

## **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.*

Aldi  
Duff Street  
MacDuff

**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.*

Aldi Stores Limited  
Holly Lane  
Atherstone  
Warwickshire  
CV9 2SQ

Company Registration Number: 2321869

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.\**

Please see attached.

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

**Question 3**

*Previous applications*

<i>Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises?</i>	<b>YES/NO*</b>
---	----------------

*If YES – provide full details*

**Question 4**

*Previous convictions*

<i>Has the applicant or any connected person ever been convicted of a relevant or foreign offence<sup>a</sup></i>	<b>YES/NO*</b>
---	----------------

*\*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*

<b>Name &amp; position (if applicable)</b>	<b>Date of conviction or sentence</b>	<b>Court</b>	<b>Offence</b>	<b>Penalty</b>

---

<sup>a</sup> 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)*

The premises is a purpose built supermarket with car parking located in a new retail area, next to residential housing on the outskirts of the town of Macduff

**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>	<i>YES/NO*</i>
---	----------------

*\*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>	<i>YES/NO*</i>
--	----------------

*\*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>	<i>YES/NO*</i>
--	----------------

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

Date ..... 09.08.22 .....

Capacity ..... Agent ..... APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory [REDACTED]

**GDPR**

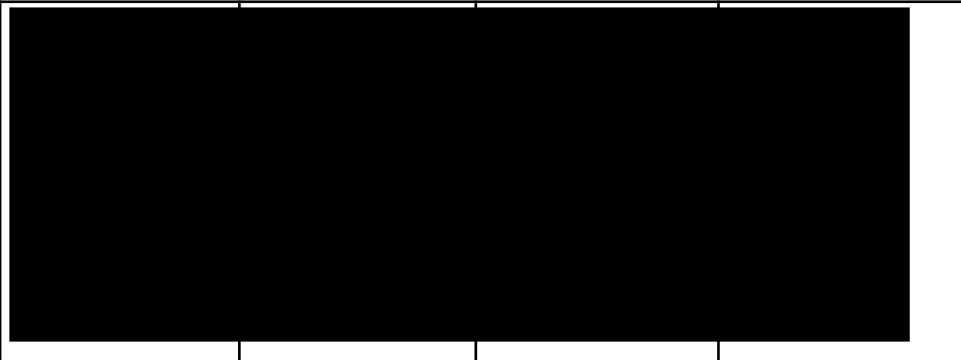
**The applicant, any connected person and any other person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

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

**\* Data Protection Act 1998**

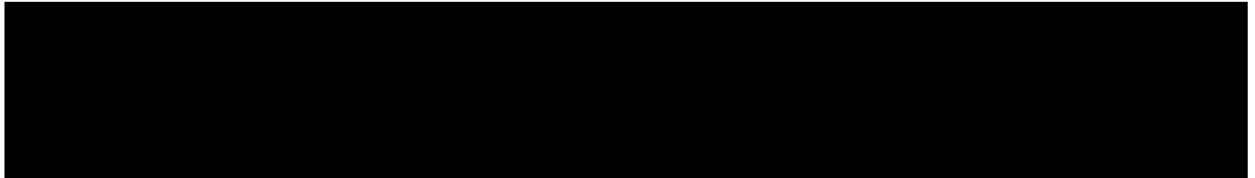
The information on this form may be held on an electronic public register which may be available to members of the public on request.

**ALDI DIRECTOR'S HOME ADDRESSES – NOT FOR CIRCULATION: PRIVATE AND CONFIDENTIAL.**

Name	Date of Birth	Place of Birth	Address	Any Convictions
Julie Ashfield				
James Hutcheson				
Giles Hurley				
Daniel Ronald				
Oliver James King				
Niall O'Connor				

--	--	--	--	--

**ALDI CONVICTIONS**





## SCHEDULE 6

Regulation 7

### DISABLED ACCESS AND FACILITIES STATEMENT

*Licensing (Scotland) Act 2005, section 20(2)(b)(ia)*

#### **Question 1**

##### **Disabled access and facilities**

1(a)	Is there disabled access to the premises	YES
1(b)	Do you have facilities for those with a disability	YES
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES
<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.

- Access to the premises is via an automatic door entrance approached normally from a level or ramped surface.
- The entrance door features an assistance bell positioned at a low level for a disabled person to summon help if necessary.
- The width of the aisles are appropriate to allow free movement and safely accommodate electric scooters and wheelchairs.
- All customer areas are on the ground floor

### **Question 3**

#### **Facilities available**

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

- The premise has a disabled toilet on the ground floor, which can be made available to any disabled customer should the need arise.

### **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 and a sign to this effect is displayed at the store entrance
- Some products may be displayed in cabinets or on shelving which may not be easily accessible to wheelchair users. Staff are available to assist customers as required.
- The premises will have at least 1 fire exit route which is suitable for persons with mobility issues. An Evac Chair will be provided where no level escape route can be provided.
- Price Tickets and Point of Sale material has appropriate colour contrast and font size of at least 14 point where practical.

**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



Date .....09.08.22

Capacity ..... AGENT

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.”

## OPERATING PLAN

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

### Question 1

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

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

### 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>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

**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>	10AM	10PM
<i>Tuesday</i>	10AM	10PM
<i>Wednesday</i>	10AM	10PM
<i>Thursday</i>	10AM	10PM
<i>Friday</i>	10AM	10PM
<i>Saturday</i>	10AM	10PM
<i>Sunday</i>	10AM	10PM

**Question 4**

SEASONAL VARIATIONS

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>N/A</i>
--	------------

*\*If YES – provide details*

**Question 5**

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

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

Background music may be played during opening 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.

Sale of other goods consistent with the business of a supermarket during and outwith core hours. Click and collect service and on- line sales/deliveries may be offered.

5(g) Late night premises opening after 1.00am

<i>Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?</i>	<i>N/A</i>
--	------------

<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<i>N/A</i>
<i>*Delete as appropriate</i>	

**Question 6 (On-sales only)**

*CHILDREN AND YOUNG PERSONS*

<i>6(a)</i>	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	<i>N/A</i>
	<i>*Delete as appropriate</i>	

*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*

--



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?*

40.29051m2

**Question 8**

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

*Personal details*

8(a) *Name*

8(b) *Date of birth*

8(c) *Contact address*

8(d) *Email address*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

**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 28.11.23

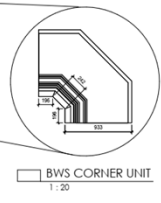
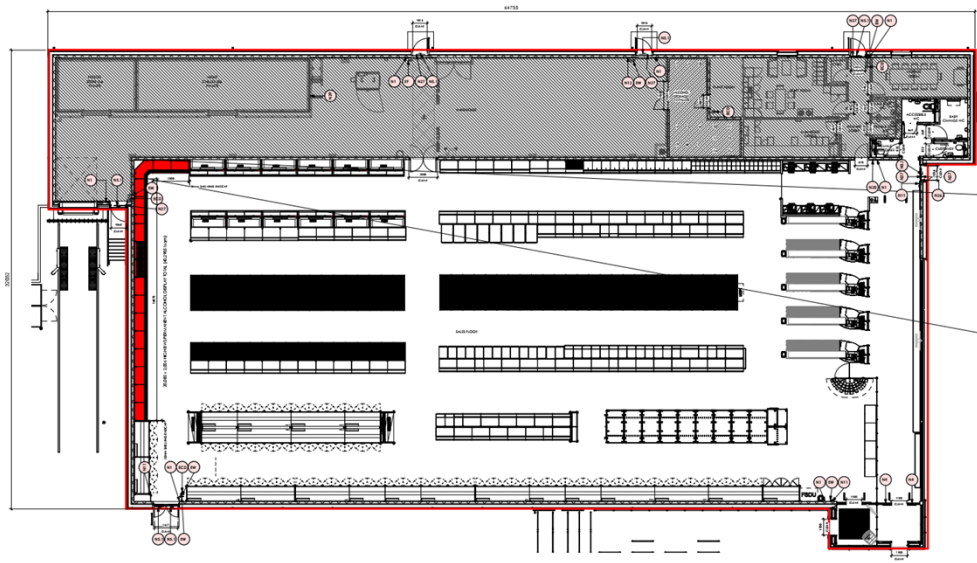
Capacity AGENT

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.

DATE	DESCRIPTION	BY
2023-06-14	ISSUED FOR PERMIT	ALCOHOL LICENCE PLAN
2023-06-14	ISSUED FOR PERMIT	ALCOHOL LICENCE PLAN
2023-06-14	ISSUED FOR PERMIT	ALCOHOL LICENCE PLAN



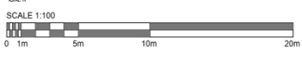
REF	DESCRIPTION	SYMBOL
01	SMOKE-RESISTANT DOOR	[Symbol]
02	SMOKE-RESISTANT WALL	[Symbol]
03	SMOKE-RESISTANT WINDOW	[Symbol]
04	SMOKE-RESISTANT GLASS	[Symbol]
05	SMOKE-RESISTANT GLASS	[Symbol]
06	SMOKE-RESISTANT GLASS	[Symbol]
07	SMOKE-RESISTANT GLASS	[Symbol]
08	SMOKE-RESISTANT GLASS	[Symbol]
09	SMOKE-RESISTANT GLASS	[Symbol]
10	SMOKE-RESISTANT GLASS	[Symbol]

REF	DESCRIPTION	SYMBOL
11	SMOKE-RESISTANT DOOR	[Symbol]
12	SMOKE-RESISTANT WALL	[Symbol]
13	SMOKE-RESISTANT WINDOW	[Symbol]
14	SMOKE-RESISTANT GLASS	[Symbol]
15	SMOKE-RESISTANT GLASS	[Symbol]
16	SMOKE-RESISTANT GLASS	[Symbol]
17	SMOKE-RESISTANT GLASS	[Symbol]
18	SMOKE-RESISTANT GLASS	[Symbol]
19	SMOKE-RESISTANT GLASS	[Symbol]
20	SMOKE-RESISTANT GLASS	[Symbol]

REF	DESCRIPTION	SYMBOL
21	SMOKE-RESISTANT DOOR	[Symbol]
22	SMOKE-RESISTANT WALL	[Symbol]
23	SMOKE-RESISTANT WINDOW	[Symbol]
24	SMOKE-RESISTANT GLASS	[Symbol]
25	SMOKE-RESISTANT GLASS	[Symbol]
26	SMOKE-RESISTANT GLASS	[Symbol]
27	SMOKE-RESISTANT GLASS	[Symbol]
28	SMOKE-RESISTANT GLASS	[Symbol]
29	SMOKE-RESISTANT GLASS	[Symbol]
30	SMOKE-RESISTANT GLASS	[Symbol]

GROUP	NO.	TYPE	UNIT CODE	DESCRIPTION	COMMENTS
01	01	SMOKE-RESISTANT DOOR	01	SMOKE-RESISTANT DOOR	SMOKE-RESISTANT DOOR
02	02	SMOKE-RESISTANT WALL	02	SMOKE-RESISTANT WALL	SMOKE-RESISTANT WALL
03	03	SMOKE-RESISTANT WINDOW	03	SMOKE-RESISTANT WINDOW	SMOKE-RESISTANT WINDOW
04	04	SMOKE-RESISTANT GLASS	04	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
05	05	SMOKE-RESISTANT GLASS	05	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
06	06	SMOKE-RESISTANT GLASS	06	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
07	07	SMOKE-RESISTANT GLASS	07	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
08	08	SMOKE-RESISTANT GLASS	08	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
09	09	SMOKE-RESISTANT GLASS	09	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS
10	10	SMOKE-RESISTANT GLASS	10	SMOKE-RESISTANT GLASS	SMOKE-RESISTANT GLASS

ALCOHOL LICENCE PLAN  
 79-81555-PA XX 00 DE A  
 54-40-20-15-0002 52 P04  
 2023-06-14  
 project



KEY PLAN  
 1:1250

## **AN OVERVIEW OF HOW ALDI PROTECT AND UPHOLD THE LICENSING OBJECTIVES**

### General

- 1 Aldi is a multi-award winning retailer.
- 2 Aldi operate to a very high standard throughout Scotland and do not, to the best of our knowledge, cause any issues.
- 3 The company have a comprehensive training programme for all staff which goes well beyond the mandatory 2 hours training required under the Licensing (Scotland) Act 2005 Act and includes quarterly refresher training in relation to the sale of alcohol and other age restricted products. All new staff must sit and pass an exam, focused on age restricted products (including alcohol), before being allowed on the shop floor. In order to pass the exam staff must achieve 100%.
- 4 The Manager and Assistant Manager of every store hold Personal Licences as well as other supervisors and key staff. The number of personal licence holders employed in store, on average, equates to 25% of the total staff (allowing for staff turnover).

### Preventing crime and disorder

- 1 The premises will be a supermarket selling a wide range of food and other goods. No alcohol is consumed on the premises. The premises will be carefully managed and any incidents of crime and disorder are extremely rare. All incidents are recorded in an electronic incident book routinely checked by both the Store Manager and Area Manager and the incident records can be made available for inspection on request.
- 2 The premises operate a Challenge 25 policy.
- 3 Staff monitor the age of customers seeking to purchase alcohol and will challenge anyone who appears to be under the age of 25 to produce I.D. in the form of a passport, a European photocard, driving licence or other approved evidence.
- 4 Automatic till prompts alert staff to age restricted products and require them to consider the age of the purchaser and follow an on screen process to complete the sale.
- 5 The premises security needs will be assessed on an on-going basis and increased security, such as security guards, will be added as required.

### Securing public safety

- 1 Procedures will be in place for evacuation and accident/incident reporting.
- 2 The premises will comply with appropriate regulations and have approved exit routes, signage, and emergency lighting.
- 3 There will be fire extinguishers in the premises and a fire risk assessment is carried out in terms of the relevant legislation.
- 4 The premises will have a comprehensive CCTV system with no less than 32 HD cameras covering the store, in particular, the alcohol aisle and the tills.

#### Preventing public nuisance

- 1 The premises will be a supermarket premises. They will be self-contained and have their own car park.
- 2 Aldi do not open late at night and the normal operation of the premises does not give rise to public nuisance.
- 3 The operators pride themselves on working with neighbours and take any issues raised seriously, for example, delivery times can, within reason, be modified and delivery drivers are required to switch off engines when idle.

#### Protecting and improving public health

- 1 Material promoting responsible drinking is displayed.
- 2 Staff will be trained to refuse service of alcohol to anyone who appears intoxicated.
- 3 All relevant environment health regulations will be observed.
- 4 Pricing is consistent and responsible, in line with legislation on irresponsible promotions.
- 5 Minimum Unit Pricing is a condition on all licences and is of course complied with.

#### Protecting children and young persons from harm

- 1 Procedures for prevention of the sale of alcohol to persons under the age of 18 years will be in place (see above).
- 2 As a matter of company policy, no staff under the age of 18 will be employed in the premises with the exception of Aldi's in-house Apprentice Manager Scheme.
- 3 The company utilise till systems which issue a prompt at the till for the checkout operators to check the age of the purchaser and also the time of sale. All refusals are electronically logged, reviewed by the Premises Manager, the Area Manager and Operations Directors at Aldi's Head Office in Bathgate.

#### Deliveries of Alcohol, Click and Collect:

- 1 Age Verification policies for delivery drivers where the recipient of alcohol is believed to be under the age of 25 will be in place where alcohol may be delivered, or if using "click and collect scheme", collection on the premises. Click and Collect: where a customer is coming to collect pre-purchased food and drink, the purchased items are physically taken to them and Challenge 25 checks carried out on site. Where ID has been requested, but cannot be provided, any age restricted product (including alcohol) will be removed and the customer refunded with that amount.
- 2 Delivery drivers and staff involved in Click and Collect will be full trained in the sale and supply of alcohol and subject to the same staff training and refresher training as all Aldi staff.

- 3 Where a delivery of alcohol is made to customers using home delivery services, the customer will sign the delivery book on receipt of the alcoholic product.
- 4 Delivery Drivers and Click and Collect staff will keep refusal records/registers.
- 5 Food and drink orders containing alcoholic products will not be left unattended or in a nominated "safe space".
- 6 All parts of section 119 of the Licensing (Scotland) Act 2005 will be complied with, including the keeping of a daybook and delivery book, whether that be paper or electronic.