

# ◆ EDINBURGH ◆

LICENSING BOARD

## NOTICE OF MEETING

MONDAY 26<sup>th</sup> MARCH 2018

START TIME 9.30am

## Dean of Guild Room, City Chambers, Edinburgh

### AGENDA

1. Minutes of meeting of 26<sup>th</sup> February 2018
2. Applications for variation of existing premises licences, new premises and provisional premises licences, personal licences, etc – as detailed in separate list
3. Occasional Licence Application – TV17 Event
4. Premises Licence Review Hearings – Non-payment of Annual Fees
5. Extended Hours During Festivals – 2018
6. Disabled Access and Facilities Statements
7. Consultation – Update of the Licensing (Procedure) (Scotland) Regulations 2007 - <http://www.gov.scot/Resource/0053/00532211.pdf>
8. Model FOI Scheme – Update
9. Statement of Licensing Policy – Consultation Process - Update

Nick Smith  
Clerk of the Licensing Board

# • EDINBURGH •

## LICENSING BOARD

Licensing Board membership:

Councillor Lezley Marion Cameron	Councillor Gillian Gloyer
Councillor Mary Campbell	Councillor David Key
Councillor Nick Cook	Councillor Callum Laidlaw
Councillor Cammy Day	Councillor Joanna Mowat
Councillor Cathy Fullerton	Councillor Norman Work (Convener)

General information about the Licensing Board's meeting dates, Policies, etc is available online:-

[http://www.edinburgh.gov.uk/info/20023/licences\\_and\\_permits/960/licencing\\_board](http://www.edinburgh.gov.uk/info/20023/licences_and_permits/960/licencing_board)

# • EDINBURGH •

LICENSING BOARD

MINUTES OF MEETING

MONDAY 26<sup>th</sup> FEBRUARY 2018

ITEM No. 1

**Members present:** Councillors Norman Work (Convener); Joanna Mowat; Gillian Gloyer; Cathy Fullerton; David Key; Cammy Day; Lezley-Marion Cameron; Callum Laidlaw; Mary Campbell

**Apologies:** Councillor Nick Cook

**Police Officer:** Sergeant John Young

**Council Officers present:** Tom Veitch (Licensing Standards Manager); Colin McCulloch (Building Standards); Keith Clark (Building Standards)

**NHS Lothian:** Jim Sherval

**Depute Clerk:** Morag Leck

## 1. Minutes of meeting of 29<sup>th</sup> January 2018

The minutes of the Board's meeting of 29<sup>th</sup> January 2018, together with the decision list for that meeting, were agreed.

**Decision:** Minutes and decision list agreed.

## 2. Applications for variation of existing premises licences, new premises and provisional premises licences, personal licences, etc – as detailed in separate list

The Board considered ten applications for variation of existing premises licences, two applications for transfer & variation of existing premises licences, eight applications for new premises or provisional premises licences and two applications for personal licences, the decisions for which are as detailed in the list appended to these minutes.

**Declarations of interest:** None

**Divisions:**

*Variation application – Tesco Stores Ltd. – 2 Gracemount Drive*

Councillor Fullerton, seconded by Councillor Work, moved grant of the application. Councillor Cameron, seconded by Councillor Day, moved as an amendment that the application be refused on the grounds that grant would be inconsistent with the licensing objective of protecting and improving public health.

**Decision:** Following a division, the application was granted as sought.

All statutory references to Licensing (Scotland) Act 2005, unless stated otherwise

### **Dissents:**

*Variation application – Premier Inns Ltd – 24-28 Torphichen Street*

Councillor Fullerton requested her dissent be noted.

### **NHS Lothian representations:**

Provisional premises licences applications – application 2 on decision list

### **3. Premises Licence Review Hearings – Non-payment of Annual Fees – 2017/18**

The Depute Clerk advised the Board of the premises with fees still outstanding for 2017/18, for which the Board had agreed at its meeting on 29<sup>th</sup> January 2018 that it would be necessary to hold hearings. The Depute Clerk advised the Board that due to an administrative error the appropriate notification letters had not been issued to licence holders and therefore the Board was asked to agree to continue the review hearings until its next meeting. Noting that none of the licence holders were in attendance the Board determined to continue the hearings.

**Decision:** agreeing to continue consideration of all review hearings until the Board meeting on 26<sup>th</sup> March 2018.

### **4. Personal Licence Review Hearing – Abbas Azfal**

The Depute Clerk referred to a notification made by Police Scotland of a conviction for a relevant offence acquired by Abbas Azfal.

**Decision:** The Board agreed that it was necessary for the purposes of the licensing objectives, to endorse Mr Azfal's personal licence. Councillor Key requested that his dissent be noted.

# • EDINBURGH •

LICENSING BOARD

Councillor Norman Work  
Convener of the Licensing Board

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED VARIATION PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1	373582	Signature Pubs Limited	TLT LLP 140 West George Street, Glasgow, G2 2HG	49 Frederick Street, Edinburgh, EH2 1EP  Queens Arms	No	No	Yes	11 January 2018	Amend music condition; increase licensed hours on Sunday's, include restaurant facilities; amend children's access; allow recorded music outwith core hours; amend activities taking place outwith core hours. CC LSO	Granted  with new amplified music and vocals condition
2.	373568	Timeout Bars Limited	Macdonald Licensing Bf, 21 Rulland Square, Edinburgh, EH1 2BB	5-11 Leith Street, Edinburgh, EH1 3AT  Newsroom	No	No	Yes	11 January 2018	Amend access for children and young persons'. CC LSO	Continued

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED VARIATION PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
3.	373855	Signature Pubs Limited	TLT LLP 140 West George Street, Glasgow, G2 2HG	Preinct, 110-114 Rose Street, Edinburgh, EH2 3JF	No	No	Yes	11 January 2018	Amend music condition; include restaurant facilities; allow certain activities outwith core hours; amend children's access CC LSO O	Granted with new amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – TRANSFER & VARIATION OF PREMISES LICENCE APPLICATIONS**

26 FEBRUARY 2018

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	374963	GTS Solutions CIC (transferring to Beer for Good CIC)	TLT LLP 140 West George Street, Glasgow, G2 2HG	42-44 Buccleuch Street, Edinburgh, EH8 9LP	No	No	Yes	8 <sup>th</sup> February 2018	Transfer, add seasonal variations, add conference, restaurant, theatre, films, outdoor drinking, takeaways/ deliveries, outside catering, quiz nights, charity nights, promotional events, education and/or training events, exhibitions, tastings, meet the maker events, allow certain activities outwith core hours, amend details to children and young persons' access and to amend music condition. CC LSO BSR	Continued for a site visit



**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – TRANSFER & VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
2.	375043	Margiotta Catering Ltd	Macdonald Licensing Bf. 21 Rutland Square, Edinburgh, EH1 2BB	86-88 Mayfield Road, Edinburgh, EH9 3AF	No	Yes	No	8 <sup>th</sup> February 2018	Transfer, increase off sale hours, increase capacity, add deliveries and recorded music as activities, allow certain activities outwith core hours, substitute new layout plans. CC LSO BSR	Granted with new amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	374175	Edinburgh Festival Centre Limited	Edinburgh Festival Centre Limited 348-350 Castlehill, Edinburgh, EH1 2NE	348-350 Castlehill, Edinburgh, EH1 2NE	No	No	Yes	8 <sup>th</sup> February 2018	Include Craft fairs and markets as activities CC	Granted
2.	374366	Tesco Stores Ltd	Hill Brown Licensing RWF House, 5 Renfield Street, Glasgow, G2 5EZ	2 Gracemount Drive, Edinburgh, EH16 6RS	No	Yes	No	8 <sup>th</sup> February 2018	Increase Capacity CC BSR	Granted
3.	374990	Aroma Edinburgh Limited	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	88 Haymarket Terrace, Edinburgh, EH12 5LQ	Yes	No	Yes	8 <sup>th</sup> February 2018	Amend music condition; change of registered address; increase on sales hours; add off sales; include takeaways and deliveries as activity; include baby changing facilities in order to allow children under 5 CC CC LSO	Granted with new amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
4.	374936	Marston's Operating Limited	John Gaunt & Partners Omega Court, 372-374 Cemetery Road, Sheffield, S11 8FT	39a-40a Queensferry Street, Edinburgh, EH2 4RA	No	No	No	8 <sup>th</sup> February 2018	Amend opening hours on Sunday to 11am, add seasonal variations as an activity, allow certain activities outwith core hours and amend details to children and young persons access to premises CC	Granted
5.	375247	Mr Sadaf Nadeem Mohammad	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	135 South Gyle Mains, Edinburgh, EH12 9HU	No	Yes	No	8 <sup>th</sup> February 2018	Increase off sale hours and add recorded music as an activity CC	Granted

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – VARIATION OF PREMISES LICENCE APPLICATIONS**

26 FEBRUARY 2018

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
6.	374372	Whitbread Group PLC	John Gaunt & Partners Omega Court, 372-374 Cemetery Road, Sheffield, S11 8FT	24-28 Torphichen Street, Edinburgh, EH3 8JB	Yes	No	No	8 <sup>th</sup> February 2018	Extend terminal hour to 01:00 hrs daily; include outdoor drinking facility; internal reconfiguration The proposal is for the development of a "hub by Premier Inn" branded Hotel with some 150 bedrooms with at ground floor level secure entrance lobby, hotel reception and food & beverage facilities typical for a development of this type along with some bedrooms. The remaining bedrooms will be on the first, second, third, fourth, fifth and sixth floors. CC LSO O	Granted in part. Internal reconfiguration granted Extension of hours and outside drinking facility refused

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
7.	370371	Admiral Taverns Picadilly Limited	Admiral Taverns Picadilly Limited Milton Gate, 60 Chiswell Street, London, EC1Y 4AG	8 Trafalgar Street, Edinburgh, EH6 4DG	No	No	Yes	8 <sup>th</sup> February 2018	Allow Children & young persons; increase hours for sale of alcohol; allow seasonal variations CC LSO O	Continued for site visit

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED PROVISIONAL PREMISES LICENCE APPLICATIONS**

**29 JANUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	373616	Mr JamsHAD Azam	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	42 Craigenitmy Road, Edinburgh, EH7 6LT Chakri Grocery Store	No	Yes	No	11 January 2018	Grocery Store Located on Ground floor of building on Craigenitmy Road CC LSO BSR O	Granted with amendments Capacity reduced to 24.9lm Alcohol to be behind the counter only New amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED PROVISIONAL PREMISES LICENCE APPLICATIONS**

**29 JANUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
2.	373493	Mrs Mercan Imanli	Maccdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	56 King's Road, Edinburgh, EH15 1DX Dream & Season	No	No	Yes	11 January 2018	Cafe/restaurant premises located on the ground floor of a building at the corner of Kings Road and Kings Place, Portobello CC LSO BSR O	Granted with amendments Terminal hour of 2300hrs Seasonal variation restricted to festive period only with a terminal hour of 00.00hrs Outside drinking restricted to 2200hrs New amplified music and vocals condition Capacity - 40

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	374401	Artists Collective Gallery Limited	Ms Kate Gray City Observatory, 38 Calton Hill, Edinburgh, EH1 5AA	38a Calton Hill, Edinburgh, EH7 5AA	No	No	Yes	8 <sup>th</sup> February 2018	Complex made up of a collection of buildings numbering 6 with the City Observatory as its centre. CC LSO BSR	Continued for a site visit
2.	375550	Funstation Limited	Hill Brown Licensing RWF House, 5 Renfield Street, Glasgow, G2 5EZ	130c Dundee Street, Edinburgh, EH11 1AF	Yes	No	No	8 <sup>th</sup> February 2018	Indoor Adventure Golf Venue with 18 hole mini golf courses on ground floor including mezzanine floor above ground floor with bar, seating area, reception and toilet facilities CC LSO BSR NHS	Granted with amendment Commencement hour of 12.00hrs New amplified music and vocals condition



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**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
3.	374589	Wagamama Limited	Pinsent Masons 141 Bothwell Street, GLASGOW, G2 7EQ	Land 76 Metres South East of 77 Kinnaird Park	No	No	Yes	8 <sup>th</sup> February 2018	Restaurant premises located in an out of town shopping centre with external seating area and tables CC LSO BSR	Granted New amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
4.	374993	Mr Marco Risi	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	39-41 Slateford Road, Edinburgh, EH11 1PR	No	No	Yes	8 <sup>th</sup> February 2018	Restaurant/ Takeaway located on ground floor/ lower floor on corner site on Slateford Road CC LSO BSR O	Granted with amendments Terminal hour of 2300hrs Sun-Thu Terminal hour of 00.00 Fri-Sat Seasonal variations removed New amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
5.	374979	Malmaison Trading Ltd	Mrs Cheryl Scott Sandgate House, 102 Quayside, Newcastle Upon Tyne, NE1 3DX	21-22 St Andrew Square, Edinburgh, EH2 1AY	No	No	Yes	8 <sup>th</sup> February 2018	6 Storey 4-5* Hotel including Bar, restaurant, private dining, outside area; 72 Bedrooms.  CC LSO BSR	Granted with amendments Operating hours of 1000hrs – 0200hrs  Accompanied, non-residential children terminal access hour of 0100hrs  No outdoor drinking beyond 2200hrs  New amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 FEBRUARY 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
6.	374959	Underdog Restaurants Ltd	TLT LLP 140 West George Street, Glasgow, G2 2HG	41-42 St Andrew Square, Edinburgh, EH2 2AD	Yes	No	No	8 <sup>th</sup> February 2018	Steak Restaurant in mainly commercial area located at the West Register Street corner of St Andrews Square  CC LSO BSR	Granted  New amplified music and vocals condition

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**PERSONAL LICENCE APPLICATIONS**

**26 February 2018**

<b>No</b>	<b>Reference</b>	<b>Applicant</b>	<b>Agent Details</b>	<b>Comments</b>	<b>Decision</b>
1.	368533	Susan Margaret Charlton		CC	Continued
2.	370585	Sukinder Landa	Maccdonald Licensing, 21a Rutland Square, Edinburgh, EH1 2BB	CC	Continued

**ITEM No.**

**2**

**THE CITY OF EDINBURGH LICENSING BOARD**

**APPLICATIONS FOR VARIATION OF EXISTING  
PREMISES LICENCES, NEW & PROVISIONAL  
PREMISES LICENCES AND PERSONAL LICENCES**

**26 MARCH 2018**

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED TRANSFER & VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	374963	GTS Solutions CIC (transferring to Beer for Good CIC)	TLT LLP 140 West George Street, Glasgow, G2 2HG	42-44 Buccleuch Street, Edinburgh, EH8 9LP	No	No	Yes	8 <sup>th</sup> February 2018	Transfer, add seasonal variations, add conference, restaurant, theatre, films, outdoor drinking, takeaways/ deliveries, outside catering, quiz nights, charity nights, promotional events, education and/or training events, exhibitions, tastings, meet the maker events, allow certain activities outwith core hours, amend details to children and young persons' access and to amend music condition. CC LSO BSR	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED VARIATION OF PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	373568	Timeout Bars Limited	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	5-11 Leith Street, Edinburgh, EH1 3AT  Newsroom	No	No	Yes	11 January 2018	Amend access for children and young persons'. CC LSO	
2.	370371	Admiral Taverns Picadilly Limited	Admiral Taverns Picadilly Limited Milton Gate, 60 Chiswell Street, London, EC1Y 4AG	8 Trafalgar Street, Edinburgh, EH6 4DG  Lord Nelson	No	No	Yes	8 <sup>th</sup> February 2018	Allow Children & young persons; increase hours for sale of alcohol; allow seasonal variations CC LSO O	



**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – VARIATION TO PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	376835	Roots and Branch Developments Limited	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	13b Dundas Street, Edinburgh, EH3 6QG	No	No	Yes	8 <sup>th</sup> March 2018	To increase on and off sale hours, add conference facilities, bar meals, live performances, and televised sport as activities, increase capacity, amend details to children and young persons access, substitute new layout plan, amend description of premises, change manager and amend music condition CC LSO O	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – VARIATION TO PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
2.	377362	The Carlton Cricket Club Limited	Mr Alistair Cambell McConnell 186 Grange Loan, Edinburgh, EH9 2DZ	180 Grange Loan, Edinburgh, EH9 2EE  Carlton Cricket Club	Yes	No	No	8 <sup>th</sup> March 2018	Increase on sale hours, add off sales and approve internal reconfiguration. CC LSO BSR	
3.	374315	Ambassador Theatre Group (Venue) Ltd	Womble Bond Dickinson LLP 3 Temple Quay, Temple Back East, Bristol, ES1 6DZ	18-20 Greenside Place, Edinburgh, EH1 3AA  Edinburgh Playhouse	Yes	No	No	8 <sup>th</sup> March 2018	Increase Capacity and add Films as an activity. CC BSR	
4.	377050	Punch Partnership Limited	TLT LLP 140 West George Street, Glasgow, G2 2HG	1 High Street, Edinburgh, EH1 1SR  The Tass	No	No	Yes	8 <sup>th</sup> March 2018	Increase on sale hours, allow certain activities outwith core hours, amend details to children and young persons access to premises, and amend music condition. CC LSO O	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – VARIATION TO PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
5.	377052	Punch Partnership Limited	TLT LLP 140 West George Street, Glasgow, G2 2HG	227 Leith Walk, Edinburgh, EH6 8NX  Alhambra Bar	No	No	Yes	8 <sup>th</sup> March 2018	Add live performances as an activity and delete the current Condition on amplified music and vocals, and to amend music condition. CC LSO	
6.	376493	P + J Swanson T/A "a Firm"	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	32 North Junction Street, Edinburgh, EH6 6HP  Swanny's	No	No	Yes	8 <sup>th</sup> March 2018	Increase on and off sale hours, amend details of Seasonal Variation provision and to amend music condition. CC LSO	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – VARIATION TO PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
7.	376755	The Balmoral Hotel Edinburgh Limited	Shepherd & Wedderburn 5th Floor, 1 Exchange Crescent, Conference Square, Edinburgh, EH3 8UL	1 Princes Street, Edinburgh  The Balmoral Hotel	No	No	Yes	8 <sup>th</sup> March 2018	To amend details to children and young persons access to premises due to internal reconfiguration. CC BSR	
8.	376189	Herbies Of Edinburgh Limited	Herbies Of Edinburgh Limited 66 Raeburn Place, Edinburgh, EH4 1HJ	66 Raeburn Place, Edinburgh, EH4 1HJ  Herbie of Edinburgh	No	Yes	No	8 <sup>th</sup> March 2018	Increase off sale hours and amend premises manager's address. CC	
9.	376834	Charran Ltd	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	58 Shore, Edinburgh, EH6 6RA	No	No	Yes	8 <sup>th</sup> March 2018	To approve internal reconfiguration, amend details to children's access to premises and change premises manager. CC BSR NHS	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS – CONTINUED PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	374401	Artists Collective Gallery Limited	Ms Kate Gray City Observatory, 38 Calton Hill, Edinburgh, EH1 5AA	38a Calton Hill, Edinburgh, EH7 5AA	No	No	Yes	8 <sup>th</sup> February 2018	Complex made up of a collection of buildings numbering 6 with the City Observatory as its centre. CC LSO BSR	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
1.	376689	Dovecot Studios Limited	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	Gf, 10 Infirmary Street, Edinburgh, EH1 1LT  Dovecot Cafe	Yes	No	No	8 <sup>th</sup> March 2018	Arts venue and cafe, previously the Infirmary Street Baths, located in a self contained building on Infirmary Street, Edinburgh	
2.	376690	Mr Artur Wonsik	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	72-74 Niddrie Mains Road, Edinburgh, EH16 4BG  Food Plus	No	Yes	No	8 <sup>th</sup> March 2018	Convenience Store consisting of premises located on the grounds floor of a single storey building with other commercial premises on Niddrie Mains Road, Edinburgh.	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**NOTICE OF APPLICATIONS - PROVISIONAL PREMISES LICENCE APPLICATIONS**

**26 MARCH 2018**

No	Reference	Applicant	Agent Details	Premises	On Sale	Off Sale	On & Off Sale	Last Date for Objection	Remarks	Decision
3.	376492	Good Brothers West Limited	Macdonald Licensing Bf, 21 Rutland Square, Edinburgh, EH1 2BB	113d St John's Road, Edinburgh, EH12 7SB	No	No	Yes	8 <sup>th</sup> March 2018	Cafe premises with retail facility located on the ground floor of a property on St John's Road, Corstorphine.	

**THE CITY OF EDINBURGH LICENSING BOARD**  
**LICENSING (SCOTLAND) ACT 2005**  
**PERSONAL LICENCE APPLICATIONS**

**26 February 2018**

No	Reference	Applicant	Agent Details	Comments	Decision
1.	368533	Susan Margaret Chariton		CC	
2.	370585	Sukinder Landa	Macdonald Licensing, 21a Rutland Square, Edinburgh, EH1 2BB	CC	
3.	366325	Brian Scott	Macdonald Licensing, 21a Rutland Square, Edinburgh, EH1 2BB	CC	



This application must be accompanied by the appropriate fee and lodged with:

Licensing Section  
The City Of Edinburgh Council  
249 High Street  
Edinburgh  
EH1 1YJ  
T: 0131 529 3223 / 4206  
F: 0131 529 4207

Office Hours:  
Mon, Wed, Thu: 0830 – 1630  
Tue: 1000 - 1630  
Fri: 0830 – 1500

To download and complete this form in MS Word, go to:  
[www.edinburgh.gov.uk/licensing](http://www.edinburgh.gov.uk/licensing)

OFFICIAL USE ONLY Record of Application	
DATE	
TILL NO.	
RECEIPT NO.	
INITIALS	
FEE	

**APPLICATION FOR OCCASIONAL LICENCE**

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form 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.

You may wish to keep a copy of the completed form for your records.

<b>1. LICENCE DETAILS (see note 1)</b>	
Premises licence number	
Personal licence number	14/04281
Name of voluntary organisation (if applicable)	

<b>2. PERSONAL DETAILS TITLE (delete as appropriate):</b>			
TITLE (delete as appropriate): <del>Mr</del> <del>Mrs</del> <del>Miss</del> <del>Ms</del> <del>Other</del> (please state)			
Surname:		Rennie	
Forenames:		Andrew John	
DATE OF BIRTH	Day	Month	Year
	[REDACTED]		
ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES			
[REDACTED]			
POST TOWN: [REDACTED]		POSTCODE: [REDACTED]	

Daytime Contact Number:	[REDACTED]
Evening Contact Number:	[REDACTED]
Mobile:	[REDACTED]
Email address:	[REDACTED]

### 3. THE PREMISES:

#### Description of premises:

Lowland Hall, Royal Highland Showground, Ingliston and external area in which various marquees and stalls, which may be vehicles, will be positioned, all as shown on the attached plan.

#### Description of activities to be carried on in the premises:

Dance/ Entertainment Event to be held at this location, in conjunction with the Public Entertainment Licence and a Market Operator's Licences applied for by TV17 Events Limited, with a capacity of approximately 9500.

An electronic music culture all day event featuring some of the world's leading artists of this genre. Featuring various areas of music, with food and bar operations in terms of the Plan.

The area in question is shown on the plan annexed and will also contain stages, dance areas, food outlets, bars, a merchandise store and various service units.

#### Full postal address of premises which this application refers to:

Lowland Hall  
Royal Highland Showground  
Ingliston  
Edinburgh  
EH28 8NB

### 4. DURATION OF LICENCE

From: 01 April 2018

To: 01 April 2018

### 5. ALCOHOL

Is alcohol to be sold on & off the premises:

NO

Provide relevant 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:

12 Midday to 11pm


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 periods before and after the event when people are arriving and leaving, by bus, car etc, plus setting up the event.

<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? (if answered yes the remainder of this section must be completed)	NO
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:	

<b>7. CHECKLIST</b>	
I have (Please tick yes)	
• Made or enclosed payment of the fee for the application	✓

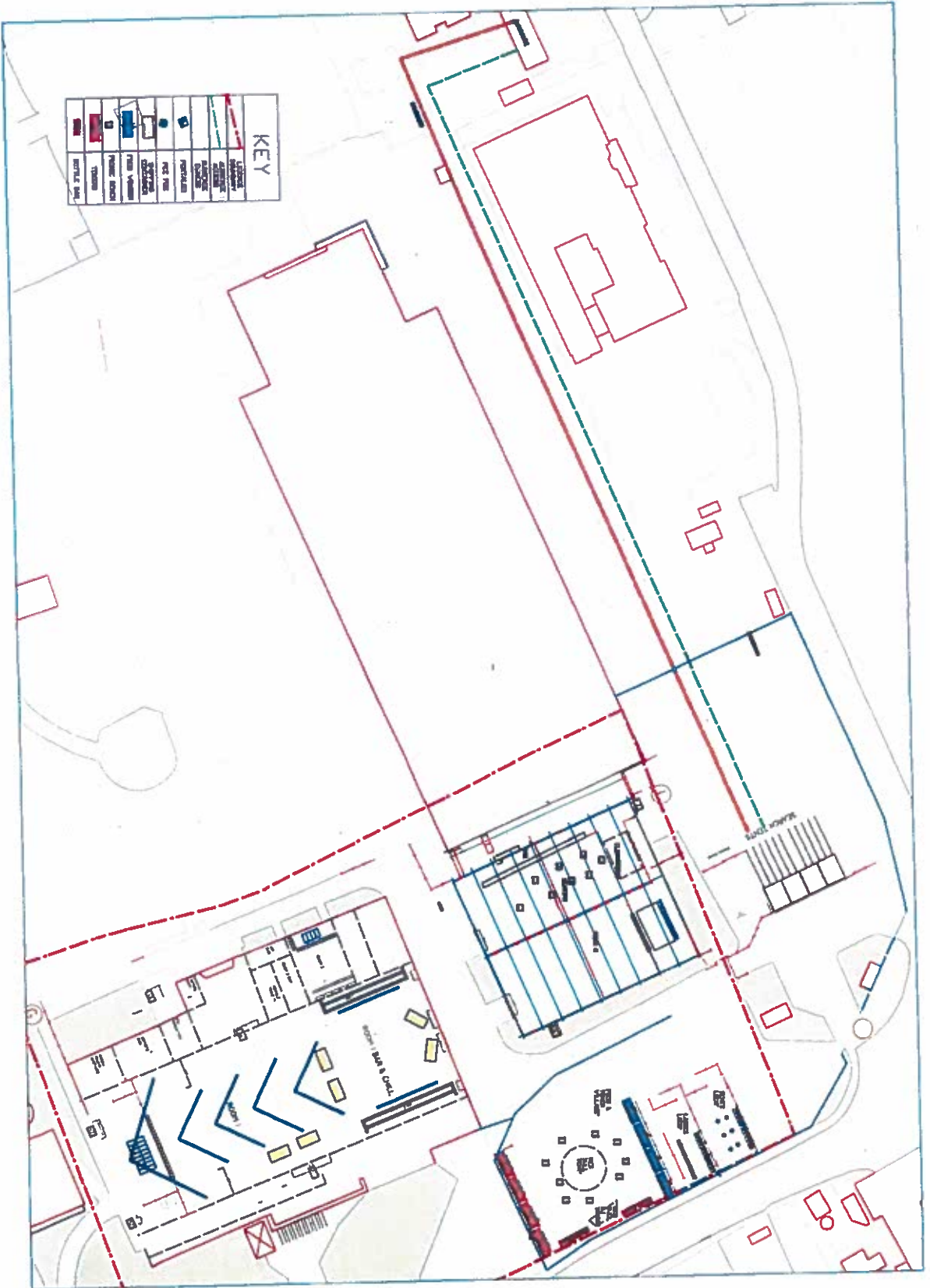
<b>8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3) DECLARATION</b>	
IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION (Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)) The contents of this Application are true to the best of my knowledge and belief	
SIGNATURE	
DATE	21/2/18

Macdonald Licensing  
21a Rutland Square  
Edinburgh, EH1 2BB

0131 229 6181, [alistair@macdonaldlicensing.com](mailto:alistair@macdonaldlicensing.com)

**NOTES**

- Section 56 of the Licensing (Scotland) Act 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
- Data Protection Act 1998
  - The Information on this form may be held on an electronic register which may be available to members of the public on request
- Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)



KEY	
[Red line]	EXISTING WALLS
[Blue line]	NEW WALLS
[Green line]	NEW WALLS TO BE DEMOLISHED
[Red dashed line]	EXISTING DOORS
[Blue dashed line]	NEW DOORS
[Green dashed line]	NEW DOORS TO BE DEMOLISHED
[Red square]	EXISTING WINDOWS
[Blue square]	NEW WINDOWS
[Green square]	NEW WINDOWS TO BE DEMOLISHED
[Red circle]	EXISTING STAIRS
[Blue circle]	NEW STAIRS
[Green circle]	NEW STAIRS TO BE DEMOLISHED
[Red triangle]	EXISTING LIFT
[Blue triangle]	NEW LIFT
[Green triangle]	NEW LIFT TO BE DEMOLISHED
[Red rectangle]	EXISTING CLOSET
[Blue rectangle]	NEW CLOSET
[Green rectangle]	NEW CLOSET TO BE DEMOLISHED
[Red dot]	EXISTING LIGHT FIXTURES
[Blue dot]	NEW LIGHT FIXTURES
[Green dot]	NEW LIGHT FIXTURES TO BE DEMOLISHED
[Red cross]	EXISTING PLUMBING
[Blue cross]	NEW PLUMBING
[Green cross]	NEW PLUMBING TO BE DEMOLISHED
[Red star]	EXISTING ELECTRICAL
[Blue star]	NEW ELECTRICAL
[Green star]	NEW ELECTRICAL TO BE DEMOLISHED
[Red square with dot]	EXISTING SERVICE POINTS
[Blue square with dot]	NEW SERVICE POINTS
[Green square with dot]	NEW SERVICE POINTS TO BE DEMOLISHED

**VI**  
 TERMINAL V LTD  
 TERMINAL V BUILDING  
 ROYAL NORWEGIAN CENTRE  
 EDINBURGH

**STAGING SET & LIGHTING INSTALLATION**  
 Date: 20/01/2010  
 Scale: 1:500  
 Drawing No: VI-00

THE ARCHITECTS  
 100, N. B. ROAD  
 EDINBURGH, SCOTLAND

09/03/2018

Your Ref: 378801

Our Ref: 306869

Clerk to the Licensing Board  
City of Edinburgh Council  
249 High Street  
EDINBURGH  
EH1 1YJ



**POLICE  
SCOTLAND**

Keeping people safe

Iain Livingstone QPM  
Deputy Chief Constable Designate

Licensing  
St Leonards Police Station  
14 St Leonards Street  
Edinburgh  
EH8 9QW

Dear Sir,

**LICENSING (SCOTLAND) ACT 2005  
APPLICATION FOR AN OCCASIONAL LICENCE  
POLICE REPRESENTATION  
APPLICANT: ANDREW JOHN RENNIE  
PREMISES: THE ROYAL HIGHLAND SHOWGROUND, LOWLAND HALL,  
INGLISTON, EDINBURGH  
PREMISES LICENCE NO: 14/04281**

I refer to the occasional licence application submitted by Andrew John Rennie (14/04281) in respect of an electronic music event named as 'Terminal V'. The date and hours sought are as follows:

**Sunday 1<sup>st</sup> April 2018  
1200 hours to 2300 hours  
On Sales Only**

This will be an all-day event featuring some of the world's leading artists of the genre. It will take place in the Lowland Hall with an outdoor area to the rear that will be included in the licensed footprint. The area will contain stages, dance areas, food outlets, bars, merchandise outlets and other various service units. It is expected around 9,500 people will attend and the tickets will all be sold prior to the event.

No persons under the age of 18 will be permitted entry to the event and all patrons will have their ID checked on entry.

Whilst I am not objecting, it is important to acknowledge that this type of event carries a higher risk in terms of drug misuse regardless of the significant planning, medical and welfare provision aimed at minimising this risk.

In respect of condition 5 it is felt that in terms of 'securing public safety' licensing objective, this condition is necessary, reasonable and proportionate. This is based on knowledge of recent terrorist attacks and the national threat level in the UK currently set at 'severe' (meaning an attack is highly likely). Taking cognisance of the events in Europe and the UK where terrorist attacks have taken place at large scale events and licensed venues where large crowds are gathered. The four minute film, Stay Safe: Firearms and Weapons Attack sets out three key steps for keeping safe. The film is accompanied by an online information leaflet.

In principle there are no objections to this application, however, I would ask that the conditions contained in the attached appendix be appended to any grant of licence.

Submitted for your consideration.

Yours faithfully



Iain Livingstone QPM  
Deputy Chief Constable Designate

For enquiries please contact the Licensing Department on 0131 662 5095.

**Appendix**

**TERMINAL V**

**ROYAL HIGHLAND SHOWGROUND**

**Sunday 1<sup>st</sup> April 2018  
1200 hours to 2300 hours  
On Sales Only**

1. A personal licence holder to be present during licensed hours.
2. The occasional licence to be available for inspection when requested by a Licensing Standards Officer or Police officer.
3. All staff making sales of or serving alcohol must have completed relevant training (as defined in the Licensing (Training of Staff) (Scotland) Regulations 2007 prior to commencing duty with a record of this training being kept at the location and available for inspection by Police or Licensing Standards Officers. The training should include inputs on identifying signs of drunkenness/over-consumption and relevant Licensing offences.
4. An appropriate level of stewarding, in accordance with a stewarding plan to be agreed prior to the event with the event organisers to be in place to provide control of the licensed area. Those persons engaged in such duties are registered as door stewards with the Security Industry Authority. This should include door stewards with a designated role as floorwalkers within the event arena to monitor patrons for over-consumption and signs of disorder.
5. All staff employed to view the Run, Hide, Tell advice and view the Run, Hide, Tell, information film which can be viewed through the following link, [www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx](http://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx) and a record of this training being kept at the location and available for inspection by Police or Licensing Standard Officers.
6. Capacity of the premises, as agreed prior to the event, not to be exceeded.
7. Glasses and glass bottles are not permitted in the licensed area. Drinks to be provided in plastic bottles with tops removed or decanted into paper or plastic containers. Cans 'opened at point of sale' can be provided. Organiser should have in place plans to decant the cans into paper or plastic containers should incidents within the event arena dictate this is necessary.
8. Alcoholic drinks will be provided as maximum 'four' per person attending at the bar counter.

9. No alcohol is to be taken out with the licensed area(s).
10. Water to be provided free of charge and available on request
11. A notice in terms of Section 110 of the Licensing Scotland Act 2005, must be clearly displayed at each bar, relative to age restrictions, alcohol provision and the relevant conditions of the licence. Signage should clearly identify:
  - No under 18s served alcohol
  - A challenge 25 policy
  - Responsible drinking message.
  - Maximum of 4 drinks per customer.
  - The specific closing times of the bar
12. An Alcohol Management Plan and a Drug Awareness Policy to be drawn up by the organisers of the event and agreed with Police Scotland. The provisions of these documents, and the Event Plan and Stewarding Plan, are to be adhered to for the duration of the event. Members of staff including all DJ's to be fully briefed on this.
13. Appropriate signs should be displayed at entry doors, bars and toilets stating zero tolerance to drunkenness and drug misuse.
14. Adequate provision to be made to provide care for any persons refused entry to the event due to over-intoxication due to alcohol or being under the influence of other substances.
15. A written record to be maintained by security staff/ bar staff, to detail every challenge and refusal of service to a customer at the bar due to intoxication or unruly behaviour or other relevant matter.
16. All reasonable requests made by Police and Licensing Standards Officers to be complied with.



## Memorandum

**From** Tom Veitch  
Regulatory Team Leader (Licensing Standards)  
**To** Licensing Administration **Our ref** 378801  
**Date** 6 March 2018 **Your ref** 378801

Dear Sir/Madam

**THE LICENSING (SCOTLAND) ACT 2005  
OCCASIONAL LICENCE APPLICATION  
ANDREW JOHN RENNIE for the LOWLAND HALL, ROYAL HIGHLAND  
SHOWGROUND, INGLISTON, EDINBURGH EH28 8NB - 1 APRIL 2018**

I write with regard to the above application for an occasional licence under the Licensing (Scotland) Act 2005. The application is in relation to the provision of alcohol from 12 Noon to 23.00 hours at an 'electronic music culture event' to be held at the Royal Highland Showground on 1 April 2018.

The applicant has been granted two occasional licences in 2017 for the same location for similar events involving the same organisers. This application supersedes a previous application made by the applicant for this event on 1 April 2016 as there has been a change of layout and capacity. A Public Entertainment Licence and Market Operators licence have been applied for by the event organisers, TV 17 Events Ltd.

No-one under eighteen years of age are to be permitted entry.

Licensing Standards had no issues with the operation of the bars by the applicant at the last two events and has no objections to the granting of the licence.

**Ken Fairgrieve, Enforcement Officer (Higher), Directorate of Place**  
Business Centre 2.03, East Neighbourhood Centre, 101 Niddrie Mains Road, Edinburgh, EH16 4DS  
Tel 0131 469 5431 Fax 0131 661 2549 ken.fairgrieve@edinburgh.gov.uk



INVESTORS  
IN PEOPLE | Gold



It is requested, however, that the conditions listed in the Appendix are attached to the licence, should it be granted.

These comments are provided for your consideration. If you have any questions regarding this representation please contact Ken Fairgrieve on 0131 469 5431 or email [ken.fairgrieve@edinburgh.gov.uk](mailto:ken.fairgrieve@edinburgh.gov.uk).

## APPENDIX

A Personal Licence Holder will be present on the premises when alcohol is being sold.

The applicant will ensure that their contact details or those of the personal licence holder on duty are made available at the premises for the Police or Licensing Standards Officers

The Alcohol Management Plan, Drug Awareness Policy, Medical Plan, Event Plan, Stewarding Plan submitted prior to the event will be adhered to for the duration of the event.

Sufficient provision is to be made in order to care for persons refused entry to the event due to intoxication or being under the influence of other substances – such persons are not to be left unattended.

All persons shall be subject to a 'Challenge 25' assessment and where any doubt exists they will be required to show proof that they are 18 years of age or over.

Appropriate stewarding will be in place to provide adequate control of the premises and is to be in accordance with the Stewarding Plan submitted to the EPOG for the event.

Appropriate steps must be taken to ensure that the number of patrons within the public area does not exceed the capacity of the premises.

All staff employed in a position involving the sale or service of alcohol, other than the holders of a Personal Licence, must undergo the relevant training as defined in the Licensing (Training of Staff) (Scotland) Regulations 2007 prior to commencing duty and the requisite record of this training to be kept at the premises and available for inspection by Police or Licensing Standards Officers.

Appropriate signage must be clearly displayed at the bars indicating a responsible drinking message, the 'Challenge 25' policy and the opening and closing times.

The licensed area must be clearly delineated.

No alcohol is to be taken outwith the licensed area by patrons.

The occasional licence is to be held on the premises for reference by any authorised officer of the Council or Police Officer.

The applicant will comply with all reasonable requests made by Licensing Standards Officers and/or Police Officers

All amplified music and vocals shall be controlled to the satisfaction of the Executive Director of Place and shall be inaudible in the nearest noise sensitive premises after 23.00 hours.

## Christopher Mckee

---

**From:** Alistair Macdonald <alistair@macdonaldlicensing.com>  
**Sent:** 12 March 2018 21:16  
**To:** Andrew Stobie  
**Subject:** RE: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Andrew

Clients have accepted this capacity

regards

Alistair I Macdonald  
Macdonald Licensing

Macdonald Licensing (Scotland) Limited (SC388451)  
21a Rutland Square  
Edinburgh  
EH1 2BB

LP182 Edinburgh 2

Tel: 0131 229 6181  
Fax: 0131 221 1282  
[www.macdonaldlicensing.com](http://www.macdonaldlicensing.com)

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---

**From:** Andrew Stobie [mailto:Andrew.Stobie@edinburgh.gov.uk]  
**Sent:** 12 March 2018 14:14  
**To:** alistair@macdonaldlicensing.com  
**Subject:** RE: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Hi Alistair,

I have been instructed that TV17 Temp PE will not be required to be considered at Committee tomorrow, and the decision will be made under delegated authority. If all clearances are received, the capacity will be 6500, in line with the Medical plans etc.

Kind Regards,

Andrew

**ANDREW STOBIE** | Licensing Officer | Directorate of Place | Licensing Department | The City of Edinburgh Council | City Chambers Business Centre 9:43 | 📍: 249 High Street, Edinburgh, EH1 1YJ | 📞: 0131 529 4042 | ✉: [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk)

---

**From:** Alistair Macdonald [<mailto:alistair@macdonaldlicensing.com>]  
**Sent:** 12 March 2018 12:35  
**To:** Andrew Stobie <[Andrew.Stobie@edinburgh.gov.uk](mailto:Andrew.Stobie@edinburgh.gov.uk)>  
**Subject:** RE: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Trouble is Andrew is it's dictated by ticket sales. Wouldn't want to prevent a last minute rush! Realistically the guys don't think it'll be more than 6500. Could be conditioned on the Licence?

Kind regards

Alistair I Macdonald  
Macdonald Licensing

Macdonald Licensing (Scotland) Limited (SC388451)  
21a Rutland Square  
Edinburgh  
EH1 2BB

LP182 Edinburgh 2

Tel: 0131 229 6181  
Fax: 0131 221 1282  
[www.macdonaldlicensing.com](http://www.macdonaldlicensing.com)

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---

**From:** Andrew Stobie [<mailto:Andrew.Stobie@edinburgh.gov.uk>]  
**Sent:** 12 March 2018 11:32  
**To:** [alistair@macdonaldlicensing.com](mailto:alistair@macdonaldlicensing.com)  
**Subject:** FW: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Hi Alistair,

Following on from this email, and the EPOG today. Do your clients wish to amend the capacity?

Thanks,

Andrew

**ANDREW STOBIE** | Licensing Officer | Directorate of Place | Licensing Department | The City of Edinburgh Council | City Chambers Business Centre 9:43 | 📍: 249 High Street, Edinburgh, EH1 1YJ | ☎: 0131 529 4042 | ✉: [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk)

---

**From:** Alistair Macdonald [<mailto:alistair@macdonaldlicensing.com>]  
**Sent:** 11 March 2018 17:39  
**To:** Andrew Stobie <[Andrew.Stobie@edinburgh.gov.uk](mailto:Andrew.Stobie@edinburgh.gov.uk)>  
**Subject:** RE: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Andrew

I think the higher figure was 'in case'. Suspect final figure will be agreed tomorrow

Kind regards

Alistair I Macdonald  
Macdonald Licensing

Macdonald Licensing (Scotland) Limited (SC388451)  
21a Rutland Square  
Edinburgh  
EH1 2BB

LP182 Edinburgh 2

Tel: 0131 229 6181  
Fax: 0131 221 1282  
[www.macdonaldlicensing.com](http://www.macdonaldlicensing.com)

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---

**From:** Andrew Stobie [<mailto:Andrew.Stobie@edinburgh.gov.uk>]  
**Sent:** 09 March 2018 09:35  
**To:** [alistair@macdonaldlicensing.com](mailto:alistair@macdonaldlicensing.com)  
**Subject:** RE: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Hi Alistair,

Noting this medical plan states expected capacity is 6500, yet the PE and Occasional state 9500. Are you able to advise? Should the capacities on the applications be reduced?

Kind Regards,

Andrew

---

**From:** Alan McWilliam [<mailto:alan@ambulance-scotland.com>]  
**Sent:** 09 March 2018 06:24  
**To:** Gerry McLay <[Gerry.McLay@edinburgh.gov.uk](mailto:Gerry.McLay@edinburgh.gov.uk)>  
**Cc:** John McNeill <[John.McNeill@edinburgh.gov.uk](mailto:John.McNeill@edinburgh.gov.uk)>; Andrea Cornet <[Andrea.Cornet@edinburgh.gov.uk](mailto:Andrea.Cornet@edinburgh.gov.uk)>; Derek Shade <[Derek.Shade@edinburgh.gov.uk](mailto:Derek.Shade@edinburgh.gov.uk)>; Kenneth Fairgrieve <[Ken.Fairgrieve@edinburgh.gov.uk](mailto:Ken.Fairgrieve@edinburgh.gov.uk)>; Andrew Stobie <[Andrew.Stobie@edinburgh.gov.uk](mailto:Andrew.Stobie@edinburgh.gov.uk)>; Barry Inglis <[Barry.Inglis@edinburgh.gov.uk](mailto:Barry.Inglis@edinburgh.gov.uk)>; [scott.richerdson@scotland.pnn.police.uk](mailto:scott.richerdson@scotland.pnn.police.uk); [David.Robertson2@scotland.pnn.police.uk](mailto:David.Robertson2@scotland.pnn.police.uk); [EdinburghOpsPlanning@Scotland.pnn.police.uk](mailto:EdinburghOpsPlanning@Scotland.pnn.police.uk); [scott.oliver@Scotland.pnn.police.uk](mailto:scott.oliver@Scotland.pnn.police.uk); [derek@electronic-edinburgh.com](mailto:derek@electronic-edinburgh.com); [simon@electronic-edinburgh.com](mailto:simon@electronic-edinburgh.com); [gillian.henderson@mac.com](mailto:gillian.henderson@mac.com); [shane@roguecitypro.co.uk](mailto:shane@roguecitypro.co.uk); [davy.white@btinternet.com](mailto:davy.white@btinternet.com); [stuart@cpcsecurity.co.uk](mailto:stuart@cpcsecurity.co.uk); [markc@rhass.org.uk](mailto:markc@rhass.org.uk); [sarahmcb@rhass.org.uk](mailto:sarahmcb@rhass.org.uk); [Lens@rhass.org.uk](mailto:Lens@rhass.org.uk); [rsimpson@rhass.org.uk](mailto:rsimpson@rhass.org.uk); [athomson@rhass.org.uk](mailto:athomson@rhass.org.uk); [justines@rhass.org.uk](mailto:justines@rhass.org.uk); [stewart.arthur@ymail.com](mailto:stewart.arthur@ymail.com); Robert Wilson <[robert@ambulance-scotland.com](mailto:robert@ambulance-scotland.com)>; [james@Platform-online.co.uk](mailto:james@Platform-online.co.uk); [Andrew.Clark@firescotland.gov.uk](mailto:Andrew.Clark@firescotland.gov.uk); [p.grant@nhs.net](mailto:p.grant@nhs.net); Andrew Elliott <[Andrew.Elliott@nhslothian.scot.nhs.uk](mailto:Andrew.Elliott@nhslothian.scot.nhs.uk)>; Suzanne Connell <[Suzanne.Connell@nhslothian.scot.nhs.uk](mailto:Suzanne.Connell@nhslothian.scot.nhs.uk)>; [KSlater@LothianBuses.co.uk](mailto:KSlater@LothianBuses.co.uk); Morgan Robertson <[Morgan.Robertson@edinburgh.gov.uk](mailto:Morgan.Robertson@edinburgh.gov.uk)>; Andrew Mitchell <[Andrew.Mitchell@edinburgh.gov.uk](mailto:Andrew.Mitchell@edinburgh.gov.uk)>; [r.panton@nhs.net](mailto:r.panton@nhs.net); [alistair@macdonaldlicensing.com](mailto:alistair@macdonaldlicensing.com); [Gary.Tough@scotland.pnn.police.uk](mailto:Gary.Tough@scotland.pnn.police.uk); Scott Russell <[Scott.Russell@edinburgh.gov.uk](mailto:Scott.Russell@edinburgh.gov.uk)>; Robert Wilson <[robert@ambulance-scotland.com](mailto:robert@ambulance-scotland.com)>  
**Subject:** Re: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Hi All,

Please see attached V2 Draft of ops orders with revised medical provision and timings.

Regards

Alan McWilliam  
General Manager

Tel : 01505 702255 | Fax : 01505 702266  
Mobile : 07730 526689  
Email : [alan@ambulance-scotland.com](mailto:alan@ambulance-scotland.com)  
Web : [www.ambulance-scotland.com](http://www.ambulance-scotland.com)  
FB: [www.facebook.com/AmbulanceScotland](https://www.facebook.com/AmbulanceScotland)  
Promo Video: <https://youtu.be/VeGFXIzrttq>

East Gavin, Beith Road, Howwood, Renfrewshire, PA9 1DJ

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On 6 Feb 2018, at 11:09, Gerry McLay <[Gerry.McLay@edinburgh.gov.uk](mailto:Gerry.McLay@edinburgh.gov.uk)> wrote:

Dear All,

Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

I enclose updated minutes

Please disregard previous version.

Change to minutes are:-

Item 4.1 Change Highland Hall to “ Lowland Hall”  
Item 10.1 Wording changed to reflect what was said at the meeting.

Regards

Gerry

Gerry McLay | Public Safety Officer | Culture & Events Office | Cultural Strategy | Place Directorate | City of Edinburgh Council  
| Room 9/49, City Chambers, High Street, Edinburgh, EH1 1YJ | Tel +44 (0) 131 529 4872  
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From: Gerry McLay  
Sent: 05 February 2018 14:31

To: John McNeill <[John.McNeill@edinburgh.gov.uk](mailto:John.McNeill@edinburgh.gov.uk)>; Andrea Cornet <[Andrea.Cornet@edinburgh.gov.uk](mailto:Andrea.Cornet@edinburgh.gov.uk)>; Derek Shade <[Derek.Shade@edinburgh.gov.uk](mailto:Derek.Shade@edinburgh.gov.uk)>; Kenneth Fairgrieve <[Ken.Fairgrieve@edinburgh.gov.uk](mailto:Ken.Fairgrieve@edinburgh.gov.uk)>; Andrew Stobie <[Andrew.Stobie@edinburgh.gov.uk](mailto:Andrew.Stobie@edinburgh.gov.uk)>; Barry Inglis <[Barry.Inglis@edinburgh.gov.uk](mailto:Barry.Inglis@edinburgh.gov.uk)>; 'scott.richerdson@scotland.pnn.police.uk' <[scott.richerdson@scotland.pnn.police.uk](mailto:scott.richerdson@scotland.pnn.police.uk)>; 'David.Robertson2@scotland.pnn.police.uk' <[David.Robertson2@scotland.pnn.police.uk](mailto:David.Robertson2@scotland.pnn.police.uk)>; 'EdinburghOpsPlanning@Scotland.pnn.police.uk' <[EdinburghOpsPlanning@Scotland.pnn.police.uk](mailto:EdinburghOpsPlanning@Scotland.pnn.police.uk)>; 'scott.oliver@Scotland.pnn.police.uk' <[scott.oliver@Scotland.pnn.police.uk](mailto:scott.oliver@Scotland.pnn.police.uk)>; 'derek@electronic-edinburgh.com' <[derek@electronic-edinburgh.com](mailto:derek@electronic-edinburgh.com)>; 'simon@electronic-edinburgh.com' <[simon@electronic-edinburgh.com](mailto:simon@electronic-edinburgh.com)>; 'gillian.henderson@mac.com' <[gillian.henderson@mac.com](mailto:gillian.henderson@mac.com)>; 'shane@roquecitypro.co.uk' <[shane@roquecitypro.co.uk](mailto:shane@roquecitypro.co.uk)>; 'davy.white@btinternet.com' <[davy.white@btinternet.com](mailto:davy.white@btinternet.com)>; 'stuart@cpcsecurity.co.uk' <[stuart@cpcsecurity.co.uk](mailto:stuart@cpcsecurity.co.uk)>; 'markc@rhass.org.uk' <[markc@rhass.org.uk](mailto:markc@rhass.org.uk)>; 'sarahmcb@rhass.org.uk' <[sarahmcb@rhass.org.uk](mailto:sarahmcb@rhass.org.uk)>; 'Lens@rhass.org.uk' <[Lens@rhass.org.uk](mailto:Lens@rhass.org.uk)>; 'rsimpson@rhass.org.uk' <[rsimpson@rhass.org.uk](mailto:rsimpson@rhass.org.uk)>; 'athomson@rhass.org.uk' <[athomson@rhass.org.uk](mailto:athomson@rhass.org.uk)>; 'justines@rhass.org.uk' <[justines@rhass.org.uk](mailto:justines@rhass.org.uk)>; 'stewart.arthur@ymail.com' <[stewart.arthur@ymail.com](mailto:stewart.arthur@ymail.com)>; 'alan@ambulance-scotland.com' <[alan@ambulance-scotland.com](mailto:alan@ambulance-scotland.com)>; 'robert@ambulance-scotland.com' <[robert@ambulance-scotland.com](mailto:robert@ambulance-scotland.com)>; 'james@Platform-online.co.uk' <[james@Platform-online.co.uk](mailto:james@Platform-online.co.uk)>; 'Andrew.Clark@firescotland.gov.uk' <[Andrew.Clark@firescotland.gov.uk](mailto:Andrew.Clark@firescotland.gov.uk)>; 'p.grant@nhs.net' <[p.grant@nhs.net](mailto:p.grant@nhs.net)>; Andrew Elliott <[Andrew.Elliott@nhslothian.scot.nhs.uk](mailto:Andrew.Elliott@nhslothian.scot.nhs.uk)>; Suzanne Connell <[Suzanne.Connell@nhslothian.scot.nhs.uk](mailto:Suzanne.Connell@nhslothian.scot.nhs.uk)>; 'KSlater@LothianBuses.co.uk' <[KSlater@LothianBuses.co.uk](mailto:KSlater@LothianBuses.co.uk)>; Morgan Robertson <[Morgan.Robertson@edinburgh.gov.uk](mailto:Morgan.Robertson@edinburgh.gov.uk)>; 'Elliott, Andrew' <[Andrew.Elliott@nhslothian.scot.nhs.uk](mailto:Andrew.Elliott@nhslothian.scot.nhs.uk)>; 'Connell, Suzanne' <[Suzanne.Connell@nhslothian.scot.nhs.uk](mailto:Suzanne.Connell@nhslothian.scot.nhs.uk)>; Andrew Mitchell <[Andrew.Mitchell@edinburgh.gov.uk](mailto:Andrew.Mitchell@edinburgh.gov.uk)>; r.panton@nhs.net; alistair@macdonaldlicensing.com; 'Gary.Tough@scotland.pnn.police.uk' <[Gary.Tough@scotland.pnn.police.uk](mailto:Gary.Tough@scotland.pnn.police.uk)>  
Subject: Terminal V Event – Royal Highland Centre, Ingliston EPOG Minutes

Dear All,

**Terminal V Event – Royal Highland Centre, Ingliston  
Event Date – Sunday 1<sup>st</sup> April 2018**

I enclose a copy of the minutes from the EPOG meeting held on 29<sup>th</sup> January 2018 for your attention.

If you have any comments or amendments please get back in touch.

Regards

Gerry

Gerry McLay | Public Safety Officer | Culture & Events Office | Cultural Strategy | Place Directorate | City of Edinburgh Council  
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<Minutes 29 Jan 2018 (1).docx>

No virus found in this message.  
Checked by AVG - [www.avg.com](http://www.avg.com)  
Version: 2016.0.8013 / Virus Database: 4776/14584 - Release Date: 06/20/17  
Internal Virus Database is out of date.

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Version: 2016.0.8013 / Virus Database: 4776/14584 - Release Date: 06/20/17  
Internal Virus Database is out of date.

## Christopher Mckee

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**From:** Pixie Williamson  
**Sent:** 07 March 2018 09:48  
**To:** alistair@macdonaldlicensing.com  
**Subject:** TV17 - 378801

Good morning Alistair,

Please see below for Public Safety requirements regarding the above occasional licence application:

Address The Royal Highland Centre, Ingliston  
Dance Event Terminal V  
Event Date 1st April 2018  
Public Safety Officer Gerry McLay

I refer to your application for an occasional Licence and can inform you that Public Safety has no objections to the Licence subject to the following points being addressed prior to the event:

1. A copy of the final Event Management Plan should be submitted prior to the event.
2. A stewarding schedule detailing the number of professional Stewards should be submitted with details of their duties during the event. The Stewarding schedule should also note the number of Licensed Stewards required under the Private Security Industry Act 2001 that came into force on 1st November 2007.
3. Sufficient Emergency Lighting will be required throughout the venue including external areas and within any marquees capable of achieving a minimum of 3 hour maintained Emergency Lighting. Any Emergency lighting should be installed to comply with BS 5266: Part 1 2016.
4. Please submit your event specific risk assessment for the event.
5. Please submit a copy of your event fire risk assessment for the event.
6. Please submit a wind management plan for all outdoor temporary demountable structures. The wind management plan should follow the guidelines in the temporary demountable structures publication – “Guidance on Procurement, Design and use forth edition.”
7. Please submit an Application for Section 89 permit under the Civic Government Act 1982 for any raised structure that is at height greater than 600mm that may be occupied during the event. The Application form for this service can be obtained at <http://eventsedinburgh.org.uk/Public-Safety.html>
8. Please provide full details of the medical, first aid and welfare arrangements that will be provided for the event.
9. Please provide full details of toilet provision that will be made available to cater for the anticipated number of people attending the event.
10. Provide details of facilities that will be made for disabled patrons attending the event including access and sanitary facilities.
11. All Safety Procedures should be prepared in accordance with the “Event Safety Guide a guide to health, safety and welfare at music and similar events.” please see also the recent publication of The Purple Guide that can be found at <http://www.thepurpleguide.co.uk/>

12. All procedures agreed at the Events Planning Operations Group (EPOG) meetings should be followed.

13. A satisfactory inspection by my Officers will be required before commencement of the event.

Please note that the documents mentioned above are necessary in order to demonstrate that the Public Safety procedures will ensure that all potential hazards to the public are reasonably avoided.

Please note however, that other Departments of the Council or other agencies may contact you under separate cover to inform you of their requirements.

If you have any queries, please contact me on 0131 529 4872 or [gerry.mclay@edinburgh.gov.uk](mailto:gerry.mclay@edinburgh.gov.uk)

Gerry McLay  
Building Standard Surveyor – Public Safety

Kind regards  
Pixie

Pixie Williamson | Licensing Assistant | Directorate of Place | Licensing Service | City of Edinburgh Council | Level 9,  
City Chambers, 249 High Street, Edinburgh, EH1 1YJ | Tel 0131 529 4042 | [pixie.williamson@edinburgh.gov.uk](mailto:pixie.williamson@edinburgh.gov.uk)

PREMISES LICENCE REVIEW HEARINGS – NON-PAYMENT OF ANNUAL  
PREMISES LICENCE FEES – 2017/18

**1. Purpose**

- 1.1 To provide details of premises where annual fees for the period 2017/18 remain outstanding.
- 1.2 To ask the Board, having already agreed to make review proposals in each case, to hold review hearings for the various premises.

**2. Main Report**

- 2.1. Premises licence holders are required to make payment of annual fees on or around 1<sup>st</sup> October every year, in terms of the Licensing (Fees) (Scotland) Regulations 2007. The fees are paid in advance of the following year.
- 2.2. Non-payment of fees constitutes a breach of the mandatory conditions of licence, which in turn constitutes a ground for review of a premises licence. Details of premises where fees remain outstanding for the period 2017/18, having become due from 2<sup>nd</sup> October 2017, are set out in the appendix attached to this report. The premises licence holders have been written to on a number of occasions, to advise them of the requirement for outstanding fees to be paid. The Council's LSOs have visited the premises, issuing Compliance Notices requiring compliance with the mandatory conditions of licence, i.e. payment of the fees.
- 2.3. The Board was advised of the premises details at its meeting on 29<sup>th</sup> January 2018 and agreed to make review proposals for each. On the basis the fees remain outstanding, the Board is asked to hold hearings and decide in each case what action is considered necessary for the licensing objectives.
- 2.4. If satisfied that it is necessary for the purposes of the licensing objectives to do so, the Board may:-
  - Issue a written warning to the licence holder
  - Vary the premises licence
  - Suspend the premises licence for such period as the Board may determine
  - Revoke the premises licence

**3. Recommendation**

3.1 The Board is asked:-

- (a) To hold review hearings for each of the premises where annual fees remain outstanding;
- (b) To decide what action requires to be taken in each case, having regard to the licensing objectives.

PREMISES LICENCE REVIEW HEARINGS – NON-PAYMENT OF ANNUAL  
PREMISES LICENCE FEES – 2017/18

**4. Background Papers**

- 4.1 Premises with details of outstanding annual licence fees.
- 4.2 LSO Reports

**Depute Clerk of the Licensing Board**

Ref No.	Address Address 2	Address 3	Address 5	Date Invoiced	Fee	Licence Holder Name	Invoice Number
250422	124 Collinton Road	Edinburgh	EH14 1BY	28/08/2017	280	Mr Shakil Chohan	7L953540
344890	14-16 North West Circus Place	Edinburgh	EH3 6SX	28/08/2017	500	Mr Michael Gordon	7L956810
251418	14b Nicolson Street	Edinburgh	EH8 9DH	28/08/2017	280	Fat Choi Edinburgh Company Limited	7L957165
301491	15 Salisbury Place	Edinburgh	EH9 1SL	28/11/2017	280	Barocco Cater Solutions Limited	7M092138
253380	18-24 Deanhaugh Street	Edinburgh	EH4 1LY	29/08/2017	280	Mr Jing Shen	7L961266
250117	184 Easter Road	Edinburgh	EH7 5QQ	29/08/2017	220	Mr Jack Wojtas	7L961275
252290	208 Gorgie Road	Edinburgh	EH11 2NX	30/08/2017	220	Agnieska Malgorzaja Jakoniak	7L963574
323225	21 Candlemaker Row	Edinburgh	EH1 2QG	30/08/2017	280	Mr Abdullah Hussain Abdullah	7L963654
330072	21 Clerk Street	Edinburgh	EH8 9JH	30/08/2017	220	Green Man Catering Ltd	7L963690
252428	324-326 Lawnmarket	Edinburgh	EH1 2PH	31/08/2017	700	B & G S Landa Limited	7L968525
320651	3-4 Queensferry Street	Edinburgh	EH2 4PA	31/08/2017	900	Waugh Taverns Limited	7L968759
251843	367 Broomhouse Road	Edinburgh	EH11 3TA	01/09/2017	220	Mr Tahir Javaid	7L969783
251908	37a-37b Warrender Park Road	Edinburgh	EH9 1HJ	01/09/2017	280	Peter Green & Co	7L970050
251787	51 Restalrig Road	Edinburgh	EH6 8BE	04/09/2017	220	Mr Nisar Akhtar	7L972770
253822	6 Commercial Street	Edinburgh	EH6 6JA	05/09/2017	220	Mr Callum Ian Morrison	7L974021
250307	Unit 9 61 Leith Street	Edinburgh	EH1 3AU	05/09/2017	500	Amberdale Limited	7L974433
253008	74-76 Newhaven Road	Edinburgh	EH6 5QG	05/09/2017	280	Nocturnal Aviators Limited	7L975996
250940	9 Dundee Terrace	Edinburgh	EH11 1DL	09/11/2017	280	Mr Mohammed Saleem Sadiq	7M066272
333074	93 St Leonard's Street	Edinburgh	EH8 9QY	06/09/2017	220	Mr Paulo Duarte De Oliveira Vieira	7L979583
334271	Little King Street	Edinburgh		06/09/2017	220	The Archdiocese Of St Andrew's And Edinburgh	7L980468

EXTENDED HOURS DURING EDINBURGH FESTIVAL AND FRINGE 2018

**1. Purpose**

- 1.1 In terms of the Board's Statement of Licensing Policy, to seek agreement on the duration of the Festival Extended Hours period for 2018.

**2. Main Report**

- 2.1. The Licensing Board's Statement of Licensing Policy confirms the following with regard to extended hours during the annual Festival period:-

"The Board recognises that during certain periods further extensions of the terminal hour would be appropriate. Accordingly during the period of the Edinburgh Festival and Fringe as set from year to year...a 2 (two) hour extension to the usual terminal hour of the premises concerned is regarded as acceptable in the normal course of events. However this will only apply where the operating plan for particular premises contains a statement of intention by the licenceholder to take advantage of extended trading in these periods. Where the operating plan for premises does not indicate an intention to take advantage of extended trading an application for those premises seeking extended hours for the period will have to be made and this will have to set out the specific days and hours when trading is intended. This period may include days when there are preliminary performances preceding the commencement of the full Fringe programmes."

- 2.2. The 2018 Edinburgh Fringe and Edinburgh International Festival are due to run in parallel, during the period 3<sup>rd</sup> to 27<sup>th</sup> August 2018 (inclusive).
- 2.3. In previous years there has been an overlap between the two festivals, resulting in the Board agreeing an overall Extended Hours period of around one month. Last year the two festivals ran during the period 4<sup>th</sup> to 28<sup>th</sup> August 2017, and the Board agreed that the Festival Extended Hours period would operate between those dates.
- 2.4. Agreement on the relevant dates will ensure that licence holders, Police Scotland, LSOs and members of the public are aware of the duration of the Festivals Extended Hours period. The Board is therefore asked to confirm the period during which the two hour extension in terms of its statement of licensing policy will apply.

**3. Recommendation**

- 3.1 The Board is asked to agree the period during which the Festival extended hours period will apply for 2018.

EXTENDED HOURS DURING EDINBURGH FESTIVAL AND FRINGE 2018

**4. Background Papers**

- 4.1 Licensing Board Statement of Licensing Policy – paragraph 20.7 – Hours of Trading

**Depute Clerk of the Licensing Board**



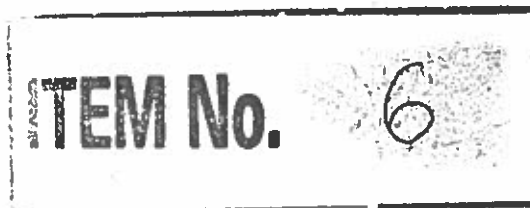
## Amendment to Premises Licence / Provisional Premises Licence Applications

### Disabled Access and Facilities Statements

From 30<sup>th</sup> March 2018, anyone applying for a Premises Licence or Provisional Premises Licence will have to provide a Disabled Access and Facilities Statement (DAFS) with their application. The DAFS should contain information about the following:-

- Accessibility to the premises
- Facilities provided
- Any other provisions

all as relevant to persons with a disability.



Applicants for new licences after that date will therefore have to provide the following:-

- Completed application form for premises licence / provisional premises licence (with application fee)
- Operating plan
- Layout plan
- Disabled access and facilities statement
- Section 50 certificate(s)

### Format

The DAFS form has been set by regulation (a blank version is attached below). An application submitted without the DAFS (or any of the above), is incomplete and cannot be processed.

The Scottish Government is issuing guidance to assist applicants to put relevant information into the DAFS. The purpose of the DAFS is not to require applicants to make changes to the facilities and access of their premises, but to raise awareness and ensure the Board has all of the necessary information available to consider an application.

### Actions

- Only affects applications from 30<sup>th</sup> March 2018 onwards. No DAFS = application incomplete, and cannot be processed
- Application form for new premises/new provisional premises licence will have to be amended to include the new DAFS form as an appendix (blank version attached below)
- Details should be added online, to ensure applicants are aware of the requirement
- An additional step will be required in APP to confirm receipt of the DAFS, and to allow it to be electronically attached (as with operating and layout plans)
- When circulating applications to LSOs, Police, Building Standards, the DAFS is to be included in circulation as part of the application (with operating and layout plans)
- Any queries – contact Morag Leck (EXT 54304) or Nick Fraser (EXT 54424)

### Links

<http://www.legislation.gov.uk/ssi/2018/49/contents/made> - Regulation, with new DAFS form as appendix (see below)

<https://www.legislation.gov.uk/asp/2010/13/section/179#section-179-2-a> – Amendment to Licensing (Scotland) Act 2005, confirming requirement for DAFS as part of application

## SCHEDULE 6

Regulation 7

## DISABLED ACCESS AND FACILITIES STATEMENT

*Licensing (Scotland) Act 2005, section 20(2)(b)(iii)***Question 1****Disabled access and facilities**

1(a)	Is there disabled access to the premises	YES / NO*
1(b)	Do you have facilities for those with a disability	YES / NO*
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES / NO*
*Delete as appropriate		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

**Question 2****Disabled access to, from and within the premises**

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

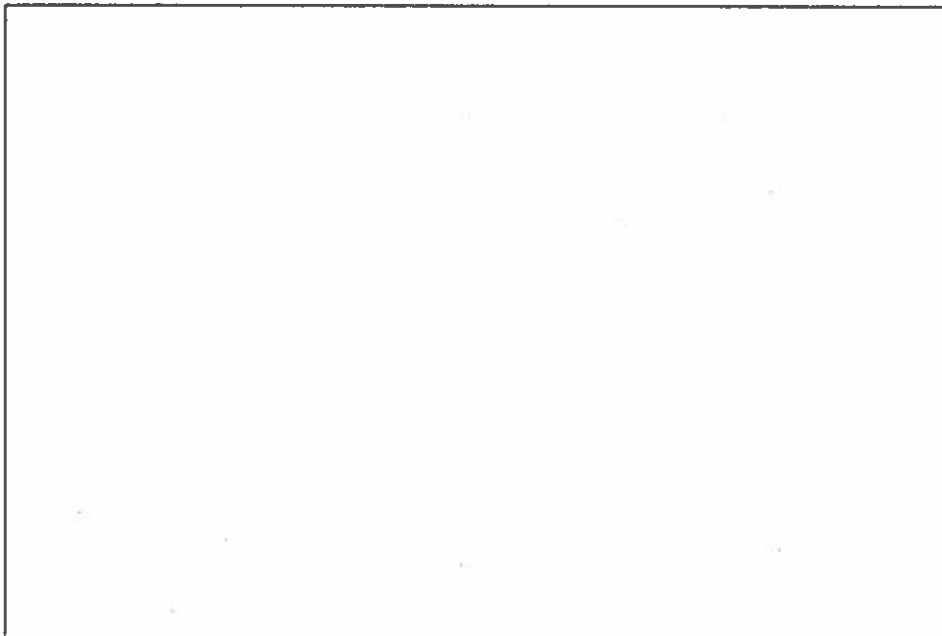
## Amendment to Premises Licence / Provisional Premises Licence Applications

### Disabled Access and Facilities Statements

#### Question 3

##### Facilities available

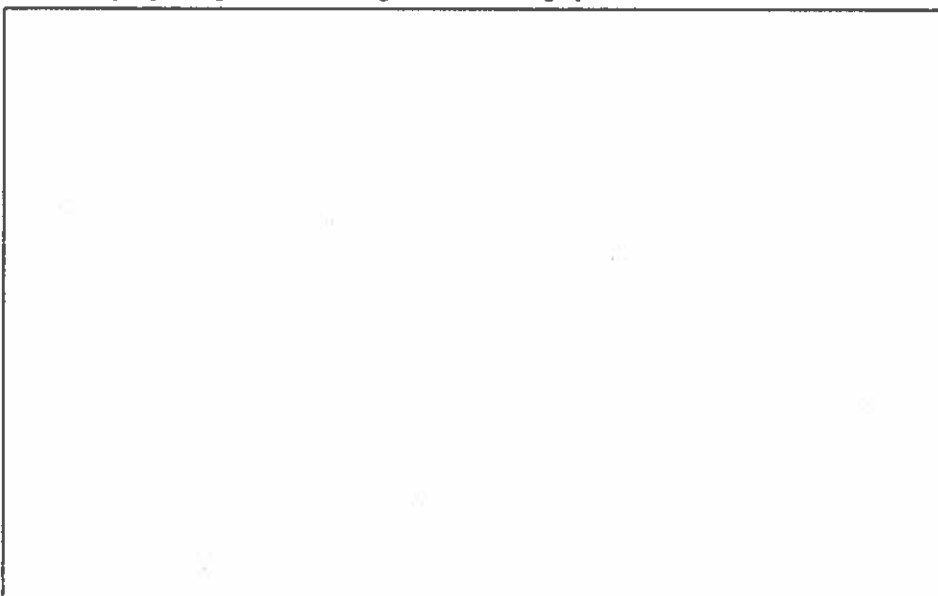
Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.



#### Question 4

##### Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.



**Amendment to Premises Licence / Provisional Premises Licence Applications**

**Disabled Access and Facilities Statements**

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**If signing on behalf of the applicant please state in what capacity.**

The contents of this disabled access and facilities statement are true to the best of my knowledge and belief.

Signature ..... \* (see note below)

Date .....

Capacity ..... APPLICANT/AGENT

Telephone number and email address of signatory.....

**\* 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.