



## APPLICATION FOR OCCASIONAL LICENCE

To:

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

PAID 25 APR 2025

**THIS PAPER RELATES TO  
ITEM 4v  
ON THE AGENDA**

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

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

<b>1. LICENCE DETAILS (see note 1)</b>	
I am a :- (please tick <b>one</b> only)	
Premises Licence Holder	<input checked="" type="checkbox"/>
Personal Licence Holder	<input type="checkbox"/>
Representative of a Voluntary Organisation	<input type="checkbox"/>
Representative of a Members Club	<input type="checkbox"/>
Name and Address of Premises, licence number, Issuing Licensing Board (if applicable)	THE HORSESHOE BAR. 17 MAIN STREET CLACKMANNAN CC133
Personal licence number (if applicable ) Issuing Licensing Board	CC133
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 ANDRENA MCCOUBAIG CC133	

<b>2. PERSONAL DETAILS</b>			
<b>TITLE</b> (delete as appropriate) <b>MR MRS MISS MS OTHER</b> (please state)			
<b>FORENAMES</b>	Andvina		
<b>SURNAME</b>	mccouag		
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.			
<b>DATE OF BIRTH</b>	<b>Day</b> [REDACTED]	<b>Month</b> [REDACTED]	<b>Year</b> [REDACTED]
<b>ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES</b>			
[REDACTED]			
<b>Post Town</b>	[REDACTED]	<b>Postcode</b>	[REDACTED]
<b>TELEPHONE NUMBERS</b>			
<b>DAYTIME</b>	[REDACTED]		
<b>EVENING</b>	[REDACTED]		
<b>MOBILE</b>	[REDACTED]		
<b>FAX NUMBER</b>			
<b>E-MAIL ADDRESS</b> (if you would prefer us to correspond with you by e-mail)			

<b>3. THE PREMISES</b> (where the event is to be held -See note and answer fully)		
Description of Premises. Horseshoe Bar. outside front of building		
Full Postal Address of Premises which this Application Refers to FK10 4JA		
<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	Yes / No <input checked="" type="radio"/> Yes <input type="radio"/> 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)

2 tables outside of premises  
with 6 chairs at each

Approximately How many persons will attend event ?

12

Will SIA Licensed Stewards to be provided ?

YES ☒ NO

Is food to be provided at the Event - If yes please provide details

#### 4. DURATION OF LICENCE

Start Time and Date

11/5/25

End Time and Date

15/5/25

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

12pm - 10pm

Times for sale of alcohol for consumption  
Off premises

12pm - 10pm

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



**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

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**



**DATE**

25/4/25

**\* 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	

## 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



**Partnership and Performance**

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Telephone: 01259 450000



**Clackmannanshire  
Council**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

## Memo

<b>To:</b>	<b>The Clerk to the Licensing Board Greenfield Alloa FK10 2AD</b>	<b>From:</b>	<b>Paul Fair Licensing Standards Officer</b>
		<b>Extension:</b>	<b>2091</b>
		<b>Email:</b>	<b><a href="mailto:pfair@clacks.gov.uk">pfair@clacks.gov.uk</a></b>
		<b>Our Ref:</b>	<b>PF/LSO/OL/REP</b>
		<b>Your Ref:</b>	
		<b>Date:</b>	<b>6 May, 2025</b>
<b>Subject:</b>	<b>Licensing (Scotland) Act, 2005, Section 57 (3) Occasional Licence Application – The Horseshoe Bar, Clackmannan Outdoor Area 14 day Period from date of Grant</b>		

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 the temporary licensing of an outdoor area to the front of the Horseshoe Bar, Main Street, Clackmannan.
2. The area encroaches onto the public footpath at the front of the premises for the full width of the frontage and extends 2m from the building.
3. Clackmannanshire Council Roads Department have approved the use of this area as a street café.
4. The application seeks authority to serve, sell and allow the consumption of alcohol in the space
5. Although the licence application is dated 1 to 15 May, 2025, due to statutory processing times it has been agreed that if granted the licence will cover the 14 days immediately following the date of grant.
6. The application is likely to be determined on 20 May, 2025
7. The applications seeks to allow temporary use of the area for the purpose described prior to the consideration of a full application to permanently licence this area for use during the summer period each year.
8. An application for a non minor variation has been received and is currently being processed.

9. I have no concerns about the use of an area of footpath for the consumption of alcohol, provided that the area is well managed and properly supervised.
10. In relation to this area the current Premises Manager of the bar, and applicant for this occasional licence has offered assurances that she fully understands the requirements for good management and supervision of the area.
11. Ms McQuaig has confirmed that the area will be restricted to two tables of six seats and that it is unlikely that standing drinkers will be permitted to occupy licensed space.
12. Ms McQuaig has further confirmed that the area will be clearly delineated by the use of brewery advertising type barriers.
13. The applicant has been advised that the Council Roads Department and/or the Licensing Board may require that all furniture and fixings relating to the area use will be removed from the footpath each evening by strictly no later than 10:00pm.
14. The current Statement of Licensing Policy encourages the use of well managed outdoor spaces, however recognises that these spaces can create problems.
15. The Policy suggests that on granting licenses which include the use of spaces that border public footpaths, especially where they are adjacent to a public space that is controlled by public drinking byelaws, it will be necessary and expedient for the purposes of the licensing objectives to include local licensing conditions.
16. I have prepared a list of Licensing Conditions at **Appendix A** to this report. Those suggested conditions are extracted from the list of pool conditions contained in the current Statement of Licensing Policy and are those that I would suggest are most appropriate for this premises.
17. The Licensing Board may wish to propose other conditions as they see fit.
18. The applicant has helpfully provided an image of what the approved area would like in the event the licence is granted. (see **appendix B**)

*Paul Fair*

Licensing Standards Officer.



## Appendix A - Suggested Local Conditions

The Board will require that in order to meet the licensing objectives under the Act that the applicant manages the outdoor drinking area in a responsible manner. Where the Board is minded to grant the application, some or all of the following conditions may apply to the licence:

1. Consumption of alcohol in the outdoor drinking is not permitted after 10.00pm. (other times may be agreed in appropriate circumstances).
2. Only alcohol that has been specifically sold by or on behalf the licence holder may be consumed in the outdoor area
3. No live or recorded music, live performances or other entertainment is permitted within the outdoor drinking area.
4. No live or recorded music, live performances or other entertainment being offered on the premises should be audible or visible in the outdoor area.
5. Customers using the outdoor drinking area shall at all times be supervised and/or monitored to ensure that nuisance or annoyance to neighbouring residents is not caused.
6. In particular staff must take all reasonable steps to prevent shouting, singing and disorderly conduct within the outdoor area.
7. Customers consuming alcohol must not be permitted to not encroach on to the footpath or any adjoining public area outwith the boundaries of the licensed outdoor drinking area.
8. Where the outdoor drinking facility is to be used during the hours of darkness, the licence holder shall ensure that suitable lighting is provided for the convenience and safety of all persons using the area.
9. The outdoor drinking facility must not be used for any purpose which is likely to cause annoyance to neighbours through smell, for example, the use of barbecues.
10. Any facility provided for the comfort of patrons such as outdoor heaters must be used and maintained in a safe manner and in accordance with manufacturers' instructions and any other statutory requirements.
11. Where smoking is permitted in the outdoor drinking area, ashtrays or other suitable receptacles will be provided.
12. Where smoking is permitted in the outdoor drinking area or in part of the outdoor area children and young persons will not be permitted access to the outdoor area or to any part of the area where smoking is permitted, or to any part of the outdoor area where second hand smoke may be present.
13. Outdoor drinking areas which are adjacent to a public place or public footpath, must at all times when the area is in use be clearly delineated by a physical barrier making the extent of the licensed area clear and obvious to any person using the area or using the adjacent public place or footpath.
14. All alcohol to be consumed in the Outside Drinking Area must be taken to and from the Area by the designated premises manager or another member of staff authorised to serve or sell alcohol on their behalf. Patrons of the Premises are specifically prohibited from taking alcohol to or from the Premises to the Outside Drinking Area.

15. Where the outdoor area is located on a public footpath or thoroughfare all furnishings and barriers associated with that area must be completely removed from the area and suitably stored by no later than 10pm (or earlier if an earlier closing time is applied). [Unless the licence holder has consent in writing from the Roads authority to leave furnishings in place outwith these times]
16. Where the outdoor area is adjacent to an area that is located within the confines of any public alcohol consumption byelaw area then a notice (at least A4 in size) to this effect must be erected in a position that it is clearly visible and legible by the licence holder within the area reminding patrons of the consequences of consuming alcohol in the byelaw area.

## Appendix B

Image of the bar frontage



