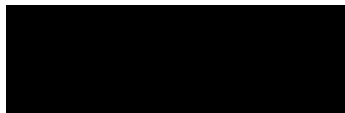




NOTICE OF MEETING

24 November 2025

A MEETING of the CLACKMANNANSHIRE LICENSING BOARD will be held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on TUESDAY 2 DECEMBER 2025 at 9.30 AM.



DALE BELL

Depute Clerk to the Clackmannanshire Licensing Board

	Page No
1. Apologies	--
2. Declarations of Interest	--
Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest Form should be completed and passed to the Committee Services Officer.	
3. Confirm Minute of Meeting of the Clackmannanshire Licensing Board held on 30 September 2025 (Copy herewith)	05
4. Police Scotland: Chief Constable's Report to the Clackmannanshire Licensing Board for the Period 2024-2025 - report by Jo Farrel, Chief Constable, Police Service of Scotland (Copy herewith)	09
5. Licensing (Scotland) Act 2005 – List of Applications	21
(i) Application for Non-Minor Variation of Licence - Application Form, Proposed Operating Plan, LSO Report and Police Scotland Response (Copies herewith)	23
Premises: Tesco Alloa Extra, Auld Brig Road, Alloa, FK10 1EG	
Applicant: Tesco Licensing Team, Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, Hertfordshire, United Kingdom, AL7 1GA	
(ii) Application for Non-Minor Variation of Licence - Application Form, Proposed Operating Plan, LSO Report and Police Scotland Response (Copies herewith)	45
Premises: Menteith Court Mini Market, Menteith Court, Alloa, FK10 1QA	
Applicant: Jabbar Ali, Falkirk	

6. AOCB

--

Clackmannanshire Licensing Board – Board Members 8 (Quorum 4)

Councillors

Wards

Councillor	Kenneth Earle (Chair)	4	Clackmannanshire South	LABOUR
Councillor	Mark McLuckie (Vice Chair)	1	Clackmannanshire West	LABOUR
Councillor	Darren Lee	1	Clackmannanshire West	CONSERVATIVE
Councillor	Graham Lindsay	1	Clackmannanshire West	SNP
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Martha Benny	2	Clackmannanshire North	CONSERVATIVE
Councillor	William Keogh	2	Clackmannanshire North	LABOUR
Councillor	Fiona Law	2	Clackmannanshire North	SNP

The quorum for the Board by virtue of Schedule 1 paragraph 12(1) of the Licensing (Scotland) Act 2005 is 4 members



MINUTES OF MEETING of the CLACKMANNANSHIRE LICENSING BOARD held in the COUNCIL CHAMBER, KILNCRAIGS, ALLOA, on TUESDAY 30 SEPTEMBER 2025 at 9.30 am.

PRESENT

Councillor Kenneth Earle (Chair)
Councillor Donald Balsillie
Councillor William Keogh (Via Teams)
Councillor Darren Lee (Via Teams)
Councillor Graham Lindsay
Councillor Mark McLuckie

IN ATTENDANCE

Dale Bell, Solicitor, Legal and Governance (Clerk to the Board)
Helena Arthur, Solicitor, Legal and Governance (Via Teams)
Shaun Carrol, Licensing Paralegal (Via Teams)
Lezli-Anne Sharp, Licensing Administrator
Paul Fair, Licensing Standards Officer
Melanie Moore, Committee Services
Gillian White, Committee Services (Minute)

1.0 APOLOGIES

Apologies were received from Councillor Martha Benny and Councillor Fiona Law. Councillor Law was unable to attend the Licensing Board as she was attending a meeting of the NHS Forth Valley Board, representing Clackmannanshire Council.

2.0 DECLARATIONS OF INTEREST

None.

3.0 MINUTES OF MEETING OF CLACKMANNANSHIRE LICENSING BOARD HELD ON 20 MAY 2025

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 20 May 2025 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Licensing Board held on Tuesday 20 May 2025 were agreed as a correct record and signed by the Chair.

The Chair, Councillor Earle invited attendees to introduce themselves to the meeting.

4.0 LICENSING (SCOTLAND) ACT 2005:

Application for Provisional Premises Licence for Tesco Express, Unit 28A Sterling Mills, Tillicoultry, Clackmannanshire, FK13 6HQ

Attending

Mr Paul Fair, Licensing Standards Officer (LSO)

Ms Audrey Junner, Miller Samuel Hill Brown Solicitors (Applicant's Representative)

Ms Hardish Purewar, Licensing Manager, Tesco (Applicant)

The Board heard from the Licensing Standards Officer who advised that the application sought to make provisional grant to make sales of alcohol. The LSO's concern was that Tesco are also seeking to use the premises at some point in the future for home delivery for alcohol. He highlighted that home delivery is a matter that the Board had considered during review of the Statement of Licensing Policy and suggested that it may be necessary to apply local conditions as appended to his report. However, during a final discussion with the applicant prior to the Board meeting, the applicant sought to make very slight amendments to the LSO's suggested conditions. The LSO advised that he had no difficulty with these as they didn't change the nature of the compliance, they just changed slightly to fit the business model Tesco will be operating under. These changes were to:

Conditions 3 & 6: The words "and premises managers" will be removed – the nature of the change is to put the entire liability on the control on the licence holder and not the individual premises manager.

Conditions 4 & 9: The words "kept on the premises" will be changed to "made available from the premises" – these records are stored electronically, and Tesco have committed to making them available to the LSO or the police or anybody that needs to see them at the store, but they won't necessarily be kept physically on the premises.

Condition 7: The words "signed for" will be removed - this is a technical amendment that caused no difficulty for the LSO because of the nature of how home deliveries work. The Royal Mail do offer age verified and signed for delivery services, however, age verified delivery services, including the third party that Tesco intend to use are not necessarily a signed for service. Tesco have indicated that they will ensure that deliveries of alcohol are only left at the address on the delivery route with an adult over 18 and not left in safe places or similar.

Condition 8: The words "retained on the premises" will be changed to "made available from the premises" – these records are stored electronically, and Tesco have committed to making them available to the LSO or the police or anybody that needs to see them at the store, but they won't necessarily be retained physically on the premises.

The LSO confirmed that these changes have little or no effect on the structure of the licence. Conditions are still satisfied and are necessary for the purposes of the licencing objectives and to achieve the aim of the licencing policy and making sure that home delivery of alcohol is regulated and carried out safely.

The LSO further advised the Board that the premises have been granted three sets of occasional licences allowing them 6 weeks of trade, so as soon as they're able to train staff, they're able to open and begin trading. The occasional licences have not permitted home delivery of alcohol as the LSO felt it was necessary that local conditions were applied to home delivery. There's a delay period between final acts of construction and conversion and Tesco obtaining their section 50 certificate that they would require to confirm the provisional licence into a full licence and that will be done out with the Board under delegated powers and a site visit will be carried out to confirm that everything is as per the application, before the licence is handed over.

Audrey Junner, Miller Samuel Hill Brown Solicitors, Tesco's representative advised that it is hoped that the new Tesco Store at the eastern entrance of Sterling Mills will open in late November and they have been working with the Licensing Team regarding the occasional licences. She confirmed that they are in absolute agreement with the conditions that have been proposed and expressed her gratitude to the LSO for working together to get the terminology to work for Tesco. She confirmed that they expect to employ twenty members of staff of which three will be personal licence holders.

Motion

Having considered all the information presented to it and having had opportunity for questions, that the Board grants the application for the Provisional Premises Licence subject to applying the Local Conditions for Home Delivery of Alcohol (as amended).

Moved by Councillor Kenneth Earle. Seconded by Councillor Donald Balsillie.

Decision

As there were some technical difficulties with MS Teams, Councillors Keogh and Lee were unable to verbally confirm their vote, but indicated via a "thumbs up", their approval.

Having considered all the information presented to it and having had opportunity for questions, the Board agreed to grant the application for the Provisional Premises Licence subject to applying the Local Conditions for Home Delivery of Alcohol (as amended), namely:

Local Conditions for Home Delivery of Alcohol

1. A written Age Verification Policy (AVP) must be kept and applied to all sales of alcohol for delivery to any place off the premises. This AVP must set out the steps that are to be taken to establish the age of a person attempting to take delivery of alcohol ("the customer") if it appears to the person making delivery of the alcohol that the customer appears to be less than 25 years of age (or such older age as may be specified in the policy).
2. Information must be provided to customers whether online or in store that Alcohol will only be left at the delivery address with a person who can prove that they are over 18 years of age.
3. Premises Licence holders must ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training in the content and application of the Age Verification Policy to be applied to all deliveries.
4. A record of all persons trained in relation to the Age Verification Policy will be made available from the premises and made available to the Licensing Standards Officer and any Constable of Police Scotland.
5. A copy of the training record referred to in No 4 above should be supplied to delivery agent on completion of the training.
6. Licence holders will ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training to ensure that deliveries of alcohol are not made to persons who are or appear to be drunk.
7. Licence holders using Royal Mail, a private postal service, a courier service or independent delivery drivers will ensure that only an age verified delivery option is utilised that requires any package containing alcohol to be left with an adult over 18 at the specified delivery address and at no other place.
8. The premises licence holder will ensure that records of all alcohol deliveries are made available from the premises and that those records contain the following information, the forename and surname of the purchaser, the delivery address, the quantity and type of alcohol delivered and the purchase price.
9. All records, electronic or written, made in relation to the delivery of alcohol will be made available from the premises for at least 12 months and will be made available on demand to a Licensing Standards Officer for the area where the premises are located or to a Constable of Police Scotland.

Action

Clerk to the Board

5.0 GENERAL EXTENSION OF LICENSED HOURS – FESTIVE PERIOD 2025-26

The report, submitted by the Clerk to the Board, enabled the Licensing Board to consider its approach to the festive period 2025-6.

The Clerk advised that there was a typographical error in Recommendation 3.1.3 that the “periods from 19th December 2025 to 2nd January 2026 inclusive” should read: “periods from 19th December 2025 to **3rd** January 2026 inclusive”.

Motion

That the Board agree the recommendations set out in the report, subject to the correction advised by the Clerk.

Moved by Councillor Kenneth Earle. Seconded by Councillor Donald Balsillie.

Decision

As there were some technical difficulties with MS Teams, Councillors Keogh and Lee were unable to verbally confirm their vote, but indicated via a “thumbs up”, their approval.

The Board:

1. Noted that the Statement of Licencing Policy has incorporated the Festive Policy
2. Agreed that any general extension incorporated into the Statement of Licensing Policy 2023 shall be in place during the periods from 19th December 2025 to 3rd January 2026 inclusive.
3. Noted that the final general extension incorporated into the Statement of Licensing Policy shall end 3rd January 2026, as this is the last non-working day of the festive period.

Action

Clerk to the Board

Ends: 9.56 am

CLACKMANNANSHIRE LICENSING REPORT 2024-2025



THIS PAPER RELATES TO
ITEM 4
ON THE AGENDA



**POLICE
SCOTLAND**
Keeping people safe

Foreword

It gives me great pleasure to provide the Annual Licensing Report for 2024/25, in accordance with Section 12(A) of the Licensing (Scotland) Act 2005.

Throughout the last year I have been committed to improving confidence amongst our communities by working in partnership with a focus on prevention, early intervention and proactivity. This supports our broader 2030 vision of safer communities, less crime, supported victims and a thriving work force.

In respect of Licensing, I recognise that success can only be achieved in collaboration with the 32 local authorities across Scotland. Along with contribution from many other associated national and local partners, this collaborative working ensures support for the licensed trade while also preventing alcohol fuelled violence, disorder and anti-social behaviour. Our joint campaigns which aim to protect children and young persons from harm will continue.

In the year ahead, our approach will remain focused on prevention and collaboration to ensure high standards of service delivery. I will continue to encourage officers and staff to engage with licensed premises and take relevant and proportionate action where appropriate to ensure licensing standards are maintained in the interest of the safety of the people of Scotland.

I would like to take this opportunity to once again thank our local partnerships for their contribution to maintaining high standards and driving improvement where necessary within the Licensed Trade for the benefit of the communities we all serve.



Police Scotland Licensing Overview

The Violence Prevention and Licensing Co-ordination Unit (VPLCU) sits within Policing Together, based at Dalmarnock Police Station, Glasgow.

The VPLCU upholds the two-tier structure for licensing which supports both national and local priorities through service delivery. They have overall responsibility for determining and delivering national licensing strategy and policy, by providing advice, guidance and support to divisional licensing teams as well as undertaking other specialist functions.

The Violence Prevention and Licensing Co-ordination Unit is a specialist department which consists of a small team of officers. The officers within the unit work with divisional licensing teams and partner agencies to help shape policy and strategy around the police licensing function. They provide practical and tactical advice to police licensing practitioners, operational officers, supervisors and policing commanders.

The VPLCU seek to ensure that legislation governing the sale and supply of alcohol is applied consistently across the country and all opportunities are taken to stop the illegal or irresponsible sale, supply or consumption of alcohol, with the intention of preventing and reducing crime and disorder.

During 2024/2025, from a licensing perspective, our particular focus was on the following:

- Scrutiny of the serious incidents of violence, disorder and antisocial behaviour linked to licensed premises.
- Working closely with licensed premises.
- Governance of the National ICT Licensing System, known as 'Inn Keeper,' to increase the efficiency and effectiveness of liquor and civic licensing administration and management.

Each of the 13 Local Policing Divisions have a licensing team responsible for the day-to-day management of licensing administration, complying with statutory requirements as well as addressing any issues that may arise within licensed premises in their local area.

Licensing Board Area

The Clackmannanshire local authority area is policed by Forth Valley Division.

Chief Superintendent Roddy Irvine is the Police Divisional Commander who has overall responsibility for all day-to-day policing functions.

The officers who have responsibility for licensing within the area of Clackmannanshire are as follows:

OFFICIAL

Local Area Commander; Chief Inspector Katrina Thompson
Superintendent (Partnerships); Superintendent Keith Campbell
Inspector, Preventions and Interventions; Inspector David Ryan
Licensing Sergeant; Sergeant David Bellingham

The Clackmannanshire Area Command serves over 51,000 residents over an area covering over 61 square miles incorporating both urban and village communities. The sub-divisional headquarters are based in the council headquarters at Kilncraigs in Alloa.

There are a total of 134 licensed premises located throughout the Clackmannanshire Area Command. The highest concentration of premises is within Alloa town centre which has one nightclub and numerous bars.

Local Policing Priorities

Following our public consultation process, the policing priorities for Forth Valley Division, as set out in our Local Policing Plan, are as follows:

- Protecting people most at risk of harm.
- Responsive to the concerns of the communities.
- Road safety and road crime.
- Enhancing our collective resilience to emerging threats.
- Promoting confidence through our actions.

Police Officers who work locally within Clackmannanshire Area Command and officers from the police Licensing Department, always have these priorities at the forefront of their mind during engagement with licensed premises staff and members of the community.

Operation of the Licensing (Scotland) Act 2005

It is recognised that the misuse of alcohol can be harmful and damaging to our communities. Alcohol is very often a contributory factor in the calls that police officers attend, from low level anti-social behaviour to domestic abuse and incidents of serious violence and injury.

Police Scotland no longer holds the data which links offending and perpetrators who were drunk or under the influence of alcohol at the time the offence was committed. It is also important to note that in cases when perhaps the accused was not immediately traced by police, being under the influence of alcohol or drunk could not be

ascertained. Therefore, it is a possibility that percentages of those under the influence of alcohol or drunk when committing offences could be higher.

It is the responsibility of Police Scotland to ensure that staff in licensed premises are complying with the licensing objectives as detailed in the Licensing (Scotland) Act 2005, and to take the necessary action when it is established that this is not the case. It is also the responsibility of the police to ensure that those conducting themselves improperly on licensed premises are reported to the Procurator Fiscal and brought to justice.

The policing of licensed premises in Clackmannanshire continues to be managed by the Clackmannanshire Area Command Weekend Policing Plan which is adapted weekly to consider intelligence and recent incidents relating to licensed premises. The Divisional Alcohol and Violence Reduction Unit and Community Policing Teams resource this plan and conduct default patrols in Alloa town centre and around known hotspots as part of the plan. The focus of this is prevention, positive engagement, and enforcement, as appropriate.

The Licensing Department review data from police systems daily and prepare a weekly report detailing all incidents within or connected to licensed premises throughout Clackmannanshire Area Command. This includes police reports, reported incidents in relation to licensed premises and any intelligence that is received. The report also includes any significant events which are taking place and details of occasional licences and extended hours granted to licensed premises. This information is shared weekly when the Licensing Department meets with Chief Inspector Thompson.

If patterns are identified within a licensed premises which give cause for concern, then the premises become a monitored premises and will be inspected on a more frequent basis by local officers. All information in relation to these visits is fed back to the licensing department, which considers any further action required.

It is worth noting that there were 3 charges in relation to persons consuming alcohol in a designated public place. These charges are generally because of proactive work on the part of the police to prevent this type of anti-social behaviour on the streets. The number of such offences in Clackmannanshire has been in single figures for many years now. There are also a significant number of proactive inspections of licensed premises conducted, to ensure compliance with the legislation and the licensing objectives.

During the period under report there were 2011 proactive visits to licensed premises throughout Clackmannanshire Area Command which is up from 953 in the preceding year. This represents a 111% increase in proactive visits to licensed premises. These visits include inspections of town centre premises but also a significant number of visits to premises based in less urban areas that are carried out by police and often done jointly with the Licensing Standards Officer. Many of these visits are carried out at peak times. The significant increase in these visits demonstrates the commitment from the Area Commander to ensure licensing objectives are maintained within the area. These visits also serve to build positive relationships with licensed premises and show our commitment to support the licensed trade.

Monitoring / Interventions

Generally, if an incident occurs at licensed premises, contact is made with those in a position of responsibility, the incident discussed, and any necessary action taken. In many cases this prevents the repeat of any like incident. As mentioned in the previous section, if a premises gives cause for concern, then it becomes a monitored premises. This involves local officers and officers from the licensing department engaging with staff to identify why there may have been repeated incidents occurring on the premises and offering the necessary advice and support.

If there is no improvement, then officers from the licensing department meet with the Designated Premises Manager and in some cases the Premises Licence Holder and prepare an intervention plan which the police and the DPM/Licence holder sign. This involves agreed measures which will be taken to improve the operation of the premises; better staff training, a change in the hours stewards are employed, ensuring peak periods are covered, or more frequent toilet checks. The plans that are put in place are dependent on the problems being encountered.

Should the staff on the premises prove uncooperative and the problems continue then consideration would be given to applying for review of the premises licence under Section 36 of the Licensing (Scotland) Act 2005, or a review of the personal licence of staff involved under Section 84A of the Licensing (Scotland) Act 2005.

During the period under report there was no requirement to class any premises in Clackmannanshire as monitored premises and no premises were subject to an intervention agreement.

Partnership Working

There is a very cohesive working relationship between Police, Licensing Standards Officers and Environmental Health officers. Often, these collaborative approaches focus on preventing issues from arising and identifying emerging issues early so that these can be resolved prior to enforcement action being necessary. The joint aim is to ensure the highest operating standards are being upheld.

The Licensing Department monitor the conduct of door stewards by delivering a joint approach with SIA Officers in response to any improper conduct by licensed stewards. During 2024/2025 there was 1 report to the SIA in respect of the conduct of a door steward.

Similarly, the Licensing Department maintain close links with Immigration Enforcement to ensure persons are not being employed on premises without permission to work in the United Kingdom. No persons were found to be involved in the sale of alcohol who did not have permission to work in the UK.

Police Officers from the Licensing Department as well as local officers worked closely in partnership with the Licensing Standards Officer to identify and address any emerging issues before they became problematic. It would appear there is general compliance with the law among licensed premises in the Clackmannanshire area.

Regular contact between the police and these partners assists with the flow of information and ensures that any emerging issues can be dealt with effectively.

It should be noted that the management and staff of licensed premises are also assessed to be partners in our efforts to combat alcohol related crime and disorder. By developing good working relations with those in the trade, local officers have been able to develop community intelligence, assisting in detecting outstanding offences and disrupting those who involve themselves in serious criminality.

Licensing Policy Statement

Having been involved in 2018 in the development of the Clackmannanshire Licensing Board Statement of Licensing Policy 2018 – 2023, Police Scotland continued to take the Board's policy statement into account when assessing applications for licences and during discussions within the Licensing Forum. The Statement of Policy assists officers in understanding the expectations of the Board and ensuring that their actions are consistent with the aims and objectives of the Board. The policy is currently being reviewed, and Police Scotland have contributed, and this includes statistical data for the question of overprovision. Whilst realising that the overprovision requirement is a complex and lengthy process, we will ensure Police Scotland are an effective consultee.

Exclusion Orders / Closure Orders

Where a person is being reported to the Procurator Fiscal for an offence involving violence on licensed premises, the police can request that consideration is given to imposing an exclusion order if a person is convicted. Section 94 of the Licensing (Scotland) Act 2005 gives the Court the power to impose an exclusion order preventing the convicted person from entering certain licensed premises for a specified period. Police Scotland do not hold information as to how many of these requests are issued to accused persons convicted by the courts.

Under section 97 of the Licensing (Scotland) Act, police can apply to the Licensing Board for a closure order in relation to any premises because of a risk of disorder and risk to public safety. Provision also exists for an officer of or above the rank of Inspector to make an emergency closure order in certain circumstances. During 2024/2025 there has been no necessity to apply for a closure order or implement an emergency closure order in the Clackmannanshire area.

Licensing Forum

A representative from the Police Licensing Department ordinarily attends the local licensing forum to hear from licence holders and members of the public and address any concerns they may have. This also contributes to an effective working relationship with licensed premises staff and ultimately a safer environment for the people of Clackmannanshire. This has yet to be re-established in the Clackmannanshire area, since lockdown when the Coronavirus restrictions were imposed.

Applications For Licences

Section 22 of the Licensing (Scotland) Act 2005 covers applications for a premises licence. All applications for premises licences are considered by police. This is achieved by scrutinising police databases to ensure that the granting of a licence will not present issues for the community. Police officers from the Licensing Department will also contact local police officers to ascertain if they predict any problems with the granting of the licence and on most occasions will contact the prospective licence holder also. There have been no objections to premises licence applications during 2024/2025.

Section 72 of the Licensing (Scotland) Act 2005 covers applications for a personal licence. All applications for personal licences are considered by police by carrying out checks on police databases. In the year 2024/2025 there was one objection to the grant of a personal licence.

Other Licensing Offences

It is worth noting that there has been no-one reported to the Procurator Fiscal for offences under Section 1 of the Licensing (Scotland) Act 2005 (selling alcohol without a licence), or Section 63 of the Licensing (Scotland) Act 2005 (selling alcohol out with licensed hours), in the Clackmannanshire area during 2024/2025.

It can be concluded that through effective analysis of information and strong partnership working underpinned by our local policing priorities, licensed premises in Clackmannanshire operate for the most part effectively and safely and in support of the licensing objectives laid out in the Licensing (Scotland) Act 2005.

Preventing the sale or supply of alcohol to children or young persons

It is recognised that alcohol misuse among children and young persons can be extremely damaging and may result in antisocial behaviour and have a negative impact on the community, as well as the children involved. As can be seen from the attached statistics there is one charge relating to buying or attempting to buy alcohol for a child.

Community Police Officers in Clackmannanshire engage directly with children, educating them as to the potential dangers involved in consuming alcohol. They have the trust of children and young persons in the local community and can gather intelligence in relation to their alcohol consumption and take any appropriate action. The police Preventions and Interventions Department covering Forth Valley also engage with young people throughout the community and deliver presentations that raise awareness of potential risks.

Police officers on day-to-day duties who come across children and young people under the influence of alcohol, share this information with partner organisations such as health, social work and education, so steps can be taken to establish the root cause for these behaviours rather than criminalising these children. As can be seen from the attached statistics, the percentage of criminal activity in and around licensed premises involving children is negligible.

There was one premises in Alva where the DPM was convicted of selling alcohol to a child. The Licensing Department reported the matter to the Board and the Premises Licence and Personal Licence were revoked.

Tackling Serious and Organised Crime

Licensed premises are one type of business known to be used by Serious and Organised Crime (SOC) groups for the purposes of laundering money and the commission of drugs offences. Clackmannanshire Area Command fully engages with Scotland's SOC Strategy, aiming to Divert, Deter, Detect and Disrupt SOC and the harm it causes. This is not just about drugs, but is also linked to Human Trafficking, Cyber Crime and Sexual Exploitation.

Locally, the Community Policing Teams and Licensing Department regularly engage with the local community and staff within licensed premises ensuring that there is a comprehensive intelligence picture in relation to potential SOC activity within licensed premises in the area. The Licensing Department share information with the Force Disruptions Unit, working to deny persons involved in this type of activity access to licensed premises.

Proposed activity for the year ahead

Police will continue to work alongside partners locally including the Licensing Standards Officer, Environmental Health Officers, HMRC and Trading Standards to ensure that on-sales and off-sales premises are safe places to frequent and socialise in. In so doing it is recognised that those in the licensed trade are valuable partners in working towards these objectives and we will work with them wherever possible.

As new challenges are presented, Police Scotland will seek to adapt and respond in a reasonable and proportionate manner to ensure that the licensing objectives and public safety are at the heart of our joint efforts in relation to licensed premises. Intelligence led policing of licensed premises will continue, responding to the concerns of our communities and taking enforcement action when necessary.

The Licensing Dept within Forth Valley plays a vital role in the administration and policing of licensing matters; however it is acknowledged that the officers deployed operationally have a significant role to play. The Licensing Dept is currently producing products and aide memoirs to assist officers.

To conclude, we would like to thank you for your continued support during what has been another challenging year for all. We look forward to a safe and healthy 2025/2026.

Clackmannanshire Area Command
Violent Crime and Disorder for the period 01/04/2024 to 31/03/2025

Crime Type	Offence Description	Total Offences
Licensing Offences	A Person Behaves In A Disorderly Manner And Refuses/Fails To Leave Premises On Being Asked	2
	Attempt To Enter Relevant Premises While Drunk.	0
	Sell alcohol from a vehicle without being authorised to do so	1
	Consume Alcohol In A Designated Public Place - Local Order	3
	Sale of alcohol without a premises or occasional licence	1
	Person Buys Or Attempts To Buy Alcohol For A Child	0
	Refuse To Leave After End Of Licensed Hours When Asked To Do So	0
	Responsible Person Drunk Whilst On Relevant Premises	0
Licensing Offences Total		7

Crime Type	Locus Type	Detected	Not Detected	% Detected	Total Offences
Disorder	Licensed Premises	17	3	85.0	20
	Other	360	84	81.0	444
Disorder Total		377	87	81.2	464
Violent Crime	Licensed Premises	28	5	84.8	33
	Other	442	179	71.1	621
Violent Crime Total		470	184	71.8	654
Racially aggravated harassment/conduct	Licensed Premises	0	0	0	0
	Other	17	3	82.3	20
Racially aggravated harassment/conduct Total		17	3	82.3	20
Grand Total		864	274	74.4	1138

OFFICIAL

2022-2023

Crime Type	Locus Type	Detected	Not Detected	% Detected	Total Offences
Disorder	Licensed Premises	26	3	89.7	29
	Other	307	65	82.5	372
Disorder Total		333	68	83.0	401
Violent Crime	Licensed Premises	52	4	92.9	56
	Other	404	148	73.2	552
Violent Crime Total		456	152	75.0	608
Racially aggravated harassment/conduct	Licensed Premises	1		100.0	1
	Other	32	8	80.0	40
Racially aggravated harassment/conduct Total		33	8	80.5	41
Grand Total		822	228	78.3	1050

OFFICIAL

OFFICIAL

2023-2024

Crime Type	Locus Type	Detected	Not Detected	% Detected	Total Offences
Disorder	Licensed Premises	15	4	78.9	19
	Other	342	90	79.1	432
Disorder Total		357	94	79.1	451
Violent Crime	Licensed Premises	32	6	84.2	38
	Other	432	185	70.0	617
Violent Crime Total		464	191	70.8	655
Racially aggravated harassment/conduct	Licensed Premises	2	1	66.6	3
	Other	20	4	83.3	24
Racially aggravated harassment/conduct Total		22	5	81.1	27
Grand Total		843	290	74.4	1133

2024-2025 (This years)

Crime Type	Locus Type	Detected	Not Detected	% Detected	Total Offences
Disorder	Licensed Premises	17	3	85.0	20
	Other	360	84	81.0	444
Disorder Total		377	87	81.2	464
Violent Crime	Licensed Premises	28	5	84.8	33
	Other	442	179	71.1	621
Violent Crime Total		470	184	71.8	654
Racially aggravated harassment/conduct	Licensed Premises	0	0	0	0
	Other	17	3	82.3	20
Racially aggravated harassment/conduct Total		17	3	82.3	20
Grand Total		864	274	74.4	1138



**Licensing Board
Licensing (Scotland) Act 2005
MEETING: 02 December 2025 at 09:30hrs**

**THIS PAPER RELATES TO
ITEM 5
ON THE AGENDA**

Applicant/ Subject	Type	Comments
Tesco	Non-Minor Variation	<p>Application form and operating plan attached. Police Response and LSO Representation.</p> <p>The Licensing Board are therefore asked to consider all the information before it and having done so to determine whether to:-</p> <ol style="list-style-type: none">1. Grant the licence2. Grant the licence subject to local conditions3. Refuse the application
Menteith Court Mini Market	Non-Minor Variation	<p>Application form and operating plan attached. Police Response and LSO Representation.</p> <p>The Licensing Board are therefore asked to consider all the information before it and having done so to determine whether to:-</p> <ol style="list-style-type: none">1. Grant the licence2. Grant the licence subject to local conditions3. Refuse the application

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Licensing (Scotland) Act 2005, Section 29 Application for Variation of Premises Licence

To:

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB

If you are Completing this Form by Hand, Please Write Legibly in Block Capitals using **BLACK INK**. Please Ensure the Completed Application is Signed by the Applicant, Dated and Returned to the Above Address along with the Fee and the Original Licence or a Statement of Reasons as to why the Original Licence Cannot be Produced.

APPLICANT INFORMATION

Question 1

Name, Address, Postcode and Licence Number of Premises.

Tesco Alloa Extra - 2040
Auld Brig Road
Alloa
Central
FK10 1EG

Premises Licence Number: CC0076

Question 2

Full Name, Address, Postcode, Telephone Number and Email Address of the Current Licensee or the Applicant if Different.



Tesco Stores Limited

Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, AL7 1GA

[REDACTED]

[REDACTED]

DETAILS OF VARIATION

Question 3

Brief Details of Variation (Continue on Separate Sheet if Necessary)

Variation to the information contained within the operating plan within the licence:

- Varying the statement in Question 5(f) (any other activities) contained within the Operating Plan, to the following: "The premises may trade in the sale of products other than alcohol like food, including hot food and drinks, nonfood items, and other household goods (groceries) within and outwith core licensed hours and may also provide ancillary consumer services up to 24-hours a day. These services may be provided at the premises or through an online customer delivery/collection service subject to consumer demand and the grant of any necessary statutory consents where required."
- Varying the approved capacity in Question 7 (Capacity of Premises) from 293.33 M2 to 294.45 M2 following a variation to the approved layout plan contained within the licence. (See below).

Variation to the layout plan contained within the licence:

- There is a variation to the approved internal layout of the premises as per the latest drawing deposited with the Licensing Authority (enclosed with the application).
- This results in a slight increase of Q7 off sales capacity of the premises from 293.33 M2 to 294.45 M2 due to a remerchandising of the alcohol display section. There are also sundry changes around the internal layout of the premises in relation to new checkouts, and aisle configuration following a refurbishment.

OPERATING PLAN

Question 4

Do you Propose to Vary any of the Information Within the Operating Plan Contained in the Licence?

YES

If Yes Please Complete and submit New Operating Plan to include the Proposed Variations.

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

LAYOUT PLAN

Question 5

Do you Propose a Variation to the Layout Plan Contained in the Licence?

YES

If Yes Please Supply **6 Copies** of the New Layout Plan Conforming to Paragraph 5 of The Premises Licence (Scotland) Regulations 2007.

CONDITIONS

Question 6

Do you propose a variation to any of the conditions to which the licence is subject?

NO

If Yes please give details of the proposed variation below

Please Note That You Cannot Vary any Condition Which Is on Your Licence By Virtue Of Section 27(1) Of The Licensing (Scotland) Act, 2005 (Mandatory Conditions).

N/a

PREMISES MANAGER

Question 7

If you Propose to Vary the Information Contained in the Licence Relating to the Premises Manager. Please Provide the following information.

Name, Address and Personal Licence Details (Number and Issuing Board) of the Existing Premises Manager

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

N/a

If only the existing Premises Manager's Personal Details have Changed
Please Provide details

N/a

If there is a Change of Premises Manager Please Provide the following:-.

Name and Address of the Proposed Premises Manager

N/a

Date and Place of Birth of the Proposed Premises Manager

N/a

Email Address and Telephone Number of the Proposed Premises Manager

N/a

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Personal Licence

Date of Issue	Name of Licensing Board Issuing	Reference No. Of Personal Licence
N/a		

Is the Variation Relating to the change of Premises Manager to Take Effect During the Application Period

N/a

If the Answer to the Above Question is NO Please Provide Below the Date the Variation is to Take Effect.

N/a

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 Application Are True to the Best of my Knowledge and Belief.

Signature:

Print: James Skinner

Date: 11/06/2025

Capacity: Licensing Executive

- Duly Authorised Agent for and on behalf of Tesco Stores Limited.

Telephone Number and Email Address of Signatory:

Correspondance Address:

FAO: Tesco Licensing Team
Pear Building, Floor 2,
Shire Park, Kestrel Way
Welwyn Garden City
AL7 1GA

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

*** 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.

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

Checklist	
Fee enclosed	✓
Application signed/dated	✓
Original Licence enclosed or a Statement of reasons for failing to produce the Licence	✓
New Operating Plan Enclosed	✓
New Layout Plan Enclosed	✓

OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	NO
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES
1(c) Will alcohol be sold for consumption both ON and OFF the premises?	NO
*Delete as appropriate	

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday	N/a	N/a
Tuesday	N/a	N/a
Wednesday	N/a	N/a
Thursday	N/a	N/a
Friday	N/a	N/a
Saturday	N/a	N/a
Sunday	N/a	N/a

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	10:00	22:00
<i>Tuesday</i>	10:00	22:00
<i>Wednesday</i>	10:00	22:00
<i>Thursday</i>	10:00	22:00
<i>Friday</i>	10:00	22:00
<i>Saturday</i>	10:00	22:00
<i>Sunday</i>	10:00	22:00

Question 4

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	NO
--	----

**If YES – provide details*

N/a

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>	NO	N/A	N/A
<i>Conference facilities</i>	NO	NO	NO
<i>Restaurant facilities</i>	YES	YES	YES
<i>Bar meals</i>	NO	NO	NO
5(b) Activity Social functions including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Receptions including</i> <i>Weddings,</i> <i>funerals,</i> <i>birthdays,</i> <i>retirements etc.</i>	NO	NO	NO
<i>Club or other</i> <i>group meetings</i> <i>etc.</i>	NO	NO	NO
5(c) Activity Entertainment including:	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Recorded music</i> <i>– see 5(g)</i>	YES	YES	YES

<i>Live performances – see 5(g)</i>	NO	NO	NO
<i>Dance facilities</i>	NO	NO	NO
<i>Theatre</i>	NO	NO	NO
<i>Films</i>	NO	NO	NO
<i>Gaming</i>	NO	NO	NO
<i>Indoor/outdoor sports</i>	NO	NO	NO
<i>Televised sport</i>	NO	NO	NO
5(d) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Outdoor drinking facilities</i>	NO	NO	NO
5(e) Activity	Please confirm YES/NO	To be provided during core licensed hours – please confirm YES/NO	Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Adult entertainment</i>	NO	NO	NO

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

Restaurant (café) facilities will be provided both during and outwith core licensed hours.

Recorded background music may be provided both during and outwith core licensed hours.

5(f) any other activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

The premises may trade in the sale of products other than alcohol like food, including hot food and drinks, non-food items, and other household goods (groceries) within and

outwith core licensed hours and may also provide ancillary consumer services up to 24-hours a day. These services may be provided at the premises or through an online customer delivery/collection service subject to consumer demand and the grant of any necessary statutory consents where required.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	YES/NO*
---	---------

When fully occupied, are there likely to be more customers standing than seated?	YES/NO*
*Delete as appropriate	

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	YES/NO*
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

N/a

6(c) Provide statement regarding the **AGES** of children or young persons to be allowed entry

N/a

6(d) Provide statement regarding the **TIMES** during which children and young persons will be allowed entry

N/a

6(e) Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry

N/a

Question 7***CAPACITY OF PREMISES****What is the proposed capacity of the premises to which this application relates?*

Off Sales – 294.45 M2

Question 8***PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)****Personal details***8(a) Name**

Miss. Heather Fraser

8(b) Date of birth

[REDACTED]

8(c) Contact address and Telephone No

[REDACTED]

8(d) Email address

[REDACTED]

8(e) Personal licence

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
08 Jun 2022	City of Edinburgh	474180

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 operating plan are true to the best of my knowledge and belief.

Signature: James Skinner

Date: Wednesday, 11 June 2025

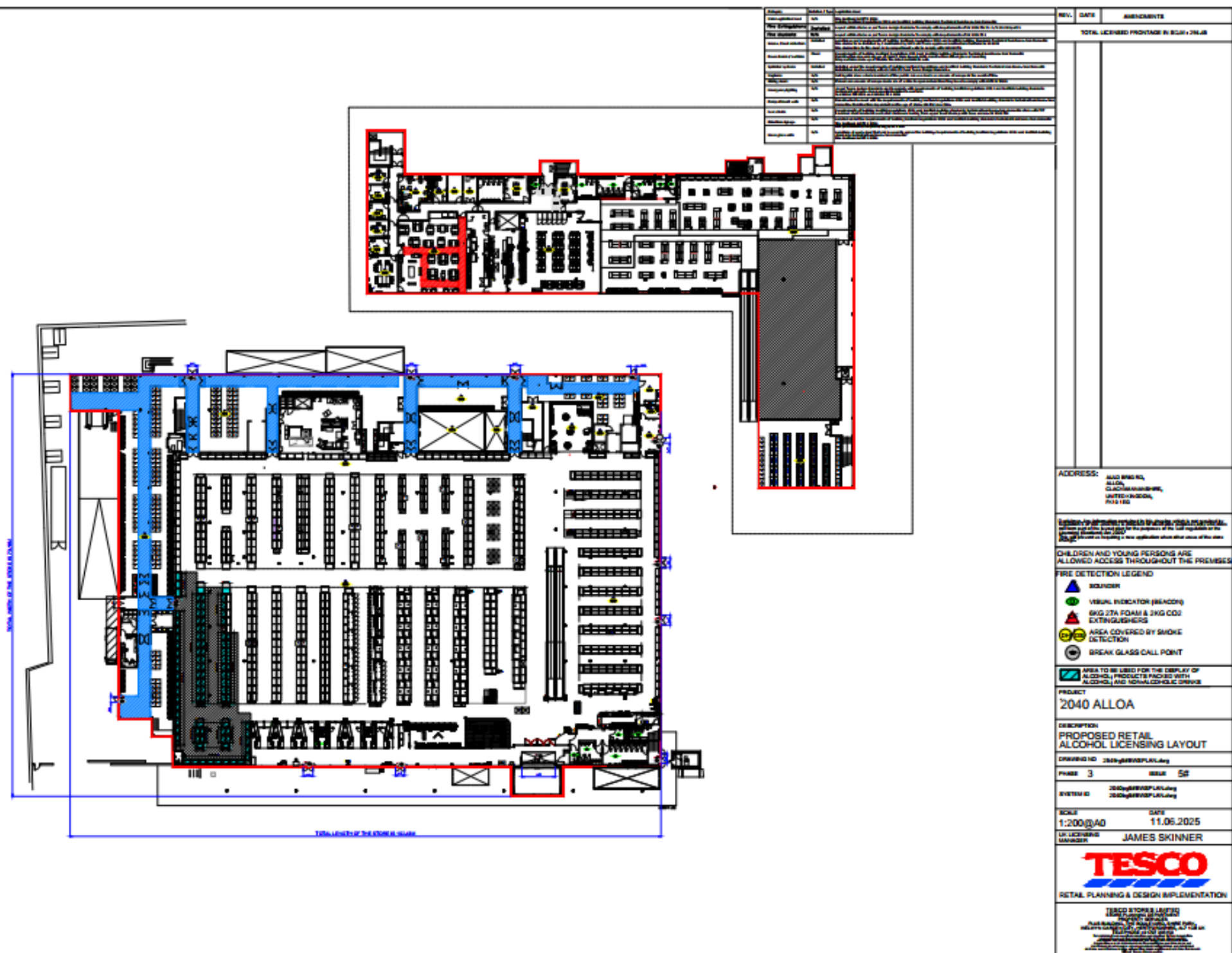
Capacity: Duly authorised agent for and on behalf of Tesco Stores Limited.

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.





Partnership and Performance

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Telephone: 01259 450000

Memo

To:	The Clerk to the Licensing Board Kilncraigs Greenside Street Alloa FK10 1EB	From:	Paul Fair Licensing Standards Officer
		Extension:	2091
		Email:	pfair@clacks.gov.uk
		Our Ref:	PF/LSO/NPL/REP/CC0076
		Your Ref:	
		Date:	18 November, 2025

**Subject: Licensing (Scotland) Act, 2005. Section 29
Application for a Non Minor Variation
Tesco Alloa Extra - CC0076
Auld Brig Road, Alloa, Clackmannanshire, FK10 1EG**

1. Having considered the content of the application I have the following comments to make, these comments should be treated as a representation in the terms of section 22 of the Licensing (Scotland) Act, 2005.
2. The application to be determined is an application for a non-minor variation.
3. There are two matters to be considered on the application
 - a. The update to the Operating Plan
 - b. The update to the layout plan to increase the Alcohol display area
4. I have no concerns about the increase in the alcohol display area which amounts to a very small increase of .7m².
5. The only other matter of significance connected to this application is that the answer to Question 5(f) indicates that the premises would offer home delivery of food, groceries and alcohol.
6. The Clackmannanshire Licensing Board Statement of Licensing Policy 2023-2028 (the Policy) confirms at page 19 that the Board will require all premises seeking to make home deliveries of alcohol to have this specified on their operating plan.
7. The Policy goes on to indicate that home delivery of alcohol should be robustly managed and is likely to attract additional local conditions where the Licensing Board think it is necessary and expedient for the purposes of the licensing objectives.
8. In this case, I would suggest that to support compliance with the licensing objectives contained within the Licensing (Scotland) Act, 2005, that if the Board decide to grant the licence they should apply additional local conditions of the type suggested in the Policy.
9. At **Appendix A** I have drafted proposed conditions for the benefit of the Licensing Board that I believe will adequately address the common concerns that surround the home delivery of alcohol.

10. I would suggest that these proposed conditions are necessary and expedient for the purposes of the licensing objectives.
11. Those concerns are deliveries being made to under age persons, or to persons who are drunk or at serious risk of harm from drinking alcohol, and deliveries being made by untrained individuals, or by couriers that do not have robust age verification measures in place.
12. I have no further concerns about the application.

[REDACTED]

Licensing Standards Officer.

Appendix A - Draft Local Conditions - Home Delivery Of Alcohol

1. A written Age Verification Policy (AVP) must be kept and applied to all sales of alcohol for delivery to any place off the premises. This AVP must set out the steps that are to be taken to establish the age of a person attempting to take delivery of alcohol ("the customer") if it appears to the person making delivery of the alcohol that the customer appears to be less than 25 years of age (or such older age as may be specified in the policy).
2. Information must be provided to customers whether online or in store that Alcohol will only be left at the delivery address with a person who can prove that they are over 18 years of age.
3. Premises Licence holders must ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training in the content and application of the Age Verification Policy to be applied to all deliveries.
4. A record of all persons trained in relation to the Age Verification Policy will be made available from the premises and made available to the Licensing Standards Officer and any Constable of Police Scotland.
5. A copy of the training record referred to in No 4 above should be supplied to delivery agent on completion of the training
6. Licence holders will ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training to ensure that deliveries of alcohol are not made to persons who are or appear to be drunk.
7. Licence holders using Royal Mail, a private postal service, a courier service or independent delivery drivers will ensure that only an age verified delivery option is utilised that requires any package containing alcohol to be left with an adult over 18 at the specified delivery address and at no other place.
8. The premises licence holder will ensure that records of all alcohol deliveries are made available from the premises and that those records contain the following information, the forename and surname of the purchaser, the delivery address, the quantity and type of alcohol delivered and the purchase price.
9. All records, electronic or written, made in relation to the delivery of alcohol will be made available from the premises for at least 12 months and will be made available on demand to a

Licensing Standards Officer for the area where the premises are located or to a Constable of Police Scotland.

05/11/2025

Your Ref: NMV - Tesco
Our Ref: 967278

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB



Roddy Irvine
Chief Superintendent
Divisional Commander

Forth Valley Division Headquarters
Randolphfield
St Ninian's Road
Stirling
FK8 2HD

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE
TESCO EXTRA
TESCO EXTRA, AULD BRIG ROAD, ALLOA, CLACKMANNANSHIRE, FK10 1EG.
TESCO STORES LTD (HEAD OFFICE)**

I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of:

Variation to the information contained within the operating plan within the licence:

- Varying the statement in Question 5(f) (any other activities) contained within the Operating Plan, to the following: "The premises may trade in the sale of products other than alcohol like food, including hot food and drinks, nonfood items, and other household goods (groceries) within and outwith core licensed hours and may also provide ancillary consumer services up to 24-hours a day. These services may be provided at the premises or through an online customer delivery/collection service subject to consumer demand and the grant of any necessary statutory consents where required."
- Varying the approved capacity in Question 7 (Capacity of Premises) from 293.33 M2 to 294.45 M2 following a variation to the approved layout plan contained within the licence. (See below).

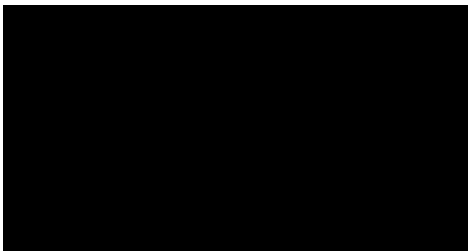
Variation to the layout plan contained within the licence:

- There is a variation to the approved internal layout of the premises as per the latest drawing deposited with the Licensing Authority (enclosed with the application).
 - This results in a slight increase of Q7 off sales capacity of the premises from 293.33 M2 to 294.45 M2 due to a remerchandising of the alcohol display section.
- There are also sundry changes around the internal layout of the premises in relation to new checkouts, and aisle configuration following a refurbishment.

In terms of Section 29(5) this request can be considered a variation.

I have no adverse comment to make regarding the variation proposed.

Yours faithfully



Roddy Irvine
Chief Superintendent
Divisional Commander

For enquiries, please contact the Licensing Department on



Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Licensing (Scotland) Act 2005, Section 29 Application for Variation of Premises Licence

To:

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB

PAID 14 MAY 2025
£200

If you are Completing this Form by Hand, Please Write Legibly in Block Capitals using **BLACK INK**. Please Ensure the Completed Application is Signed by the Applicant, Dated and Returned to the Above Address along with the Fee and the Original Licence or a Statement of Reasons as to why the Original Licence Cannot be Produced.

APPLICANT INFORMATION

Question 1

Name, Address, Postcode and Licence Number of Premises.

Menteith Court Mini Market,
Menteith Court,
Alloa.
FK10 1QA

Licence no. CC0024

Question 2

Full Name, Address, Postcode, Telephone Number and Email Address of the Current Licensee or the Applicant if Different.

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Jabbar Ali



DETAILS OF VARIATION

Question 3

Brief Details of Variation (Continue on Separate Sheet if Necessary)

Seeking the following variations:

-On the operating plan, under 5(c), change it to "Yes" for Recorded Music within and outwith core licensing hours. Amend the box under activities to read: "Recorded background music may be played within and outwith core hours"

-On the Operating Plan, amend the box at 5(f) to read: "The sale of food, non-food items and other household goods, and the provision of ancillary consumer services within and outwith licensed hours. A Home Delivery Service may be operated from the store. Alcohol will only be delivered in terms of and in compliance with the relevant provisions of the Licensing (Scotland) Act 2005.

-Change of Designated Premises Manager from "Mashood UI Haq" to "Malik Naveed Akhtar."

OPERATING PLAN

Question 4

Do you Propose to Vary any of the Information Within the Operating Plan Contained in the Licence?

YES/~~NO~~

If Yes Please Complete and submit New Operating Plan to include the Proposed Variations.

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

LAYOUT PLAN

Question 5

Do you Propose a Variation to the Layout Plan Contained in the Licence?

YES/NO

If Yes Please Supply **6 Copies** of the New Layout Plan Conforming to Paragraph 5 of The Premises Licence (Scotland) Regulations 2007.

CONDITIONS

Question 6

Do you propose a variation to any of the conditions to which the licence is subject?

YES/NO

If Yes please give details of the proposed variation below

Please Note That You Cannot Vary any Condition Which Is on Your Licence By Virtue Of Section 27(1) Of The Licensing (Scotland) Act, 2005 (Mandatory Conditions).

PREMISES MANAGER

Question 7

If you Propose to Vary the Information Contained in the Licence Relating to the Premises Manager . Please Provide the following information.

Name, Address and Personal Licence Details (Number and Issuing Board) of the Existing Premises Manager

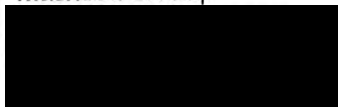
Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Mashood Ul Haq



FC1591

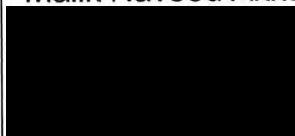
Falkirk Licensing Board

If only the existing Premises Manager's Personal Details have Changed
Please Provide details

If there is a Change of Premises Manager Please Provide the following:-

Name and Address of the Proposed Premises Manager

Malik Naveed Akhtar



Date and Place of Birth of the Proposed Premises Manager

Email Address and Telephone Number of the Proposed Premises Manager

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

Personal Licence

Date of Issue	Name of Licensing Board Issuing	Reference No. Of Personal Licence
12 April 2022	Clackmannanshire Licensing Board	CC914

Is the Variation Relating to the change of Premises Manager to Take Effect During the Application Period


YES/NO
XXXX

If the Answer to the Above Question is NO Please Provide Below the Date the Variation is to Take Effect.

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 Application Are True to the Best of my Knowledge and Belief.

Signature.......... Date .12/05/2025.....

* (See Note Overleaf)

Capacity .Owner.....
APPLICANT/AGENT
(Delete as appropriate) XXXX

Telephone Number and Email Address of Signatory


.....


.....

.....

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

*** 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

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

Checklist	
Fee enclosed	✓
Application signed/dated	✓
Original Licence enclosed or a Statement of reasons for failing to produce the Licence	✓
New Operating Plan Enclosed	✓
New Layout Plan Enclosed	



OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the Premises?	YES /NO*
1(b) Will alcohol be sold for consumption solely OFF the Premises?	YES/ NO *
1(c) Will alcohol be sold for consumption both ON and OFF the Premises?	YES /NO*

*Delete as appropriate

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

DAY	ON CONSUMPTION	
	OPENING TIME	TERMINAL HOUR
MONDAY	N/A	N/A
TUESDAY	N/A	N/A
WEDNESDAY	N/A	N/A
THURSDAY	N/A	N/A
FRIDAY	N/A	N/A
SATURDAY	N/A	N/A
SUNDAY	N/A	N/A

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

DAY	OFF ON CONSUMPTION	
	OPENING TIME	TERMINAL HOUR
MONDAY	10:00 AM	10:00 PM
TUESDAY	10:00 AM	10:00 PM
WEDNESDAY	10:00 AM	10:00 PM
THURSDAY	10:00 AM	10:00 PM
FRIDAY	10:00 AM	10:00 PM
SATURDAY	10:00 AM	10:00 PM
SUNDAY	10:00 AM	10:00 PM

Question 4

SEASONAL VARIATIONS

Does the Applicant intend to operate according to Seasonal Demand	YES /NO*
<p>*If YES – provide details</p> <p style="text-align: center;">N/A</p>	

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

Question 5

PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL

1	2	3	4
	Please Confirm	To Be Provided During Core Licensed Hours	Be Provided Outwith Core Licensed Hours
	YES/NO	YES/NO	YES/NO
5(a) Activity			
Accommodation	N	N/A	N/A
Conference Facilities	N	N	N
Restaurant Facilities	N	N	N
Bar Meals	N	N	N
5(b) Activity - Social Functions Including:			
Receptions Including Wedding, Funerals, Birthdays, Retirements Etc.	N	N	N
Club of Other Group Meetings etc.	N	N	N
5(b) Activity - Entertainment Including:			
Recorded Music (see 5g)	YES	YES	YES
Live Performance (see 5g)	N	N	N
Dance Facilities	N	N	N
Theatre	N	N	N
Films	N	N	N
Gaming	N	N	N

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

Indoor/Outdoor Sports	N	N	N
Televised Sport	N	N	N
5(d) Activity			
Outdoor Drinking Facilities	N	N	N
5(e) Activity			
Adult Entertainment*	N	N	N

* Adult Entertainment means any form of entertainment which-

- (a) involves a person performing an act of an erotic or sexually explicit nature; and
- (b) is provided wholly or mainly for the sexual gratification or titillation of the audience

Where you have answered **YES** in respect of any entry in Column 4 above, please provide further details below

Recorded background music may be played within and outwith core hours.

5(f) Any Other Activities

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below

The sale of food, non-food items and other household goods, and the provision of ancillary consumer services within and outwith licensed hours. A Home Delivery Service may be operated from the store. Alcohol will only be delivered in terms of and in compliance with the relevant provisions of the Licensing (Scotland) Act 2005.

5(g) Late Night Premises Opening after 1.00am

Where You Have Confirmed That You Are Providing Live or Recorded Music Will The Decibel Level Exceed 85dB	
When Fully Occupied Are There Likely To Be More Customers Standing Than Seated	

*Delete As Appropriate

Licensing Board

Question 6 (On-Sales only)



Clackmannanshire
Council

www.clacksweb.org.uk

CHILDREN AND YOUNG PERSONS

6(a)	When Alcohol Is Being Sold For Consumption On The Premises Will Children Or Young Persons Be Allowed Entry	N/A
------	--	-----

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

--

6(c) Provide Statement Regarding the **AGES** of children or Young Persons to be Allowed Entry

--

6(d) Provide Statement Regarding the **TIMES** During Which Children and Young Persons will be Allowed Entry

--

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

6(e) Provide Statement Regarding the **PARTS** of the Premises to Which Children and Young Persons Will Be Allowed Entry

Question 7

CAPACITY OF PREMISES

What is the Proposed Capacity of the Premises to Which This Application Relates?

Off Sales - 29.25SQM M3

Question 8

PREMISES MANAGER (NOTE Not Required Where Application is For Grant of Provisional Premises Licence)

Personal Details

8(a) Name

Malik Naveed Akhtar

8(b) Date of Birth

[REDACTED]

Licensing Board



Clackmannanshire
Council

www.clacksweb.org.uk

8(c) Contact Address

8(d) Email Address

8(e) Personal Licence

Date of Issue	Name of Licensing Board Issuing	Reference No. Of Personal Licence
12 April, 2022	Clackmannanshire Licensing Board	CC914

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 Operating Plan Are True to the Best of my Knowledge and Belief.

Signature* (See Note Below)

Date12-05-2025.....

CapacityOwner.....**APPLICANT/AGENT**
(Delete as appropriate)

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



ARTICLE 18 & 19

APPLICATIONS TO WHICH SPECIAL PROCEDURE APPLIES – FULL LICENCE HELD

- 18 – (1) An application falls within this article if each of paragraphs (2) to (4) apply in respect of it.
- (2) The application must relate to premises in respect of which at the time that application is made there is in force a relevant permission granted-
- (a) before the beginning of the transitional period, or
 - (b) following upon a provisional grant of a licence made before the beginning of that period.
- (3) The operating plan and layout plan which accompany the application under sub- paragraphs (i) and (ii) of section 20(2)(b) of the 2005 Act must show that-
- (a) it is proposed that-
 - (i) the size and capacity of the premises;
 - (ii) the general nature of the premises; and
 - (iii) any entertainment to be provided on the premises,are to be substantially the same as at the date of the application; and
 - (b) alcohol is not to be sold on the premises outside the hours authorised by the relevant permission (whether by virtue of the original grant or by virtue of section
 - (c) 57,58, 59, 60 or 64 of the 1976 Act(a)).
- (4)The application must be made by the appropriate date, determined in accordance with article 20.

APPLICATIONS TO WHICH SPECIAL PROCEDURE APPLIES- PROVISIONAL LICENCE HELD

- 19 – (1) An application falls within this article if each of paragraphs (2) to (4) apply in respect of it.
- (2) The application must relate to premises in respect of which at the time the application is made there is in effect a licence under Part 11 of the 1976 Act-
- (a) which was provisionally granted prior to the beginning of the transitional period; and
 - (b) the provisional grant of which has not yet been declared final.
- (3) The operating plan and layout plan which accompany the application under sub- paragraphs (i) and (ii) of section 20(2)(b) of the 2005 Act must show that-
- (a) it is proposed that-
 - (i) the size and capacity of the premises;
 - (ii) the general nature of the premises; and
 - (iii) any entertainment to be provided on the premises,are to be substantially the same as at the date of the application; and led to the provisional grant under the 1976 Act; and
 - (b) alcohol is not to be sold on the premises outside the hours authorised by the licence provisionally granted under the 1976 Act.
- (4) The application must be made by the appropriate date, determined in accordance with article 20.

Licensing Board



**Clackmannanshire
Council**

www.clacksweb.org.uk

Please return the completed form together with the relevant fee to:

**The Licensing Administrator
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB**

If you require further information please contact June Andison on telephone number 01259 452093 or e-mail address licensing@clacks.gov.uk


Partnership and Performance

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Telephone: 01259 450000

Memo

To:	The Clerk to the Licensing Board Clackmannanshire Council Kilncraigs Greenside Street Alloa FK10 1EB	From:	Paul Fair Licensing Standards Officer
		Extension:	2091
		Email:	pfair@clacks.gov.uk
		Our Ref:	PF/LSO/NMV/REP
		Your Ref:	CC0024
		Date:	18 November, 2025

Subject:	Licensing (Scotland) Act, 2005. Section 29 Application for a Non Minor Variation – Change to Operating Plan and nominated DPM Menteith Court Mini Market, Menteith Court, Alloa, Clackmannanshire, FK10 1QA
----------	--

1. Having considered the content of the application I have the following comments to make, these comments should be treated as a representation in the terms of section 22 of the Licensing (Scotland) Act, 2005.
2. The application to be determined is an application for a non minor variation.
3. There are two matters to be considered on the application
 - a. The addition of recorded background music
 - b. The addition of Home delivery of alcohol
4. I have no concerns to raise regarding the addition of recorded music as per the application form.
5. The Clackmannanshire Licensing Board Statement of Licensing Policy 2023-2028 (the Policy) confirms at page 19 that the Board will require all premises seeking to make home deliveries of alcohol to have this specified on their operating plan.
6. The Policy goes on to indicate that home delivery of alcohol should be robustly managed and is likely to attract additional local conditions where the Licensing Board think it is necessary and expedient for the purposes of the licensing objectives.
7. In this case, I would suggest that to support compliance with the licensing objectives contained within the Licensing (Scotland) Act, 2005, that if the Board decide to grant the licence they should apply additional local conditions of the type suggested in the Policy.
8. At **Appendix A** I have drafted proposed conditions for the benefit of the Licensing Board that I believe will adequately address the common concerns that surround the home delivery of alcohol. I would suggest that these proposed conditions are necessary and expedient for the purposes of the licensing objectives.

9. Those concerns are deliveries being made to underage persons, or to persons who are drunk or at serious risk of harm from drinking alcohol, and deliveries being made by untrained individuals, or by couriers that do not have robust age verification measures in place.
10. I have no further concerns about the application.

██████████ Licensing Standards Officer.

Appendix A

Local Licensing Conditions for Home Delivery Of Alcohol

1. A written Age Verification Policy (AVP) must be kept and applied to all sales of alcohol for delivery to any place off the premises. This AVP must set out the steps that are to be taken to establish the age of a person attempting to take delivery of alcohol ("the customer") if it appears to the person making delivery of the alcohol that the customer appears to be less than 25 years of age (or such older age as may be specified in the policy).
2. Information must be provided to customers whether online or in store that Alcohol will only be left at the delivery address with a person who can prove that they are over 18 years of age.
3. Premises Licence holders and Premises Managers must ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training in the content and application of the Age Verification Policy to be applied to all deliveries.
4. A record of all persons trained in relation to the Age Verification Policy will be kept on the premises and made available to the Licensing Standards Officer and any Constable of Police Scotland.
5. A copy of the training record referred to in No 4 above should be supplied to delivery agent on completion of the training
6. Licence holders and Premises Managers will ensure that all persons involved in the delivery of alcohol from the premises have received appropriate training to ensure that deliveries of alcohol are not made to persons who are or appear to be drunk.
7. Licence holders using Royal Mail, a private postal service, a courier service or independent delivery drivers will ensure that an age verified signed for delivery option is utilised that requires any package containing alcohol to be left with an adult over 18 at the specified delivery address and at no other place.

8. The premises licence holder will ensure that records of all alcohol deliveries are retained on the premises and that those record contain the following information, the forename and surname of the purchaser, the delivery address, the quantity and type of alcohol delivered and the purchase price.
9. All records, electronic or written made in relation to the delivery of alcohol will be kept on the premises for at least 12 months and will be made available on demand to a Licensing Standards Officer for the area where the premises are located or to a Constable of Police Scotland.

06/11/2025

Your Ref: CC0024

Our Ref: 967369

Clerk to the Licensing Board
Clackmannanshire Council
Kilncraigs
Alloa
FK10 1EB



Roddy Irvine
Chief Superintendent
Divisional Commander

Forth Valley Division Headquarters
Randolphfield
St Ninian's Road
Stirling
FK8 2HD

Dear Sir/Madam,

**LICENSING (SCOTLAND) ACT 2005
APPLICATION FOR THE VARIATION OF A PREMISES LICENCE
MENTEITH MINI MARKET, MENTEITH COURT, ALLOA,
CLACKMANNANSHIRE, FK101QA.**

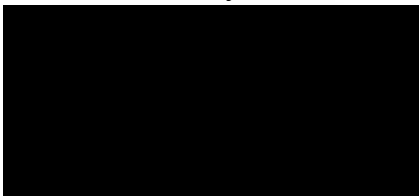
I refer to the above variation of a premises licence in terms of Section 29(5) of the Licensing (Scotland) Act 2005.

The variation requested consists of amending operating plan,
Q5C - YES TO RECORDED MUSIC
Q5F - AMEND WORDING TO INCLUDE HOME DELIVERY
CHANGE DPM TO: MALIK NAVEED AKHTAR

In terms of Section 29(5) this request can be considered a variation.

I have no adverse comment to make regarding the variation proposed.

Yours faithfully



Roddy Irvine
Chief Superintendent

OFFICIAL

Divisional Commander

For enquiries please contact the Licensing Department on

