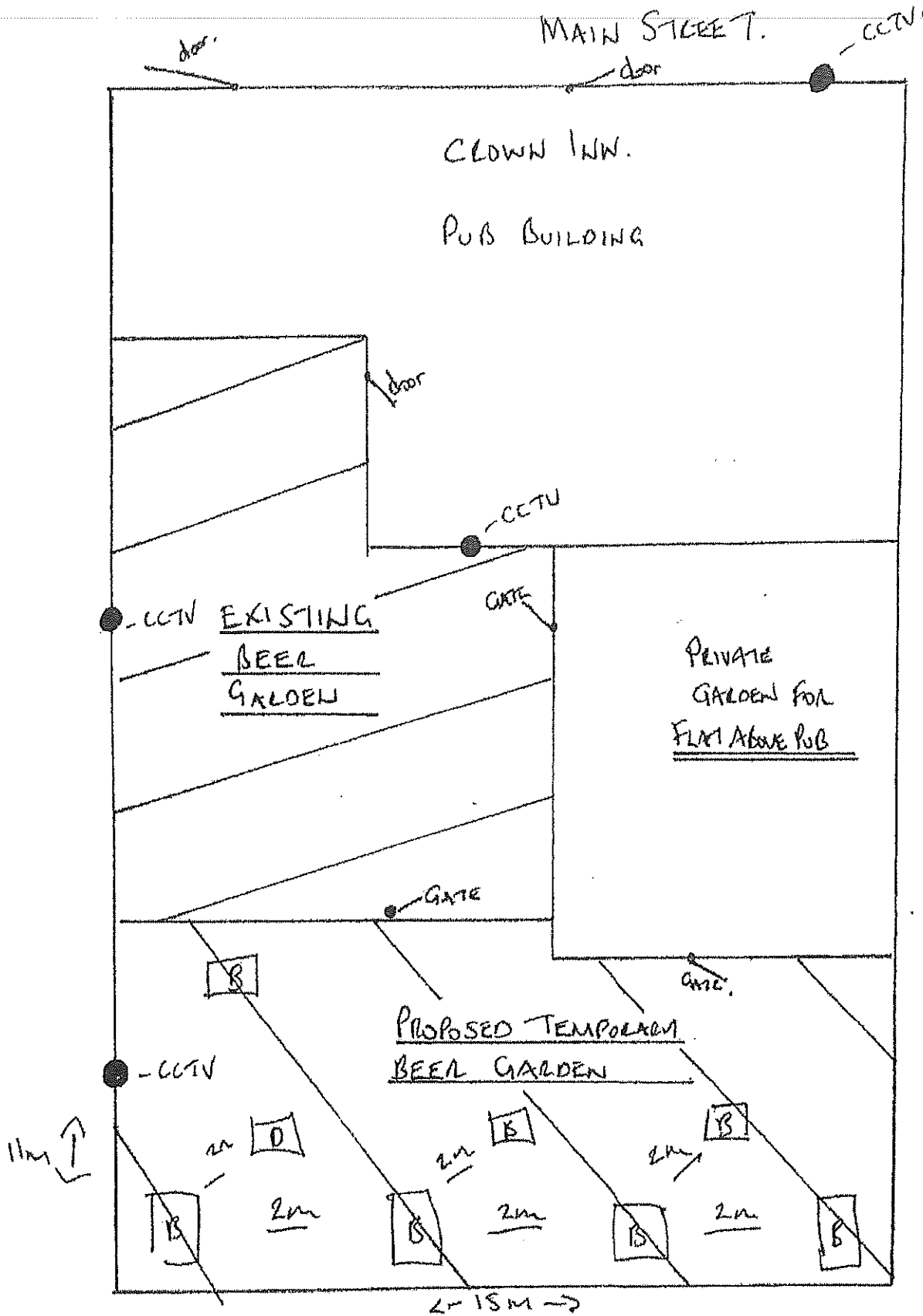
(Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b))

The contents of this Application are true to the best of my knowledge and belief.

<b>SIGNATURE</b>		<b>DATE</b>	17/7/20
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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



- \* @ 2 METERS SOCIAL DISTANCING - 8 BENCHES x 4 SEAT = 32
  - \* @ 1 METER " " " " 10 BENCHES x 4 SEAT = 40 PEOPLE
- Benches 1.3m wide x Seat 4,

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 ON PREVIOUS APPLICATIONS -

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

Yes/No  No

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

Name

STEPHEN POLLEY

Email Address :

Telephone No:

Name of Premises

CROWN INN

Signed.....

Date..... 17/07/2020

Useful email addresses

[Licensing@clacks.gov.uk](mailto:Licensing@clacks.gov.uk)

[roads@clacks.gov.uk](mailto:roads@clacks.gov.uk)

[planning@clacks.gov.uk](mailto:planning@clacks.gov.uk)

[ehealth@clacks.gov.uk](mailto:ehealth@clacks.gov.uk)

CROWN INN	
DATE OF EVENT	31/8 - 13/9 2020
LICENCE NO	20/00247/OCC/LC
TO POLICE & WEB	28 July 2020

## APPLICATION FOR OCCASIONAL LICENCE

To:

Clerk to the Licensing Board  
 Kilncraigs  
 Greenside Street  
 Alloa  
 FK10 1EB

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Name and Address of Premises, licence number, Issuing Licensing Board (if applicable)	CROWN INN 77 STIRLING ST ALVA FK12 5EQ
Personal Licence Holder Name and Number (if applicable ) Issuing Licensing Board	STEPHEN ALEXANDER POLLEY CC385.
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	
STEPHEN ALEXANDER POLLEY CC385	

<b>2. PERSONAL DETAILS</b>	
TITLE (delete as appropriate) <b>(MR)</b> MRS MISS MS OTHER (please state)	
FORENAMES	<b>STEPHEN ALEXANDER</b>
SURNAME	<b>POLEY</b>
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	[REDACTED]
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES	
[REDACTED]	
Post Town	Postcode
[REDACTED]	[REDACTED]
TELEPHONE NUMBERS	
DAYTIME	[REDACTED]
EVENING	[REDACTED]
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E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)	
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<b>3. THE PREMISES (where the event is to be held -See note and answer fully)</b>		
Description of Premises. <b>CROWN INN</b> <b>( REAR CAR PARK AREA)</b>		
Full Postal Address of Premises which this Application Refers to <b>77 STIRLING STREET</b> <b>ALVA FK12 5EO</b>		
<b>IMPORTANT</b> From the 1 <sup>st</sup> November, 2016, premises which do not have a <b>Premises Licence</b> and which are used to provide "public entertainment" require to have in place a <b>Public Entertainment Licence (PEL)</b> or a <b>Temporary PEL</b> .		
Please confirm the following :	1 The premises have a current PEL	<b>Yes / No</b>
	or 2 Date Temporary PEL was been applied for -	



Description of Activities to be Carried on in the Premises (see note and answer fully)	
DUE TO SOCIAL DISTANCING, BEER GARDEN TO BE EXTENDED ONTO ADJOINING CAR PARK WHICH IS OWNED BY CROWN INN.	
Approximately How many persons will attend event ?	32 (AS PER COVID REGULATIONS)
Will SIA Licensed Stewards to be provided ?	YES / <input checked="" type="radio"/> NO
Is food to be provided at the Event - If yes please provide details	
NO	

<b>4. DURATION OF LICENCE</b>	
Start Time and Date	End Time and Date
31/8/20 11.00 am <del>10.00 am</del>	13/9/20 10.00 PM

<b>5. IS ALCOHOL TO BE SOLD FOR CONSUMPTION ON THE PREMISES YES/NO*</b>	
<b>IS ALCOHOL TO BE SOLD FOR CONSUMPTION OFF THE PREMISES YES/NO*</b>	
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	Times for sale of alcohol for consumption Off premises
11.00am - 10 PM (BEER GARDEN)	11.00 - 10 PM (BEER GARDEN)
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises	
NONE	

**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

0-15  
16-17.

Times at which Children or Young Persons Permitted Entry

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16-17

AS IN ACCORDANCE WITH DL LICENCE.

Parts of Premises to which Children or Young Persons Permitted Entry

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**7. Signature and declaration by applicant (see note 3)**

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(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**

17/07/20

\* Data Protection Act 1998

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DATE OF EVENT	CROWN INN 14-27 Sept 2020
LICENCE NO	20/00248/occlic
TO POLICE & WEB	28 JULY 2020

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Kilncraigs  
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 WHICH IS OWNED BY CROWN INN.

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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	End Time and Date
14/09/20 11.00am <del>10.00am</del>	27/9/20 10.00 PM

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 11.00am - 10 PM (BEER GARDEN)	Times for sale of alcohol for consumption Off premises 11.00 - 10 PM (BEER GARDEN)
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises  NONE	

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**SIGNATURE**



**DATE**

17/07/20

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## 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: 2020-OCCLIC (set2-3 apps)**

**Date: 6 August 2020**

**Subject: Licensing (Scotland) Act, 2005, Section 57 (3)  
3 x Occasional Licence Applications - Outdoor Area  
Applicant- Stephen Alexander Polley CC385  
Car Park area adjacent, and to the rear of The Crown Inn, 77 Stirling Street, Alva.**

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 17 August 2020 for a continuous period of 6 weeks until 27 September 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, and is adjacent to an existing licensed outdoor drinking 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.



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.