

APPENDIX 1

COPY APPLICATION FORMS AND RELATED PAPERWORK

First application is copied in full

Applications 2 – 5 page showing dates required copied only as all applications are in identical terms

Licensing (Scotland) Act 2005
The Occasional Licence (Scotland) Regulations 2007
Application for an Occasional Licence

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

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary.

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

To:	
The Depute Clerk Aberdeenshire Licensing Board Aberdeenshire Council Legal & Governance Viewmount Arduathie Road Stonehaven AB39 2DQ	
1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	N/A
Personal Licence number (if applicable)	AB-PER [REDACTED]
Name of voluntary organisation (if applicable)	N/A

2. PERSONAL DETAILS.			
TITLE (delete as appropriate): Mr			
Surname	PAYNE		
Forenames	OLIVER JAMES		
DATE OF BIRTH	Day	Month	Year
	[REDACTED]		

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES



Post town: [REDACTED]

Post code: [REDACTED]

TELEPHONE NUMBERS

Daytime

Evening

Mobile



FAX NUMBER

N/A

E-mail address (if you would prefer us to correspond with you by e-mail)



3. THE PREMISES

Description of Premises: Premises are a lock fast storage and dispatch facility situated in the heart of Blackburn Industrial Estate for a specialist on line whisky and other alcoholic drinks sales operation with no public access or display area

Description of activities to be carried on in the premises

Lockfast and Secure Storage and Dispatch of Alcohol, and back office for staff orders will be taken online or via on line auction - challenge 25 will obtain at each stage of the operation including on delivery

Full postal address of premises which this application refers to

Unit 4, Woodburn Road, Blackburn Industrial Estate, Aberdeenshire, AB21 0RX

4. DURATION OF LICENCE

From: Thursday 25-1-2024

To: Wednesday 7-2-2024

5. Is alcohol to be sold on & off the premises YES/NO* - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as	
Times for sale of alcohol for consumption on premises N/A	Times for sale of alcohol for consumption off premises 1000-2200
Statement of the times at which any activities other than the sale of alcohol will be carried on in the premises Loading and unloading of goods and office work potentially 0700-2300 daily	
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)	
Age of children or young persons permitted entry N/A	Times at which children or young persons permitted entry N/A
Parts of premises to which children or young persons permitted entry N/A	

7. CHECKLIST	
I have – Please tick yes	
• Made or enclosed payment of the fee for the application	£10.00

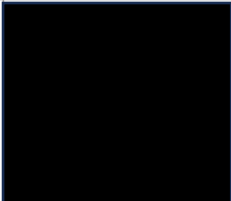
8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3)

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 **and the appropriate persons have read the attached privacy notice.**

Signature		Date	06-11-2023
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AGENT: Janet Hood: Janet Hood Training and Consulting Limited

 PLEASE RESPOND TO ME BY EMAIL



NOTES

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

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 organization
 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.

APPENDIX 1

SUPPLEMENTARY INFORMATION: THESE APPLICATIONS ARE NOT FOR EVENTS

<p>1. <u>Event</u></p> <p>(a) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).</p> <p>(b) What entertainment, if any, will be provided? (e.g. live music, recorded music etc).</p>	<p><u>THESE APPLICATIONS ARE NOT FOR EVENTS</u></p> <p>(a)</p> <p>(b)</p>
<p>2. <u>Attendance</u></p> <p>(a) Approximately how many people are expected to attend?</p> <p>(b) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(c) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(d) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Under 18</p> <p>18 - 30</p> <p>30 - 50</p> <p>Over 50</p> <p><u>THESE APPLICATIONS ARE NOT FOR EVENTS</u></p> <p><u>STAFF ONLY NO PUBLIC ACCESS</u></p>

<p>3. <u>Stewarding</u></p> <p>Please note it is an offence under the Private Security Industry Act 2001 to <u>employ</u> unlicensed door stewards. Unpaid volunteers performing this function are not covered by the Act, however. More information can be found at http://www.the-sia.org.uk/home</p> <p>(a) Please state the number, if any, of stewards to be employed at the event.</p> <p>(b) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p><u>THESE APPLICATIONS ARE NOT FOR EVENTS</u></p> <p>(a)</p> <p>(b)</p>
<p>4. <u>Layout Plans</u></p> <p>Please indicate if -</p> <p>(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(b) the premises is a registered club which has been issued with a premises licence; or</p> <p>(c) attach a detailed layout plan of the venue with the application</p>	<p><u>THESE APPLICATIONS ARE NOT FOR EVENTS A LAYOUT PLAN IS INCLUDED IN APPLICATION</u></p> <p>(a) YES</p> <p>(b) YES/NO</p> <p>(c) Plan attached YES/NO</p>
<p>5. <u>Applications Lodged by Voluntary Organisations or Registered Clubs Only</u></p> <p>Please list the dates of previous occasional Licences granted by the Board between 1st January and 31st December</p>	<p>N/A</p>

<p>6. Will alternatives to glass receptacles be provided?</p>	<p>YES/NO/ N/A</p>
<p>7. Where the event is for more than 100 persons, or where the event is relating to a Voluntary Organisation where more than four occasional licences per year are applied for, please give details here of the person trained to personal licence holder standard</p>	<p><u>THESE APPLICATIONS ARE NOT FOR EVENTS</u></p> <p>Please attach a copy of your training certificate to this application</p>

LICENSING OBJECTIVES	
All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.	
8. How will you prevent Crime and Disorder at the event?	<u>THESE APPLICATIONS ARE NOT FOR EVENTS PLEASE SEE SEPARATE 5 OBJECTIVE RISK ASSESSMENT</u>
9. How will you secure Public Safety at the event?	<u>THESE APPLICATIONS ARE NOT FOR EVENTS PLEASE SEE SEPARATE 5 OBJECTIVE RISK ASSESSMENT</u>
10. How will you prevent Public Nuisance at the event?	<u>THESE APPLICATIONS ARE NOT FOR EVENTS PLEASE SEE SEPARATE 5 OBJECTIVE RISK ASSESSMENT</u>

DISABLED ACCESS AND FACILITIES STATEMENT

Question 1

Disabled access and facilities

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

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

Question 2

Disabled access to, from and within the premises

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

N/A

Question 3

Facilities available

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

N/A

Question 4

Other provisions

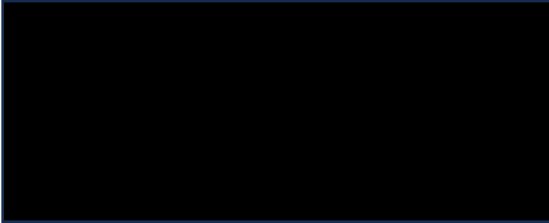
Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

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



Date: 21-9-2023

Capacity AGENT

Janet Hood

Janet Hood Training and Consulting Limited

SC534109



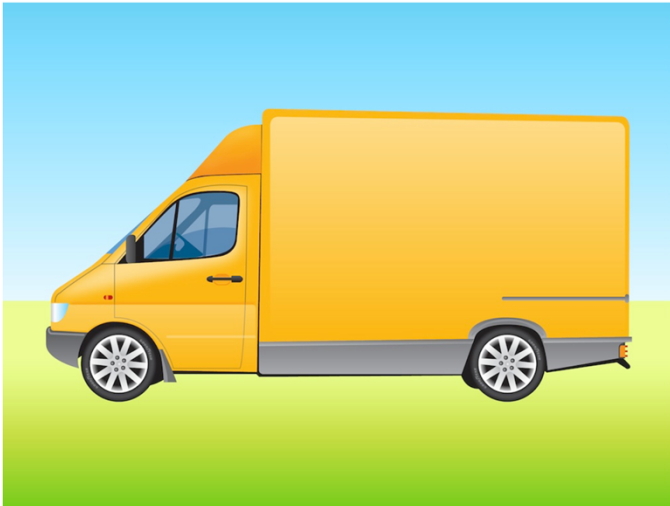
*** Data Protection Act 1998**

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

1 **Note for Delivery Personnel**

Premises Licence Holders, Premises Managers and Staff

Distribution Point



Delivery drivers

carrying alcohol

must be over 18



they need to comply with the law or face a

£5000.00 fine and/or 3 months in jail.

2 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

DELIVERY DRIVERS MUST NOT
DELIVER ALCOHOL TO PEOPLE WHO
ARE OR WHO APPEAR TO BE DRUNK



3 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

If delivery drivers consider the person who is going to accept the delivery at domestic premises is under 25 they must operate

Challenge 25

to check that the persons accepting the alcohol is over 18

Delivery drivers **MUST** ask to see approved age identification

DELIVERY DRIVER'S MUST

1. LOOK AT THE CARD & LOOK AT THE PERSON OFFERING THE CARD
2. CONFIRM THE PHOTOGRAPH ON THE CARD LOOKS LIKE THE PERSON OFFERING THE CARD
3. CHECK THE DATE OF BIRTH MAKES THE PERSON OVER THE AGE OF 18

ONLY IF THEY ARE SURE THE PERSON IS OVER THE AGE OF 18 & SOBER CAN THEY DELIVER THE ALCOHOL

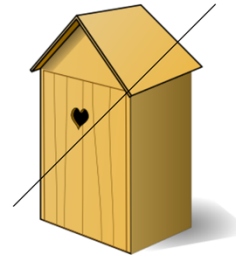
4 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

DELIVERY DRIVERS CANNOT LEAVE THE ALCOHOL ANYWHERE EXCEPT THE ADDRESS ON THE INVOICE

They must deliver the alcohol to a person aged over 18

They must not leave alcohol in a garage or shed



IF THEY ARE NOT SURE ABOUT ANY OF THE ABOVE THEY NEED TO TAKE THE ALCOHOL BACK TO BASE

DELIVERIES CANNOT BE MADE BETWEEN MIDNIGHT AND 6 A.M.



5 Note for Delivery Personnel

**Premises Licence Holders, Premises Managers and Staff
APPROVED AGE IDENTIFICATION DOCUMENTS ARE**



EU PHOTO DRIVER'S LICENCE



**BIOMETRIC IMMIGRATION
CARD**



YOUNG SCOT CARD



PASSPORT



EU ID CARD



MILITARY ID CARD

THESE CARDS MUST BE CURRENT AND NOT OUT OF DATE

6 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

Must have Invoice on paper or on mobile device

Invoice MUST contain certain information about the person who ordered the alcohol

Recipient:

Name - Mrs Janet Hood

Address - Clarence House, Paterson Street, Edzell, AB45 6YP

Items dispatched:

Alcohol Ordered - 12 bottles 75 cl Krooge Champagne - £1200.00

3 bottles 1litre Glen Mornengie - £240.00

6 bottles 75 cl Doefast £60.00

Dispatch address - Veryodd Cellar, 3 Smoith Street, Edinburk

Copy invoice has to be kept in a day book on premises from which alcohol is delivered - it is recommended Delivery Company also keeps a copy if the invoice.

**DELIVERY FIRMS MUST ENSURE THE
PREMISES FROM WHICH THE ALCOHOL IS
DISPATCHED HAS A PREMISES LICENCE
PERMITTING OFF SALES - check before
accepting the delivery**

Premises Licence Holders, Premises Managers and Staff

Note for Premises Licence Holders

Mangers and Staff

Record keeping

In order to deliver or permit delivery of alcohol you must have

- 1. a day book kept on the premises from which the alcohol is despatched, and**
- 2. The delivery drivers must have a delivery book or invoice with them**

Information which must be recorded in day book and invoice

(a) the quantity, description and price of the alcohol, and

(b) the name and address of the person to whom it is to be delivered.

(c) the quantity, description and price of the alcohol

8 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

(d) must show the invoice or day book to the police or LSO on request

This notice has been prepared for you with the five licensing objectives in mind

**Preventing crime and disorder,
Securing public safety,
Preventing public nuisance,
Protecting and improving public health, and
Protecting children and young persons from harm.**

1. WEB SITE / PHONE TRAINING / PACKAGE LABEL

1.1. Ensure that you have no sales or deliveries to under 18's clearly stated on web site

1.2. Ensure orders taken by credit / debit card

1.3. Ensure state that challenge 25 will take place at point of delivery

1.4. Ensure state on web site that charge will be made in event alcohol will be returned to base.

2. Orders by phone

2.1 Ensure phone orders taken by credit /debit card/ BACs and Bank Transfers

2.2. Ensure state to customer and on receipt that orders of alcohol will not be delivered to under 18s;

9 Note for Delivery Personnel

Premises Licence Holders, Premises Managers and Staff

2.3 Advise that challenge 25 will take place and alcohol will be returned to base should challenge 25 proffered proofs not be accepted by delivery driver

2.4. Ensure state to customer and print on on receipt that charge will be made in event alcohol will be returned to base.

2.5 Clearly state on package -Alcohol will not be delivered to persons appearing to be under the age of 25 without successful challenge 25 proving they are over the age of 18

Eg.

**THIS PACKAGE CONTAINS ALCOHOL
CHALLENGE 25!**

NO DELIVERY TO PERSONS UNDER THE AGE OF 18

This is the 5 objective risk assessment for OLIVER JAMES PAYNE

Preventing Crime and Disorder

Risk High/Medium/Low	Action	Inform/Remind/Update	Date
Low	Premises operator specialises in high end specialist whisky and has Challenge 25 information on web site		
	challenge 25 will obtain to prevent underaged deliveries		

Preventing Public Nuisance

Risk High/Medium/Low	Action	Inform/Remind/Update	Date
Low	Premises operator specialises in high end specialist whisky and has Challenge 25 information on web site premises are for distribution only so will not attract trouble makers		

Securing Public Safety

Risk High/Medium/Low	Action	Inform/Remind/Update	Date
Low	PREMISES ARE PROPERLY MANAGED TO ENSURE PUBLIC SAFETY of OPERATOR NO ACCESS BY PUBLIC		
	DELIVERY DRIVER TRAINING FOR ALL DELIVERIES WHERE POSSIBLE		
	ALL PACKAGES MARKED ALCOHOL NO DELIVERY TO UNDER 18S		

Protecting Children and Young Persons from Harm

Risk High/Medium/Low	Action	Inform/Remind/Update	Date
Low	DELIVERY DRIVER TRAINING FOR ALL DELIVERIES BY DISTILLERY PERSONNEL		
	CHALLENGE 25 AT ALL POINTS INCLUDING ON LINE, PHONE AND DELIVERIES		

Protecting and Improving Public Health

Risk High/Medium/Low	Action	Inform/Remind/Update	Date
Low	CHALLENGE 25 AT ALL POINTS INCLUDING ON LINE, PHONE AND DELIVERIES		

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES

[REDACTED]

[REDACTED]

Post town: [REDACTED]

Post code: [REDACTED]

TELEPHONE NUMBERS

Daytime

Evening

Mobile

[REDACTED]

FAX NUMBER

N/A

E-mail address (if you would prefer us to correspond with you by e-mail)

[REDACTED]

3. THE PREMISES

Description of Premises: Premises are a lock fast storage and dispatch facility situated in the heart of Blackburn Industrial Estate for a specialist on line whisky and other alcoholic drinks sales operation with no public access or display area

Description of activities to be carried on in the premises

Lockfast and Secure Storage and Dispatch of Alcohol, and back office for staff orders will be taken online or via on line auction - challenge 25 will obtain at each stage of the operation including on delivery

Full postal address of premises which this application refers to

Unit 4, Woodburn Road, Blackburn Industrial Estate, Aberdeenshire, AB21 0RX

4. DURATION OF LICENCE

From: Thursday 8-2-2024

To: Wednesday 21-2-2024

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES

[REDACTED]

Post town: [REDACTED]

Post code: [REDACTED]

TELEPHONE NUMBERS

Daytime

Evening

Mobile

[REDACTED]

FAX NUMBER

N/A

E-mail address (if you would prefer us to correspond with you by e-mail)

[REDACTED]

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Full postal address of premises which this application refers to

Unit 4, Woodburn Road, Blackburn Industrial Estate, Aberdeenshire, AB21 0RX

4. DURATION OF LICENCE

From: Thursday 22-2-2024

To: Wednesday 6-3-2024

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES

[REDACTED]

[REDACTED]

Post town: [REDACTED]

Post code: [REDACTED]

TELEPHONE NUMBERS

Daytime

Evening

Mobile

[REDACTED]

FAX NUMBER

N/A

E-mail address (if you would prefer us to correspond with you by e-mail)

[REDACTED]

3. THE PREMISES

Description of Premises: Premises are a lock fast storage and dispatch facility situated in the heart of Blackburn Industrial Estate for a specialist on line whisky and other alcoholic drinks sales operation with no public access or display area

Description of activities to be carried on in the premises

Lockfast and Secure Storage and Dispatch of Alcohol, and back office for staff orders will be taken online or via on line auction - challenge 25 will obtain at each stage of the operation including on delivery

Full postal address of premises which this application refers to

Unit 4, Woodburn Road, Blackburn Industrial Estate, Aberdeenshire, AB21 0RX

4. DURATION OF LICENCE

From: Thursday 7-3-2024

To: Wednesday 20 -3-2024

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES

[REDACTED]

Post town: [REDACTED]

Post code: [REDACTED]

TELEPHONE NUMBERS

Daytime

Evening

Mobile

[REDACTED]

FAX NUMBER

N/A

E-mail address (if you would prefer us to correspond with you by e-mail)

[REDACTED]

3. THE PREMISES

Description of Premises: Premises are a lock fast storage and dispatch facility situated in the heart of Blackburn Industrial Estate for a specialist on line whisky and other alcoholic drinks sales operation with no public access or display area

Description of activities to be carried on in the premises

Lockfast and Secure Storage and Dispatch of Alcohol, and back office for staff orders will be taken online or via on line auction - challenge 25 will obtain at each stage of the operation including on delivery

Full postal address of premises which this application refers to

Unit 4, Woodburn Road, Blackburn Industrial Estate, Aberdeenshire, AB21 0RX

4. DURATION OF LICENCE

From: Thursday 21-3-2024

To: Wednesday 3-4-2024