

APPENDIX 1

**COPY APPLICATION FORM, PROPOSED OPERATING PLAN, PROPOSED LAYOUT
PLAN, AND RISK ASSESSMENT**

Licensing (Scotland) Act 2005, section 20
APPLICATION FOR PREMISES LICENCE/~~PROVISIONAL~~
~~PREMISES LICENCE*~~

*Delete as appropriate

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

The Depute Clerk:-
Aberdeenshire Licensing Board
Aberdeenshire Council
Legal & People
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

APPLICANT INFORMATION *Licensing (Scotland) Act 2005, section 20(1)*

Question 1

Name, address and postcode of premises to be licensed.

Drumtochty Castle, Auchenblae, Laurenkirk, AB30 1TP

Question 2

Particulars of applicant

2(a) *Where applicant is an individual, provide full name, date and place of birth, and home address including postcode.*

2(b) *Where applicant is a partnership, please provide full name and postal address of partnership.*

2(c) *Where applicant is a company, please provide name, registered office and company registration number.*

Drumtochty Estates Limited
Drumtochty Glen, Auchenblae,
Laurencekirk, Scotland, AB30 1TP

SC363086

2(d) *Where the applicant is a club or other body, please provide full name and postal address of club or other body.*

2(e) *Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.**

Charles Abernethy Anderson, [REDACTED]
[REDACTED]

Nicola Cheryl Curran, [REDACTED]
[REDACTED]

Lesley Paul [REDACTED]
[REDACTED]

*** Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.**

Question 3

Previous applications

Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?	YES/NO*
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If YES – provide full details

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Question 4

Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence ^a	YES/NO*
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*If YES – provide full details

For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

^a In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

DESCRIPTION OF PREMISES *Licensing (Scotland) Act 2005, section 20(2)(a)*

Question 5

5 *Description of premises (where application is submitted by a members' club, please also complete question 6)*

A traditional castle extending over four floors and standing in its own grounds, which extend to 350 acres, in a rural location of Auchenblae. It has substantial accommodation and public rooms. The premises are rented out in their entirety for functions, principally weddings."

Question 6

6 *To be completed by members' clubs only*

<i>Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?</i>	YES/NO*
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**Delete as appropriate*

ADDITIONAL MATERIAL – PREMISES LICENCE APPLICATION LODGED NO LATER THAN 16TH JANUARY 2009

<i>Is there a licence under the Licensing (Scotland) Act 1976 held in respect of the premises?</i>	YES/NO*
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**Delete as appropriate*

<i>If so, do you consider the application to be a "Grandfather Rights" application (i.e. one falling within article 18 or 19 of the Licensing (Transitional and Saving Provisions) (Scotland) Order 2007)?</i>	YES/NO*
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**Delete as appropriate*

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

Signature (see note below)

Date 18/10/23

Capacity ~~APPLICANT/AGENT~~ (delete as appropriate)

Telephone number and email address of signatory

GDPR

The applicant, any connected person and any other person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Operating plan</i>	X
<i>Layout plan</i>	X
<i>Planning certificate</i>	X
<i>Building standards certificate</i>	X
<i>Food hygiene certificate</i>	X

*** 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.

Licensing (Scotland) Act 2005

Section 20(2)(b)(ia)

DISABLED ACCESS AND FACILITIES STATEMENT

Question 1

Disabled Access and Facilities

1(a)	Is there disabled access to the premises	<input checked="" type="radio"/> YES <input type="radio"/> NO*
1(b)	Do you have facilities for those with a disability	<input checked="" type="radio"/> YES <input type="radio"/> NO*
1(c)	DO you have any other provisions available to aid the use of the premises by disabled people	<input checked="" type="radio"/> YES <input type="radio"/> 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 a clear and detail description of how accessible the premises are for disable people. E.g. ramps, accessible floors, signage.

Ramp at front door access. Ground floor toilet with wider door for access.
We have a ramp, grab handles (fixed) in a bathroom
we also have portable grab handles and a shower seat.

Question 3

Facilities available

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

We have a ground floor toilet which has a wider access door and single toilet & sink.

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.

Assistance dogs are welcome.
Portable shower seat and suction handles.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT
If signing on behalf of the applicant please state in what capacity.

The contents of this Disabled Access and Facilities Statement are true to the best of my knowledge and belief.

Signature .. [REDACTED] * (see note below)

Date 27th July 2023 ...

Capacity Managing Director ... ~~APPLICANT/AGENT~~ (delete as appropriate)

Telephone number and email address of signatory [REDACTED]

*** Data Protection Act 1998**

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Licensing (Scotland) Act 2005, section 20(2)(b)(i) OPERATING PLAN	
<i>If you are completing this form by hand, please write legibly in block capitals using ink.</i>	
To: The Depute Clerk to the:- (please tick the appropriate box) <input type="checkbox"/> North Board <input type="checkbox"/> Central Board <input checked="" type="checkbox"/> South Board	<p style="color: blue;">Please send your application to :-</p> Aberdeenshire Council Viewmount Arduthie Road Stonehaven AB39 2DQ

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

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	1100 Hours	2400 hours
<i>Tuesday</i>	1100 Hours	2400 hours
<i>Wednesday</i>	1100 Hours	2400 hours
<i>Thursday</i>	1100 Hours	2400 hours
<i>Friday</i>	1100 Hours	2400 hours
<i>Saturday</i>	1100 Hours	0100 hours
<i>Sunday</i>	1230 Hours	2400 hours

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>	1100 hours	2200 hours
<i>Tuesday</i>	1100 hours	2200 hours
<i>Wednesday</i>	1100 hours	2200 hours
<i>Thursday</i>	1100 hours	2200 hours
<i>Friday</i>	1100 hours	2200 hours
<i>Saturday</i>	1100 hours	2200 hours
<i>Sunday</i>	1230 hours	2200 hours

Question 4

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?	YES/ NO *
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*If YES – provide details

The applicants wish to take advantage of the Board's festive hours, namely:

The Friday and Saturday preceding 25th December;
24th, 25th and 26th December;
The Friday and Saturday preceding 31st December; and
1st January all until 0130 hours
AND
31st December till 0300 hours

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>	Yes	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	Yes	No	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, funerals,</i> <i>birthdays, retirements</i> <i>etc.</i>	Yes	Yes	No
<i>Club or other group</i> <i>meetings 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 – see</i> <i>5(g)</i>	Yes	Yes	No
<i>Live performances –</i> <i>see 5(g)</i>	Yes	Yes	No
<i>Dance facilities</i>	Yes	Yes	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>	Yes	Yes	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>	Yes	Yes	No
5(e) Activity			
<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.

The restaurant facilities will only be used for the provision of breakfasts, outwith core hours to those guests using the accomodation and will not be available to the public generally.
Accommodation is unserviceable.

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.

Alcohol may be served to residents outwith core hours in terms of s.63(2)(c) or (d) of the Licensing (Scotland) Act 2005.
The outdoor areas themselves are used by wedding/function guests during fair weather. Waiting staff will serve drinks to guests in these areas. The area by the gatehouse is used to serve drinks to guests returning to the castle grounds (on foot) from the church in the event a wedding has taken place in that separate building. The guests can then make their way down the drive to the castle with a drink in hand.
The premises also offer a wedding adjacent to the pond, and that area would be used by waiting staff to serve alcohol.

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

Children 15 or under must be accompanied by an adult. Young persons aged 16 or 17 are allowed unaccompanied.

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

Children from birth to age 15 and young persons aged 16-17 will be allowed entry.

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

Children and young persons will be allowed entry during the core hours. Resident children and young persons will be allowed entry at all times.

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

Children and young persons will be allowed entry to all public parts of the premises with the exception of the area marked "Licenced Bar" on the layout plan.

Question 7

CAPACITY OF PREMISES

What is the proposed capacity of the premises to which this application relates?

Gold room: 70. Blue room: 60. Dining room: 70.
Ballroom: 180

Total capacity: 380 persons
The exterior areas do not provide any additional capacity to the premises.

Question 8

PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)

Personal details

8(a) Name

Nicola Cheryl Curran

8(b) Date of birth

[REDACTED]

8(c) Contact address

[REDACTED]

8(d) Email address

[REDACTED]

8(e) Personal licence

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence
19/07/2017	South Aberdeenshire Divisional	AB-S-PER1018

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)

Date 18th October 2023

Capacity : ~~APPLICANT~~/AGENT (delete as appropriate).

Telephone number and email address of signatory

.....

Address of Agent (if applicable)

.....

.....

* Data Protection Act 1998

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LOCATION PLAN
1:1250 at A3



OUTDOOR ALCOHOL
CONSUMPTION
-Servery only

- C- COURTYARD
- F- FRONT
- B- BUTTRESS
- G- GATE
- P- POND

LEGEND

- BALLROOM**
-Wedding ceremonies
-Live music, eg. band or DJ
-Other service
-Bunch service
-Licensed Bar service
- PUBLIC ROOMS**
-Wedding ceremonies
-Other service
-Breakfast service
-Reception service (consumption only) and canapè service
- LEISURE ROOM**
-Public leisure/games
- PUBLIC CIRCULATION**
- PUBLIC TOILET**
- SERVICE ROOMS (PUBLIC)**
-Food service and storage
- STAFF ONLY**
- ACCOMMODATION (PUBLIC)**

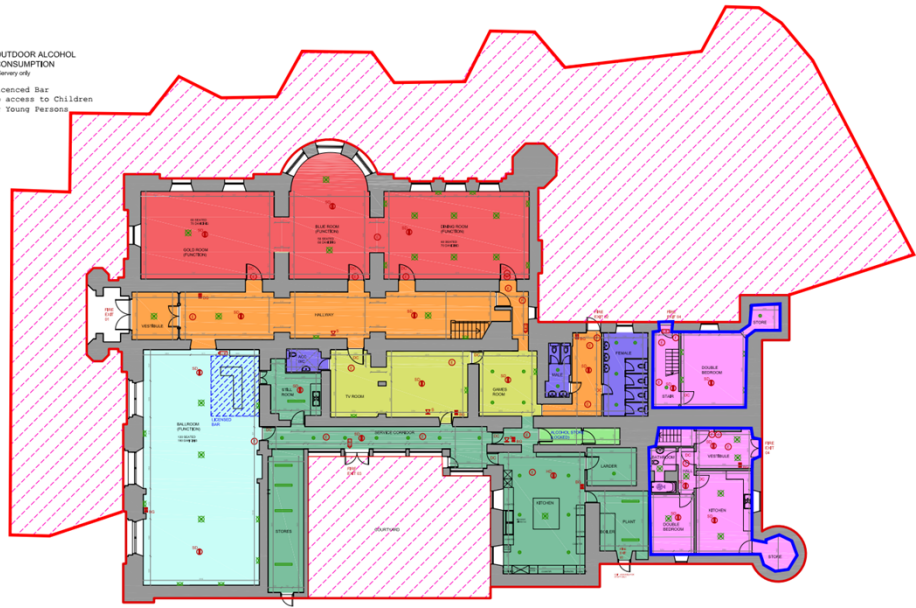
- OUTDOOR ALCOHOL CONSUMPTION**
-Barney only
- Licensed Bar**
-No access to Children or Young Persons

FIRE

- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- S SOUNDER
- BG BREAK GLASS
- E EMERGENCY LIGHT
- ESD EXIT SIGNAGE
- F FOAM EXTINGUISHER
- C CO2 EXTINGUISHER

LIGHTING

- FEATURE PENDANT
- WALL LIGHT
- DOWNLIGHTER
- STRIP LIGHT



GROUND FLOOR PLAN

1:200 at A3

- Unserviced areas where no alcohol is served.
- Extent of licenced area, under exceptions of unserviced areas.

LEGEND

- BALLROOM**
-wedding ceremonies
-live music, eg. band or DJ
-chair service
-brunch service
-licensed bar service
- PUBLIC ROOMS**
-wedding ceremonies
-chair service
-breakfast service
-reception areas (consumption only) and canapè service
- LEISURE ROOM**
-Public leisure/games
- PUBLIC CIRCULATION**
- PUBLIC TOILET**
- SERVICE ROOMS (PUBLIC)**
-Food service and storage
- STAFF ONLY**
- ACCOMMODATION (PUBLIC)**

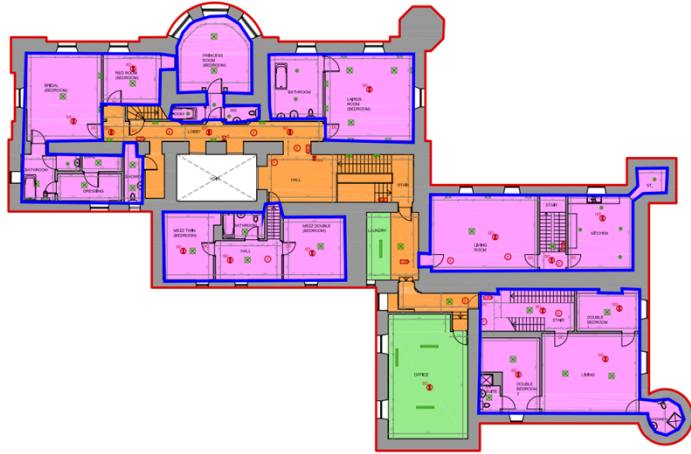
OUTDOOR ALCOHOL CONSUMPTION
(entry only)

FIRE

- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- S SOUNDER
- BG BREAK GLASS
- EL EMERGENCY LIGHT
- ES EXIT SIGNAGE
- FE FOAM EXTINGUISHER
- CE CO2 EXTINGUISHER

LIGHTING

- FEATURE PENDANT
- WALL LIGHT
- DOWNLIGHTER
- STRIP LIGHT



FIRST FLOOR PLAN

1:200 at A3

- Unserved areas where no alcohol is served.
- Extent of licenced area, under exceptions of unserved areas.

LEGEND

- BALLROOM-**
-Wedding ceremonies
-Live music (up, down or DJ)
-Corner service
-Special service
-Licensed bar service
- PUBLIC ROOMS**
-Wedding ceremonies
-Corner service
-Special service
-Reception (drinks (consumption only) and canapés service)
- LEISURE ROOM**
-Public leisure/games
- PUBLIC CIRCULATION**
- PUBLIC TOILET**
- SERVICE ROOMS (PUBLIC)**
-Food service and storage
- STAFF ONLY**
- ACCOMMODATION (PUBLIC)**

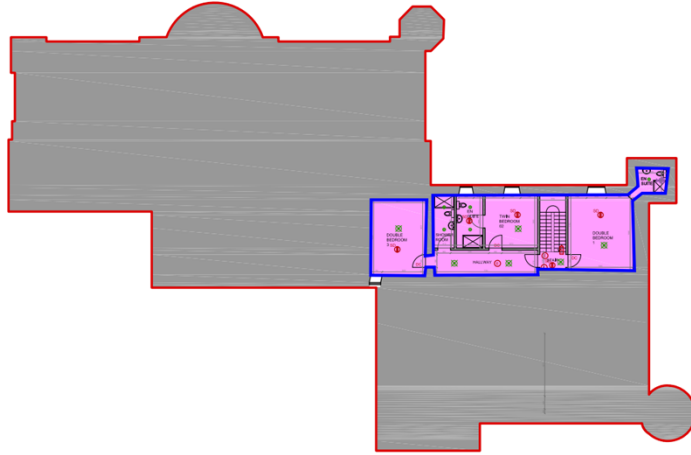
OUTDOOR ALCOHOL CONSUMPTION
-Garden only

FIRE

- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- S SOUNDER
- BG BREAK GLASS
- E EMERGENCY LIGHT
- EXIT EXIT SIGNAGE
- F FOAM EXTINGUISHER
- C CO2 EXTINGUISHER

LIGHTING

- FEATURE PENDANT
- WALL LIGHT
- DOWNLIGHTER
- STRIP LIGHT



SECOND FLOOR PLAN (WEST WING)

1:200 at A3

Unserved areas where no alcohol is served.

Extent of licenced area, under exceptions of unserved areas.

LEGEND

- BALLROOM**
 -Wedding ceremonies
 -Live music (up, band or DJ)
 -Other service
 -Special service
 -Licensed bar service
- PUBLIC ROOMS**
 -Wedding ceremonies
 -Other service
 -Special service
 -Reception drinks (consumption only) and canapè service
- LEISURE ROOM**
 -Public beverages
- PUBLIC CIRCULATION**
- PUBLIC TOILET**
- SERVICE ROOMS (PUBLIC)**
 -Food service and storage
- STAFF ONLY**
- ACCOMMODATION (PUBLIC)**

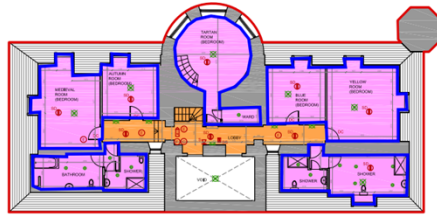
OUTDOOR ALCOHOL CONSUMPTION
 -Barry only

FIRE

- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- S SOUNDER
- BG BREAK GLASS
- E EMERGENCY LIGHT
- ESB EXIT SIGNAGE
- F FOAM EXTINGUISHER
- C CO2 EXTINGUISHER

LIGHTING

- FEATURE PENDANT
- WALL LIGHT
- DOWNLIGHTER
- STRIP LIGHT



SECOND FLOOR PLAN

1:200 at A3

Unserved areas where no alcohol is served.

Extent of licenced area, under exceptions of unserved areas.

LEGEND

- BALLROOM**
 -Wedding ceremonies
 -Live music eg. band or DJ
 -Dinner service
 -Special service
 -Licensed bar service
- PUBLIC ROOMS**
 -Wedding ceremonies
 -Dinner service
 -Special service
 -Reception drinks (consumption only) and canapés service
- LEISURE ROOM**
 -Public leisure/games
- PUBLIC CIRCULATION**
- PUBLIC TOILET**
- SERVICE ROOMS (PUBLIC)**
 -Food service and storage
- STAFF ONLY**
- ACCOMMODATION (PUBLIC)**

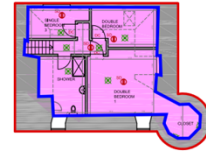
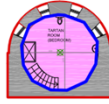
OUTDOOR ALCOHOL CONSUMPTION
 -Barney only

FIRE

- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- S SOUNDER
- BG BREAK GLASS
- E EMERGENCY LIGHT
- EXIT EXIT SIGNAGE
- F FOAM EXTINGUISHER
- C CO2 EXTINGUISHER

LIGHTING

- X FEATURE PENDANT
- X WALL LIGHT
- DOWNLIGHTER
- STRIP LIGHT



THIRD FLOOR PLAN

1:200 at A3

Unserviced areas where no alcohol is served.

Extent of licenced area, under exceptions of unserviced areas.

DRUMTOCHTY CASTLE LICENSING RISK ASSESSMENT

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
	Entry and Exit					
1.1	Applicants should consider whether door supervisors or other security staff are required in respect of the venue and the licensable activity proposed.			X	Rural location, guests attend by invitation only. Entire venue privately hired by one party.	NONE
1.2	In the event that door supervisors are used by the applicant's premises: <ul style="list-style-type: none"> Such persons must hold the relevant qualifications under the Private Security Industry Act 2001; Should be properly trained and sufficient in number, both inside and outside the premises according to the nature and extent of the licensable activities carried on. Should be required to vet, regulate and control persons entering or leaving the premises and to seek to ensure the prevention of crime and disorder but also to safeguard public safety and internal security at the premises; Should be trained in, have regard to and comply with the Guidance for Door Stewards issued by Grampian Police, available from Grampian Police. 			X	NOT APPLICABLE	
1.3	External duties should include in particular the exclusion of persons who appear to have had too much to drink and/or who appear inclined to disorder. Duties inside the premises should include the monitoring of persons on the premises for excessive consumption of alcohol and/or who exhibit the potential for disorder.			X	NOT APPLICABLE	

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.4	In the event that door supervisors or other security staff are used, applicants should make appropriate arrangements for a daily register of staff and the recording of incidents in an approved incident log.			X	NOT APPLICABLE	
1.5	The daily register and incident log should be open to inspection by authorised officers of the Board, Aberdeenshire Council and Grampian Police on request.			X	Rural location, guests attend by invitation only.	Incident log book kept.
1.6	Applicants should consider whether measures should be put in place to prevent the use or supply of illegal drugs or weapons, such as the searching of customers for offensive weapons or drugs on entering the premises. Please refer to Police Guidelines on this matter.			X		Incident log book kept.
1.7	Where such measures are in place, applicants will also be expected to make arrangements to record the search of individuals and the seizure of any property which may be required for evidential purposes. Applicants will also be expected to provide a suitable receptacle for the safe retention of illegal substances and to inform the Police so that appropriate disposal can be arranged.			X	Rural location, guests attend by invitation only.	CONTACT WITH POLICE WILL BE DONE IF NECESSARY
1.8	Applicants should also consider discouraging the use of illegal substances or weapons by displaying notices in, and at entrances to, licensed venues which clearly define the policy of the venue and should state that criminal offences will be reported to Grampian Police.			X	Rural location, guests attend by invitation only.	CONTACT WITH POLICE WILL BE DONE IF NECESSARY
1.9	For town centre venues the Board recommends the Safer Clubbing Guide, found at the following link: www.drugs.gov.uk/publication-search/young-people/safer-clubbing-guide.pdf?view=Binary Applicants should confirm that the Guide has been considered and measures implemented where necessary.			X	NOT APPLICABLE	

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.10	Applicants should consider whether a means of communication with other premises and the Police is required. This is likely to be particularly relevant in town centres. The Board recommends the existing Pubwatch Schemes as examples of good practice.			X	Rural location, guests attend by invitation only.	NOT APPLICABLE
1.11	Applicants should consider whether a personal licence holder and/or the premises manager should be a member of a recognised licensee's association or other representative body such as Pubwatch.			X	Rural location, guests attend by invitation only.	NOT APPLICABLE
1.12	Applicants should also note the advantages of consultation with the Police, particularly where events are of a character that is not usually held in that particular venue. Minimising any risk of disorder in this way is an example of good practice and is likely to lead to fewer requests to review licences.			X		All bookings are carefully reviewed and police advice taken.
1.13	Applicants may consider the use of exclusions of known troublemakers from their premises to minimise the risk of disorder. In certain cases, organisations of licensees may consider the operation of exclusion or banning scheme so that known troublemakers are refused entry to all licensed premises in particular vicinity. If such a scheme is in force locally, applicants should consider whether to become part of it. In exceptional cases, applicants may seek to refer a particular case to the Police for consideration of an Anti-Social Behaviour Order (ASBO) to enforce an exclusion			X	Rural location, guests attend by invitation only.	
1.14	Applicants should consider policies on managing groups of people, particularly larger, single sex groups.			X	Rural location, guests attend by invitation only.	

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.15	<p>Applicants should consider a policy to prevent the sale of alcohol to persons that appear to be drunk. This also promotes the objectives of preventing public nuisance and protecting public health. There is no legal definition of drunk and it is up to staff to decide whether to serve a particular person or to determine whether that person is too drunk. Staff should be made aware, in a written policy, of the signs that a person is too far under the influence of alcohol and when service should be refused e.g. the first signs are loss of inhibition, impairment of judgement and emotional effects, followed by impairment of speech and movement and loss of memory followed by acute alcohol poisoning, evidenced by impairment of automatic functions like breathing and heart rate. Applicants are encouraged to keep a refusals book and make the same available for inspection.</p>			X	Rural location, guests attend by invitation only.	All staff are trained. Refusals book kept.
1.16	<p>Applicants should consider adopting a policy to ensure patrons are not put in vulnerable situations after leaving e.g., allowing the phoning of a taxi and waiting in a specific area within the premises. Any policy should be in writing, advised to all staff members, where appropriate made clear to customers, be available for inspection, reviewed regularly and a detailed record of reviews maintained.</p>			X	Patrons mostly stay overnight on site and do not need to leave premises.	All staff are trained.
	Proof of Age		X			
1.17	<p>Challenge 25 – Applicants must request proof of age for all persons who appear to be under 25 who are trying to buy alcohol to demonstrate that they are actually over 18 years of age.</p>		X		Patrons of all ages attend weddings.	All staff are trained to Challenge 25.

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.18	Proof of age is a valid passport, a valid EU photocard driver's licence or a valid Young Scot or other approved card with the "PASS" logo/hologram. Proof of age means requesting proof, checking that the proof is valid, checking the proof of ID belongs to the person producing it and has no obvious signs of tampering.		X		Patrons of all ages attend weddings.	All staff are trained to Challenge 25.
1.19	Applicants are encouraged to keep a refusals book and make the same available for inspection.		X		Multiple staff members working together are aware of who has been refused the sale of alcohol.	All staff are trained. Refusals book kept.
	Glass and Bottles					
1.20	Glasses and bottles may on occasion be used as weapons in and near licensed premises and can and do cause serious injury. Applicants should note that glass and bottles can impact upon public safety and cause a public nuisance in addition to the crime and disorder implications.			X	Rural location, guests attend by invitation only.	Constant clearing/tidying of used glasses and empty bottles.
1.21	Applicants are expected to take reasonable steps to prevent the removal of glasses and opened bottles from premises.			X	Rural location, guests attend by invitation only.	Constant clearing/tidying of used glasses and empty bottles.
1.22	Applicants should also consider policies which provide that, on appropriate occasions, all drinks are dispensed into toughened glassware or plastic containers and that at certain times during late hours of operation and/or when significant numbers of people are on premises there is exclusive use of toughened glassware or plastic containers including dispensing all bottled drinks into such vessels. Applicants should assess the potential risk of crime and harm and adopt an appropriate policy.			X	All GLASSWARE IS AT INDUSTRY STANDARD	NONE

1.	Licensing Objective: Prevent Crime and Disorder	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
1.23	Applicants should have considered adopting written procedures for a system of regular glass/bottle/container collection and cleaning, as tidy areas that are regularly cleaned and monitored benefit customers and encourage better behaviour.			X	Staff keep all areas tidy and cleaned.	All staff trained.
	Byelaws on Alcohol in Designated Places					
1.24	Where such orders are in force, applicants are expected to take reasonable steps to inform customers of the existence and effect of such an order. This may include the display of a notice to that effect at exit points from the premises.			X	NOTED	NONE

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.1	Applicants may provide evidence that such matters have already been addressed within an existing health and safety risk assessment or similar in which case a separate risk assessment for these purposes is not required.			X	NOTED	NONE
2.2	Applicants may have a capacity limit imposed on the premises through fire or building regulations, or both. However, applicants should note that the Board might seek to impose capacity conditions where there are no such limits, on grounds of safety, following representations on safety grounds. The Board may also seek to impose capacity figures which are lower than the capacity limit on crime and disorder grounds.			X	NOTED	NONE

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.3	Applicants should demonstrate how they intend to control and maintain the agreed occupancy levels within the venue.			X	Rural location, guests attend by invitation only. Entire venue privately hired by one party.	Controlled by management
2.4	Applicants should consider adopting procedures for evacuation of the premises.			X	FIRE EXITS AND NORMAL EXITS CLEARLY MARKED	NONE
2.5	Applicants should have in place procedures for reporting accidents or incidents at the premises.			X	Noted	Incident and accident books kept. All staff trained.
2.6	Applicants should have in place procedures for routine maintenance of the premises and for daily inspections, with a record log.			X	Noted	Maintenance log book kept. All staff trained.
2.7	Applicants should have in place procedures for checking all exit routes from the premises and signage at same.				ALL CLEARLEY MARKED AND CHECKED	NONE
2.8	Applicants should have in place procedures for the removal of obstructions and security devices to exit routes and doors, prior to occupation of the premises.			X	Exits are regularly checked.	All staff trained.
2.9	Applicants should have in place procedures for the installation, testing, maintenance and certification of fire and alarm systems, electrical equipment including emergency lighting, music and music cut out systems, fire retardant systems. Record logs should be maintained.			X	All records log regularly maintained.	Record logs kept.
2.10	Applicants should have in place procedures for regular inspection and maintenance of the building structure. Records should be maintained.			X	All records log regularly maintained.	Record logs kept.

2.	Licensing Objective Securing Public Safety	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
2.11	Applicants should consider adopting written procedures for the inspection and maintenance of furnishings and fabrics, guarding to stairs, balconies, landings and ramps, general condition of floor surfaces (e.g. trip hazards, NONE-slip surfaces), provision of safety glazing in critical locations, suspended decorations, lights and amplification systems, guarding to fires, candles and open flames.			X	All records log regularly maintained.	Record logs kept.
2.12	Applicants should consider safety measures when hot food and drink is prepared in close proximity to the public, to save any risk of burns and scalding.			X	Not prepared in close proximity.	None
2.13	Applicants should provide details of the first aid facilities and the treatment available on the premises, including details of the numbers of trained first aid staff. Consideration should also be give to the treatment of any persons who appear to be unwell, including those affected by drugs and/or alcohol.			X	FIRST AID TRANING GIVEN TO STAFF AND RECORDS KEPT	NONE
2.14	Applicants should demonstrate the safety measures to be implemented during the use of any special effects (like strobe lighting or smoke machines) on the premises, including the arrangements for prior notification to customers. The proposed use of pyrotechnics should be advised to the Fire Authority.			X	No special effects permitted.	None
2.15	Applicants should be aware of the legal requirements in respect of facilities and access to their premises for people with disabilities. Applicants are recommended to address the needs of people with disabilities in an operating plan. This may include, access, facilities, physical and managerial methods for the safe evacuation of disabled persons. It may also identify trained members of staff to implement emergency egress plans and clarify whether equipment such as lifts are safe to use.			X	Operation plan in pace. Staff trained.	None

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.1	<p>Applicants should determine and implement steps to prevent noise, vibration, smells or other nuisances escaping both from sources within the premises and from external sources under the control of the applicant such as: amplified and NONE-amplified music levels, singing and speech, disposal to waste and bottle bins, plant and machinery (including extraction systems), food preparation, the cleaning of premises and equipment.</p> <p>External doors should also be kept closed, except where necessary for access and egress i.e. doors should not be secured open and will be fitted with self-closers if necessary.</p>			X	Rural location, guests attend by invitation only. Entire venue privately hired by one party.	None
3.2	<p>Steps to be taken may include: the installation/adoption of soundproofing, air conditioning to allow windows to be kept closed, sound limitation devices, use of lobby doors, cooling down period with reduced music levels at the end of the night, adopting hours of operation appropriate to the activities in question and the location, adopting a schedule for the disposal and collection of waste at times appropriate for the locality.</p>			X	Rural location, guests attend by invitation only. Entire venue privately hired by one party.	None

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.3	In considering applications from pubs, clubs and similar premises, and their activities, the Board expects licensees to have regard to any guidance published such as the Good Practice Guide on the control of noise from pubs and clubs published by the Institute of Acoustics. This is available at:- http://www.ioa.or.uk/publications.asp			X	NOT APPLICABLE	
3.4	Particular care should be taken where the noise source is in the open air, e.g. smoking areas, beer gardens, play areas, car parks, access roads, temporary structures or queues. Licensees should comply with the terms of the Board's smoking policy in not allowing smokers to take drinks out to smoking areas, particularly where they are situated close to residential properties where increased noise levels from continued outdoor socialisation promotes public nuisance. Speakers should not be positioned outside at any time.			X	NOT APPLICABLE	
3.5	Applicants should consider any special measures that should be adopted in premises located near noise-sensitive premises such as nursing homes, hospitals or places of worship.			X	NOT APPLICABLE	
3.6	Applicants should determine and implement steps to prevent excessive or ill-designed external lighting to premises, outdoor areas and car parks (including lighting intended specifically for public safety and security) intruding upon the comfort and amenity of nearby residents to such an extent as to be a nuisance.			X	NOT APPLICABLE	
3.7	Nuisance by smell is commonly attributable to the commercial preparation of hot food in kitchens with no or inadequate or poorly maintained filtration and extraction equipment. Applicants should determine and implement steps to prevent smells causing a nuisance to local residents and businesses.			X	NOT APPLICABLE	

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.8	The provision of hot food at and from premises after 11pm is often associated with the litter of paper containers and food discarded into the streets and onto private property in the vicinity of the premises. Applicants should determine and implement steps to prevent additional litter (e.g. food waste and food packaging, cans and bottles) in the vicinity of the premises. Such steps may include an agreed cleaning schedule in respect of litter in and in the vicinity of the premises).			X	NOT APPLICABLE	
3.9	The Board will not tolerate the detrimental impact on the amenity of those living and working in an area caused by fly posting and the irresponsible distribution of advertising flyers or other materials such as stickers. The Board expects applicants to determine and implement steps to prevent fly posting and other unauthorised advertising and to consider measures necessary to control the litter that can be produced by the irresponsible distribution of flyers and other advertising materials.			X	NOT APPLICABLE	
3.10	Applicants should consider the steps to be taken to prevent disturbance by customers arriving at or leaving the premises, including the considerations that have been given to the cumulative effect of this in areas with other licensed premises in the immediate vicinity. This will be more important between 11pm and 7am than at other times.			X	NOT APPLICABLE	
3.11	Applicants should consider the steps to be taken to prevent queuing (either by pedestrians or vehicular traffic). If some queuing is inevitable then queues should be formed away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction, for example, making provision for queuing inside the premises.			X	NOT APPLICABLE	
3.12	Applicants should consider the steps to be taken to ensure staff leave the premises safely and quietly. This will be of greater importance between 11pm and 7am than at other times.			X	NOT APPLICABLE	

3.	Licensing Objective Prevention of Public Nuisance	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
3.13	Applicants should consider the arrangements made or proposed for parking by patrons, and the effect of parking by patrons on local residents, including the slamming of vehicle doors, vehicle horns, stereos, noise from engines idling and exhaust fumes.			X	NOT APPLICABLE	
3.14	Applicants should consider whether there is sufficient provision for public transport with regard to the proposed opening hours (including taxis and private hire cars) for patrons. Failure to do so may result in nuisance and this will be considered a serious failure.			X	NOT APPLICABLE	
3.15	Applicants should consider whether the service of the premises by licensed taxi or private hire cars is likely to disturb local residents and take reasonable steps to prevent disturbance from this source. Examples of actions that can be taken include the provision of an indoor waiting area, arrangements for door staff to advise customers that their transport has arrived (rather than taxis beeping) and phones in entrances lobbies perhaps linked directly to a private hire company.			X	NOT APPLICABLE	

4.	Licensing Objective Protecting and Improving Public Health	High Risk	Med. Risk	Low Risk	Reasons for Assessment	Action Taken
4.1	Licensees should have regard to the Wine and Spirit Trade Association Social Responsibility Standards for the production and Sale of Alcoholic Drinks in the UK available at – http://www.wsta.co.uk/index.php?option+comcontent&task=59&Itemid=104			X	NOTED	
4.2	Applicants should consider whether the provision made for alternatives to alcoholic drinks adequately protects and promotes public health, particularly in terms of reasonably priced alternatives to alcohol i.e. soft drinks, tea, coffee, food and NONE-alcoholic substitutes (with an AB of below 0.5%)/ This is especially important for drivers.			X	Other alternatives to alcohol are readily available and reasonably priced.	Free access to coffee, tea & water. Soft drinks available for a low price.

4.	Licensing Objective Protecting and Improving Public Health	High Risk	Med Risk	Low Risk	Reasons for Assessment	Action Taken
4.3	Applicants should consider security arrangements to prevent tampering with unattended drinks.			X	NOTED	
4.4	Applicants should consider promoting public health by educating customers through the display of information on the number of units of alcohol for different types of alcoholic drinks available. This might be through the use of leaflets, posters, simple signage or free unit calculators etc. Information may also be displayed about the effects of alcohol on the body which may be beneficial as well as detrimental.			X	NOTED	

5.	Licensing Objective Protection of Children from Harm	High Risk	Med Risk	Low Risk	Reasons for Assessment	Action Taken
5.1	The Board expects that employers will make careful checks where premises or entertainment is specifically targeted towards children to ensure all persons employed or involved with the supervision or management are deemed appropriate persons to be engaged in the activity.			X	NOTED	
5.2	The Board commends the Portman Group Code of Practice on the naming, packaging and promotion of alcoholic drinks. Where applicants intend children to be present on licensed premise or where the sale of alcohol takes place the Code should be given due regard and addressed in this assessment. The Code can be found at: http://www.portmangroup.co.uk/?pid=1&level=1			X	Noted	
5.3	In the case of "children only" events, e.g. an under 18 disco, production of play, pantomime or similar events, applicants should consider what would be an acceptable ratio of adult supervisors to children on the premises for the activity.			X	NOT APPLICABLE	

5.	Licensing Objective Protection of Children from Harm	High Risk	Med Risk	Low Risk	Reasons for Assessment	Action Taken
5.4	In the case of premises giving film exhibitions, licensees or clubs should include in their operating plan arrangements for restricting children from viewing age restricted films, classified according to the recommendation of the British Board of Film Classification, or by the licensing authority in terms of a Cinema Licence.			X	NOT APPLICABLE	
5.5	Where children are to be allowed into licensed premises, applicants should consider the arrangements made for children including – the siting of toilets, whether children have to pass through what might be an unsuitable area to get to a toilet, where food is available, having a children’s menu, siting games and gaming, including machines, pool/snooker tables, darts etc., away from areas where children will be present.			X	Toilets accessible and children’s quiet area available	None
5.6	Applicants should consider appropriate signage both internally and externally, where children are to be allowed into licensed premises. The Licensing (Scotland) Act 2005 introduces mandatory requirements for signage. Applicants should also bring to the attention of parents any conditions under which children will be allowed access, including supervisory requirements.			x	NOTED	
5.7	Applicants should consider controlling stock to promote the objective of protecting children from harm. This will include keeping stocks of alcohol away from areas where there may be other products attractive to children e.g. placing alcopops near ordinary fizzy drinks. It will also include assessing the likelihood of children attempting to buy alcohol and where the risk is high, removing those products most attractive to children and young persons, like vodka, cider, fortified/tonic wine, alcopops etc. This is especially true of those types of products sold in half, pocket style bottles with screw tops.			X	NOT APPLICABLE	

Assessor			
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RECORD OF FINDINGS TABLE

SIGNIFICANT HAZARDS	PEOPLE/GROUPS OF PEOPLE WHO ARE AT RISK FROM HAZARD	EXISTING CONTROLS AND RISKS WHICH ARE NOT ADEQUATELY CONTROLLED	WHAT FURTHER ACTION IS NEEDED - BY WHEN? - BY WHOM?