

APPENDIX 1

COPY APPLICATION FORMS AND RELATED PAPERWORK

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 Arduthie Road Stonehaven AB39 2DQ
--

1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal Licence number (if applicable)	
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS.			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Donald		
Forenames	Barry Wilson		
DATE OF BIRTH	Day	Month	Year

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES
--

[REDACTED]

[REDACTED]

TELEPHONE NUMBERS

Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]

FAX NUMBER	
-------------------	--

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

3. THE PREMISES

Description of Premises
The premises consists of 21 bedrooms together with a bar, lounge, dining room and function room

Description of activities to be carried on in the premises
Hotel accommodation, Bed & Breakfast, Restaurant operating Breakfast, Lunch, Dinner and Afternoon teas, Bar facility primarily for residents and table service to the restaurant, however wet sales are offered without food. Weddings, funerals, Private functions and other events up to 100pax

Full postal address of premises which this application refers to
Tor Na Coille Hotel, Inchmarlo Road, Banchory, Aberdeenshire, AB31 4AB

4. DURATION OF LICENCE

From: 13/05/2024
To: 26/05/2024

5. Is alcohol to be sold on & off the premises YES - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as appropriate

Times for sale of alcohol for consumption on premises

11:00am to 01:00am

Times for sale of alcohol for consumption off premises

11:00am to 22:00pm

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

24hrs- Hotel accommodation, breakfast/Lunch/Dinner/Afternoon tea services, Room Service

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

From 0-17years

Times at which children or young persons permitted entry


Resident children and young person allowed entry at all times. Non-resident children for the duration of the event/booking they are attending.

Parts of premises to which children or young persons permitted entry

All Public parts of the premises, with the exception of immediate bar areas

7. CHECKLIST

I have –	
Please tick yes	
• Made or enclosed payment of the fee for the application	

8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3) DECLARATION IT IS AN OFENCE 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	

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.

4. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament

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SUPPLEMENTARY INFORMATION

<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>(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 <input type="checkbox"/></p> <p>18 - 30 <input type="checkbox"/></p> <p>30 - 50 <input type="checkbox"/></p> <p>Over 50 <input type="checkbox"/></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.thesia.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>(a)</p> <p>(b)</p>

<p>4. <u>Layout Plans</u> 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>(a) YES/NO</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>28th July 2023</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>NO</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>The Applicant is the personal license holder, issued in 2017 and renewed in 2022. Copy Attached.</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.

<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>9. How will you secure Public Safety at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>

<p>11. How will you promote and protect Public Health at the Event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>12. How will you protect Children from Harm at the Event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>

SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

The contents of this Application are true to the best of my knowledge and belief.

Signature	
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PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

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

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<p style="margin: 0;">The Depute Clerk Aberdeenshire Licensing Board Aberdeenshire Council Legal & Governance Viewmount Arduthie Road Stonehaven AB39 2DQ</p>	
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Premises licence number (if applicable)	
Personal Licence number (if applicable)	[REDACTED]
Name of voluntary organisation (if applicable)	

2. PERSONAL DETAILS.			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Donald		
Forenames	Barry Wilson		
DATE OF BIRTH	Day	Month	Year
	[REDACTED]	[REDACTED]	[REDACTED]

**ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR
CORRESPONDENCE PURPOSES**

[REDACTED]

[REDACTED]

TELEPHONE NUMBERS

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Evening
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Tor Na Coille Hotel, Inchmarlo Road, Banchory, Aberdeenshire, AB31 4AB

4. DURATION OF LICENCE

From: 27/05/2024

To: 09/06/2024

5. Is alcohol to be sold on & off the premises YES - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as appropriate

Times for sale of alcohol for consumption on premises

11:00am to 01:00am

Times for sale of alcohol for consumption off premises

11:00am to 22:00pm

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

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6. CHILDREN (see note 2)

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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

From 0-17years

Times at which children or young persons permitted entry

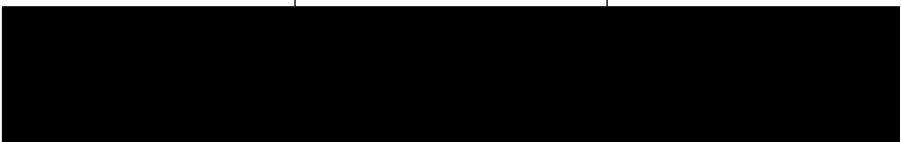
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7. CHECKLIST

I have –	
Please tick yes	
• Made or enclosed payment of the fee for the application	

<p>8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3)</p> <p>DECLARATION</p> <p>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</p> <p>(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))</p> <p>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.</p>	
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<p>1. <u>Event</u></p> <p>(c) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).</p> <p>(d) What entertainment, if any, will be provided? (e.g. live music, recorded music etc).</p>	<p>(a)</p> <p>(b)</p>
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<p>4. <u>Layout Plans</u> Please indicate if -</p> <p>(d) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(e) the premises is a registered club which has been issued with a premises licence; or</p> <p>(f) attach a detailed layout plan of the venue with the application</p>	<p>(d) YES/NO</p> <p>(e) YES/NO</p> <p>(f) Plan attached YES/NO</p>
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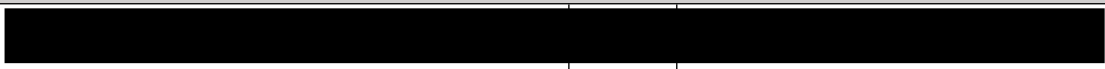
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Surname	Donald		
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ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES
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TELEPHONE NUMBERS

Daytime Evening Mobile	
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3. THE PREMISES

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Full postal address of premises which this application refers to

Tor Na Coille Hotel, Inchmarlo Road, Banchory, Aberdeenshire, AB31 4AB

4. DURATION OF LICENCE

From: 10/06/2024

To: 23/06/2024

5. Is alcohol to be sold on & off the premises YES - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as appropriate

Times for sale of alcohol for consumption on premises

11:00am to 01:00am

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Surname

Donald

Forenames

Barry Wilson


DATE OF BIRTH

Day

Month

Year

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR
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TELEPHONE NUMBERS

Daytime Evening Mobile	
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FAX NUMBER	
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Hotel accommodation, Bed & Breakfast, Restaurant operating Breakfast, Lunch, Dinner and Afternoon teas, Bar facility primarily for residents and table service to the restaurant, however wet sales are offered without food. Weddings, funerals, Private functions and other events up to 100pax

Full postal address of premises which this application refers to

Tor Na Coille Hotel, Inchmarlo Road, Banchory, Aberdeenshire, AB31 4AB

4. DURATION OF LICENCE

From: 24/06/2024

To: 07/07/2024

5. Is alcohol to be sold on & off the premises YES - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as appropriate

Times for sale of alcohol for consumption on premises

11:00am to 01:00am

Times for sale of alcohol for consumption off premises

11:00am to 22:00pm

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

24hrs- Hotel accommodation, breakfast/Lunch/Dinner/Afternoon tea services, Room Service

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

From 0-17years

Times at which children or young persons permitted entry


Resident children and young person allowed entry at all times. Non-resident children for the duration of the event/booking they are attending.

Parts of premises to which children or young persons permitted entry

All Public parts of the premises, with the exception of immediate bar areas

7. CHECKLIST

I have –	
Please tick yes	
• Made or enclosed payment of the fee for the application	

8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3) DECLARATION IT IS AN OFENCE 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	

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.**

13. 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

14. 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

15. 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.

16. Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament

<http://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

APPENDIX 1

SUPPLEMENTARY INFORMATION

<p>1. <u>Event</u></p> <p>(g) Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).</p> <p>(h) What entertainment, if any, will be provided? (e.g. live music, recorded music etc).</p>	<p>(a)</p> <p>(b)</p>
<p>2. <u>Attendance</u></p> <p>(m) Approximately how many people are expected to attend?</p> <p>(n) How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)</p> <p>(o) In the main, what age group will form the majority of those attending? Tick one box.</p> <p>(p) How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)</p>	<p>Under 18 <input type="checkbox"/></p> <p>18 - 30 <input type="checkbox"/></p> <p>30 - 50 <input type="checkbox"/></p> <p>Over 50 <input type="checkbox"/></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.thesia.org.uk/home</p> <p>(g) Please state the number, if any, of stewards to be employed at the event.</p> <p>(h) Of that number, please state how many will be SIA registered stewards and how many will be volunteers.</p>	<p>(a)</p> <p>(b)</p>

<p>4. <u>Layout Plans</u> Please indicate if -</p> <p>(j) there is a plan attached to a Public Entertainment Licence issued for the premises; or</p> <p>(k) the premises is a registered club which has been issued with a premises licence; or</p> <p>(l) attach a detailed layout plan of the venue with the application</p>	<p>(j) YES/NO</p> <p>(k) YES/NO</p> <p>(l) 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>28th July 2023</p>
<p>6. Will alternatives to glass receptacles be provided?</p>	<p>NO</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>The Applicant is the personal license holder, issued in 2017 and renewed in 2022. Copy Attached.</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.

<p>8. How will you prevent Crime and Disorder at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>9. How will you secure Public Safety at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>10. How will you prevent Public Nuisance at the event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>


<p>11. How will you promote and protect Public Health at the Event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>
<p>12. How will you protect Children from Harm at the Event?</p>	<p>The premises has operated successfully for many years as a hotel/restaurant and events space.</p> <p>The same policies will be used in respect of the period covered by this occasional license.</p>

SIGNATURE AND DECLARATION BY APPLICANT DECLARATION

IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))

The contents of this Application are true to the best of my knowledge and belief.

Signature	
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PLEASE SUBMIT THIS SHEET WITH YOUR OCCASIONAL LICENCE APPLICATION FORM

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:	
<p style="margin: 0;">The Depute Clerk Aberdeenshire Licensing Board Aberdeenshire Council Legal & Governance Viewmount Arduthie Road Stonehaven AB39 2DQ</p>	
1. LICENCE DETAILS (see note 1)	
Premises licence number (if applicable)	
Personal Licence number (if applicable)	[REDACTED]
Name of voluntary organisation (if applicable)	

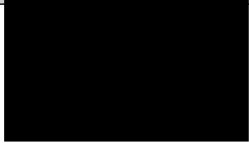
2. PERSONAL DETAILS.			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Surname	Donald		
Forenames	Barry Wilson		
DATE OF BIRTH	Day	Month	Year
	29	12	1974

ADDRESS WHERE ORDINARILY RESIDENT TO BE USED FOR CORRESPONDENCE PURPOSES



TELEPHONE NUMBERS

Daytime
Evening
Mobile



FAX NUMBER

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



3. THE PREMISES

Description of Premises

The premises consists of 21 bedrooms together with a bar, lounge, dining room and function room

Description of activities to be carried on in the premises

Hotel accommodation, Bed & Breakfast, Restaurant operating Breakfast, Lunch, Dinner and Afternoon teas, Bar facility primarily for residents and table service to the restaurant, however wet sales are offered without food. Weddings, funerals, Private functions and other events up to 100pax

Full postal address of premises which this application refers to

Tor Na Coille Hotel, Inchmarlo Road, Banchory, Aberdeenshire, AB31 4AB

4. DURATION OF LICENCE

From: 08/07/2024

To: 21/07/2024

5. Is alcohol to be sold on & off the premises YES - provide relevant details as to hours requested when alcohol will be sold on/off the premises *delete as appropriate

Times for sale of alcohol for consumption on premises

11:00am to 01:00am

Times for sale of alcohol for consumption off premises

11:00am to 22:00pm

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

24hrs- Hotel accommodation, breakfast/Lunch/Dinner/Afternoon tea services, Room Service

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

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Times at which children or young persons permitted entry


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Parts of premises to which children or young persons permitted entry

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7. CHECKLIST

I have –	
Please tick yes	
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<p>8. SIGNATURE AND DECLARATION BY APPLICANT (see note 3)</p> <p>DECLARATION</p> <p>IT IS AN OFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</p> <p>(Criminal Law (Consolidation)(Scotland) Act 1995 Section 44(2)(b))</p> <p>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.</p>			
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Signature	
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