



## APPLICATION FOR OCCASIONAL LICENCE

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 <b>one</b> only)	
Premises Licence Holder	<input type="checkbox"/>
Personal Licence Holder	<input type="checkbox"/>
Representative of a Voluntary Organisation	<input checked="" type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises, licence number, Issuing Licensing Board (if applicable)	The marquee at The Hive, Park Place,Dollar,FK14 7AA. Personal Licence No – CC950
Personal Licence Holder Name and Number (if applicable ) Issuing Licensing Board	Christopher Hudd – CC950
Name of voluntary organisation or Members Club (if applicable) Dollar Community Development Trust	
Name of Personal Licence Holder and Licence No. of person responsible for authorising sales of alcohol at event - See guidance notes	

Christopher Charles Hudd – Licence No CC950

## 2. PERSONAL DETAILS

**TITLE** (delete as appropriate) **MR** (please state)

**FORENAMES** Christopher Charles

**SURNAME** Hudd

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.

Trustee

**DATE OF BIRTH**

**ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES**

**Post Town**

**Postcode**

**TELEPHONE NUMBERS**

DAYTIME  
EVENING

MOBILE

**FAX NUMBER**

**E-MAIL ADDRESS** (if you would prefer us to correspond with you by e-mail)

## 3. THE PREMISES (where the event is to be held -See note and answer fully)

Description of Premises.

20m \* 12m marquee in the grounds of The Hive ( Civic Centre ) Park Place Dollar Hive for toilets only – toilets located at front door

Full Postal Address of Premises which this Application Refers to  
The Hive, Park Place, Dollar, FK14 &AA

### **IMPORTANT**

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

or

2 Date Temporary PEL was been applied for -

Yes

Description of Activities to be Carried on in the Premises ( <b>see note and answer fully</b> )	
Fourth Dollar Beer and Wine Festival, Friday 13 <sup>th</sup> Oct 2023, 7.30-11pm, beer lovers night with c.13 cask ales to sample and quiet music. Wines/spirits and soft drinks also available. Saturday 14 <sup>th</sup> Oct, 7.30-11pm – beer/wine festival with disco.	
Approximately How many persons will attend event ?	Max 170
Will SIA Licensed Stewards to be provided ?	<b>YES</b>
Is food to be provided at the Event - If yes please provide details	
No	

<b>4. DURATION OF LICENCE</b>	
Start Time and Date Friday 13 <sup>th</sup> Oct & Saturday 14 <sup>th</sup> Oct – 7.00pm	End Time and Date Friday/Saturday 13/14 <sup>th</sup> Oct – 11pm

<b>5. IS ALCOHOL TO BE SOLD FOR CONSUMPTION ON THE PREMISES YES*</b>	
<b>IS ALCOHOL TO BE SOLD FOR CONSUMPTION OFF THE PREMISES NO*</b>	
<b>PROVIDE DETAILS AS TO HOURS REQUESTED WHEN ALCOHOL WILL BE SOLD ON/OFF THE PREMISES-* delete as appropriate</b>	
Times for sale of alcohol for consumption On premises – 7.00-11pm	Times for sale of alcohol for consumption Off premises – N/A – no OFF SALES
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises.	
There are no other activities other than background music from 7-11pm on the Friday 13 <sup>th</sup> and dancing/disco music from 7-11pm on Saturday 14 <sup>th</sup> October	

**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? **NO – over 18's only** (if answered yes the remainder of this section must be completed)

Will Children (0-15yrs) and Young Persons (16 &amp;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

Times at which Children or Young Persons Permitted Entry

Parts of Premises to which Children or Young Persons Permitted Entry

**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.

**SIGNATURE**

C C Hudd

**DATE**

21/6/23

**\* 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

<b>8. CHECKLIST - Please tick</b>	
I have Made or enclosed payment of the fee for the application	Yes

**NOTES**

1. 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

2. 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

The information on this form may be held on an electronic register which may be available to members of the public on request.

4. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament  
 (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20>)

**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**

## **Dollar Community Marquee details**

### ***Supporting information for Beer Festival October 2021***

- Hocker P-series
- A frame
- P-1200-240-458 marquee
- 24m x 12m (size adjustable)
- Cover is detailed as: Roof covering type - Premium grade, high gloss white, PVC coated polyester fabric - UV resistant and flame retardant according to: DIN 4102 B1, M2; BS 5438/7837; USA NFPA701.

# Premises Age Verification Policy

The Licensing (Scotland) Act, 2005 requires by virtue of mandatory condition that every premises operates an Age Verification Policy.

Extract from Mandatory Conditions

## *Age verification policy*

9A(1) There must be an age verification policy in relation to the sale of alcohol on the premises.

(2) An “age verification policy” is a policy that steps are to be taken to establish the age of a person attempting to buy alcohol on the premises (“the customer”) if it appears to the person selling the alcohol that the customer may be less than **25 years of age** (or such older age as may be specified in the policy).

The following Age Verification Policy will be applied to all sales of alcohol made on these premises

Name of premises:

The Marquee at The Hive Dollar

Address of premises:

Park Place, Dollar

Name of Occasional licence holder:

Christopher Hudd

Any individual who appears to the person selling or serving alcohol to be under the age of **25 years** will, prior to any sale or service of alcohol taking place be asked to produce identification bearing their photograph, date of birth, and if relevant a holographic mark.

The Following documents are the only acceptable forms of identification at these premises.

- An EU Photo Card Driving Licence
- A Current Passport
- A Proof Of Age Card Bearing the PASS Hologram

**Bar staff must not rely on the entry checks carried out by Stewards as proof of age.** It is the responsibility of persons making sales of alcohol to carry out age verification checks where a customer appears to be under the age of 25.

## Further Information For Staff and Training Record

By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer. On Conviction **you** could be fined up to £5,000 and or be imprisoned for up to 3 months.

In addition selling Alcohol to someone under 18 could result in the occasional licence holder being prosecuted

1 The licence holder, if prosecuted and if found guilty can be fined up to £5,000

2 On conviction it is possible that the Licensing Board will refuse future applications and may hold Review Hearing which could result in the Personal Licence held by the applicant being revoked or suspended.

The occasional licence holder and Personal Licence Holder must ensure that all staff who are involved in the supply of alcohol are made aware of the existence and content of the age verification policy applied by the premises.

All Staff must consistently apply the same policy when considering whether or not to make a sale of alcohol.

Signed. ....C.C.Hudd.....On Behalf of Occasional Licence Holder

Date.....21/06/23.....

I acknowledge having been made fully aware of the Age Verification Policy in operation at :

<i>Description,, date and time of event</i>
<i>Dollar Charity Beer Festival</i>
<i>Friday/Saturday – 13/14th October, 2023 – 7.30-11pm</i>

and I can confirm that I have received full training in its use at this premises.

<b>Name of Staff Member</b>	<b>Signature</b>



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Continue on separate sheet if necessary \*

**Additional Measures in used by Event Organiser in relation to Age Verification Process should be detailed here**

Text Area.....

Challenge 25 Posters will be in clear view behind the bar areas



## 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/REP**

Your Ref:

Date: **18 August 2023**

Subject: **Licensing (Scotland) Act, 2005, Section 57 (3)  
Occasional Licence Application –  
Dollar Community Development Trust – Beer Festival  
Friday 13<sup>th</sup> and Saturday 14<sup>th</sup> October, 2023**

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 Officers is provided with a copy of the application.

Having considered the content of the application I have the following comments to make:

1. The application relates to an annual Craft Beer Festival, which takes place in a 20m x 12 m marquee sited in the grounds of The Hive, Park Place, Dollar, FK14 7AA
2. The application also required a Public Entertainment Licence, which has been granted after the event organisers attended a meeting of the Safety Advisory Group (SAG).
3. The SAG meeting was utilised to engage with the applicant in relation to a number of areas of concern connected to the licensing of large scale alcohol orientated events.
4. A number of areas of concern were discussed, and although agreement was reached in relation to how these areas of concern will be managed it is felt that, in line with normal practice, that a representation should be submitted to the licensing Board seeking the addition of local licensing conditions.

5. The application seeks to licence the marquee over 2 days – Friday 13<sup>th</sup> October, and Saturday 14<sup>th</sup> October, 2023
6. The sale of alcohol would be permitted between 7pm and 11pm on both days
7. Low level background music will be provided on the Friday and entertainment in the form a disco with permitted dancing will take place on the Saturday night.
8. Access to the event will be granted on production of a pre purchased ticket, and no person under the age of 18 will be permitted into the venue during the event.
9. SIA Licensed stewards will be provided for the Saturday night event only
10. It is expected that around 300-350 visitors will attend the event over the course of the 2 days.
11. The venue is suitable for an event of this nature.
12. The applicant for the licence, as an organisation, are experienced at running events, and this particular event has taken place for the last 4 years.
13. The main areas of concern that were discussed were persons under 18 gaining access to the venue and consuming alcohol, persons leaving the venue in possession of open glass containers of alcohol, persons consuming excesses of alcohol and staff not being adequately trained to recognise this or understand the complex nature of the licensing laws.
14. In order to address each of these areas of concern I would suggest that it is necessary and expedient for the purposes of the licensing objectives to apply the local conditions listed in **appendix A** to this report.

*Paul Fair*

Licensing Standards Officer.

## Appendix A

### **Suggested Conditions for Dollar Beer Festival – 13 & 14 October, 2023**

1 No alcohol is to be removed from the licensed area and the licence holder must have in place suitable arrangements to ensure that no alcohol is removed from the licensed area.

2 A clear and legible notice of no less than A4 size must be placed in a position where it can be conveniently read by persons seeking to leave the marquee, which states that **“No alcohol can be removed from the licensed area.”**

3 Commemorative glasses being removed from the licensed area must be empty of all contents.

4 All staff making sales of alcohol or responsible for the service of alcohol must be trained in accordance with the terms of the Licensing (Training of Staff) (Scotland) Regulations 2007. (The Requirements of this training have been full explained to the applicant)

5 Prior to the commencement of licensed hours all staff working at the event in a capacity where they are selling or serving alcohol, must be properly briefed on the mandatory and local conditions of the licence, in particularly the requirements of the age verification policy. It will be the responsibility of the applicant to carry out this briefing.

6 Only alcohol sold by the licence holder can be consumed within the licensed area.

7 A minimum of 2, SIA licensed door supervisors will be on duty for the duration of the licensed hours on Saturday 14 October, 2023. Particulars of these stewards will be provided in writing to the Licensing Standards Officer at least 72 hours in advance of the commencement of the event. (Particulars means, Full Name, and Current SIA Licence number and type).