APPENDIX 1

COPY APPLICATION FORMS A	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)	4/0

2. PERSONAL DETA	AILS.			
TITLE (delete as ap	propriate): Mr Mrs Miss Ms Other	(please state)		
Surname Forenames	LEANETH			
DATE OF BIRTH	VIII -	Day	Month	Year

ADDRESS WHE		RESIDENT	ТО	BE	USED	FOR
Post town						
TELEPHONE NU	MBERS					
Daytime						
Evening Mobile						
IVIODIRE						
FAX NUMBER						
FAX NUMBER	you would prefer us t	o correspond w	ith you	by e-n	nail)	
FAX NUMBER		o correspond w	ith you	by e-n	nail)	
FAX NUMBER E-mail address (if	3					
FAX NUMBER E-mail address (if 3. THE PREMISES Description of Prem		נאכב אלטדום				
FAX NUMBER E-mail address (if 3. THE PREMISES Description of Prem Q Description of activity	sises	n the premises	CAR			
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FAX NUMBER E-mail address (if 3. THE PREMISES Description of Prem Q (=>) Description of activity	nises	n the premises	CAN			

4. DURATION OF LICENCE From: 14.05.04 To: 23.05.24

Is alcohol to be sold on & off the premis hours requested when alcohol will be sold appropriate	es YES/N®* - provide relevant details as to on/off the premises *delete as
Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
Sudsay 12 noon to 10pm	11 am to 10 ?~ Subay 12 noon to 10 ?~
Statement of the times at which any activit carried on in the premises	ies other than the sale of alcohol will be
CHILDREN (see note 2) This section must be completed where alc premises.	ohol is for sale for consumption on the
Are children or young persons permitted e remainder of this section must be complete	ntry? YES/N (if answered yes the ed)
Age of children or young persons permitted entry: Children or young a young a leasals of all ages leavisite They are accordance by a	Times at which children or young persons permitted entry
RESPONSIBLE ADMIT AGES 18 MEARS OR OVER	Suday 12 noon to 10pm
RESPONSIBLE ADMIT PARED 18	Sudany 12 noon to 109n ng persons permitted entry
Resource ADMIT AGES 18 NEARS OR OVER Parts of premises to which children or you WHOLE REM	Sudany 12 non to 100n ng persons permitted entry
Resource of over Parts of premises to which children or you	Sudany 12 non to 100n ng persons permitted entry

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

- 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
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(http://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm)

APPENDIX 1

SUPPLEMENTARY INFORMATION

1.	Eve	<u>ent</u>	PAVILION PREA TO FACILITATE
	(a)	Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).	(a) prisons service of tops a
	(b)	What entertainment, if any, will be provided? (e.g. live music, recorded music etc).	(b)
2.	Atte	endance	
	(a)	Approximately how many people are expected to attend?	Under 18 ☐ 18 - 30 ☐
	(b)	How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)	30 - 50
	(c) In the main, what age group will form the majority of those attending?	THE PAVILION CAN ACCOMMODISTE	
		Tick one box.	
	(d)	How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)	Access malaged by a menesel of smaft
3.	Ste	warding	
	Prive employment of the prive four four four four four four four four	ase note it is an offence under the vate Security Industry Act 2001 to ploy unlicensed door stewards. Doald volunteers performing this ction are not covered by the Act, wever. More information can be and at http://www.the-org.uk/home	N/a.
	(a)	Please state the number, if any, of stewards to be employed at the event.	(a)
	(b)	Of that number, please state how many will be SIA registered stewards and how many will be volunteers.	(b)

4.	<u>Layout Plans</u>	
	Please indicate if -	
	(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or	(a) YESS/NO
	(b) the premises is a registered club which has been issued with a premises licence; or	(b) YES/NO
	(c) attach a detailed layout plan of the venue with the application	(c) Plan attached YES/N
5.	Applications Lodged by Voluntary Organisations or Registered Clubs Only	
	Please list the dates of previous occasional Licences granted by the Board between 1st January and 31st December	7/19
6.	Will alternatives to glass receptacles be provided?	YES/NO
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	7/0
	holder standard	Please attach a copy of your training certificate to this application

Lice		demonstrate how they will promote the 5 ctical examples of what you plan to do to
8.	How will you prevent Crime and Disorder at the event?	SEE AMACHED RISK ASSESSMENT.
9.	How will you secure Public Safety at the event?	
10.	How will you prevent Public Nuisance at the event?	
11.	How will you promote and protect Public Health at the Event?	

LICENSING OBJECTIVES

12. How will you protect Children from Harm at the Event?	SEE ATTACHED
	LIGH RESESTENT.
	Branch C. All
SIGNATURE AND DECLARATION BY APPLIC	CANT DECLARATION
T IS AN OFENCE TO MAKE A FALSE STAT	EMENT IN OR IN CONNECTION WITH THIS
Criminal Law (Consolidation)(Scotland) Act 19	95 Section 44(2)(b))
The contents of this Application are true to the	bost of my knowledge and belief
Signature	
PLEASE SUBMIT THIS SHEET WITH YOUR	OCCASIONAL LICENCE
APPLICATION FORM	
FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	

DATE RECEIVED AT SERVICE POINT		
NAME OF CUSTOMER SERVICE ADVISOR	·	
CUSTOMER SERVICE ADVISOR SIGNATURE		

SUBMITT	ED AT WHIC	CH SERVICE	POINT?			
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF
	1			0 239 10 2 10		

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

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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)	7/3

2. PERSONAL DETA	AILS.			
TITLE (delete as ap	propriate): Mr Mrs Miss Ms Other	(please state)		
Surname Forenames	WENNETH			
DATE OF BIRTH		Day	Month	Year

ADDRESS WHERE CORRESPONDENCE PU	ORDINARILY RPOSES	RESIDENT	то	BE	USED	FOR
Post town						
TELEPHONE NUMBERS	S					
Daytime						
Evening						
Mobile						
FAX NUMBER						
E-mail address (if you wo	ould prefer us	to correspond w	vith you	by e-r	nail)	
3. THE PREMISES						
Description of Premises						
Parition m	1712.2 Cala	CE 140702 C	us of	שפיר .		
Description of activities to	be carried on i	n the premises				
Seavice of	foors a b	everage				
Full postal address of prer	nises which th	is application re	fers to			
Valace	17 Jarold					

4. DURATION OF LICENCE

From: 28.05.24

To: 10.06 24

Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
11am to 10pm	11 am Fa 106~
Sudsay 12 non to 10pm	Suday 12 noon to 10pm
Statement of the times at which any activit carried on in the premises	
6. CHILDREN (see note 2)	
premises.	
premises. Are children or young persons permitted e	entry? YES/Ne (if answered yes the
Are children or young persons permitted eremainder of this section must be completed. Age of children or young persons permitted entry: Children or Young persons of the children or young persons of the children or young persons or young persons of the children or young persons or young persons permitted entry o	Times at which children or young persons permitted entry
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Premises. Are children or young persons permitted eremainder of this section must be completed. Age of children or young persons permitted entry: Children or young persons permitted entry: Children or Young the Agents of All Ages Persons of All Ages Persons of All Ages Persons of Ages of Age	Times at which children or young persons permitted entry To

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	(a)	Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).	(a) oursons service of four a
	(b)	What entertainment, if any, will be provided? (e.g. live music, recorded music etc).	(b)
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	(a)	Approximately how many people are expected to attend?	Under 18 ☐ 18 - 30 ☐
	(b)	How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)	30 - 50
	(c)	In the main, what age group will form the majority of those attending?	THE PAVILION CAN ACCOMMODATE
		Tick one box.	
	(d)	How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)	Access malaged by a member of smaff
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4.	Layout Plans	
	Please indicate if -	
	(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or	(a) YES/NO
	(b) the premises is a registered club which has been issued with a premises licence; or	(b) YES/NO
	(c) attach a detailed layout plan of the venue with the application	(c) Plan attached YES/軸2
5.	Applications Lodged by Voluntary Organisations or Registered Clubs Only	
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6.	Will alternatives to glass receptacles be provided?	YES/NO
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	7/10
	holder standard	Please attach a copy of your training certificate to this application

Lice	ensing Objectives. Please provide practiply with each objective.	ctical examples of what you plan to do to
8.	How will you prevent Crime and Disorder at the event?	SEE AMACHED RISK RECESSIVENT.
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LICENSING OBJECTIVES

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	LISK RESESSIVENT.
SIGNATURE AND DECLARATION BY APPL	ICANT DECLARATION
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APPLICATION	
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SUBMITTED AT WHICH SERVICE POINT?

HUNTLY

INVERURIE

ELLON

BANFF

PETERHEAD STONEHAVEN TURRIFF

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TITLE (delete as ap	propriate): Mr Mrs Miss Ms Other	r (please state)		
Surname Forenames	KENNETH			
DATE OF BIRTH		Day	Month	Year

CORRESPONDENCE PURP	DINARILY	RESIDENT	ТО	BE	USED	FOR
Million 2.2 P 7					1 diam-1	
Post town						
TELEPHONE NUMBERS						
Daytime						
Evening						
Mobile						
FAX NUMBER						
E-mail address (if you woul	d prefer us to	correspond w	ith you	by e-n	nail)	
3. THE PREMISES						
	0		0	- 0		
Description of Premises	4 YELACE	1451EL C	ac X	DUK.		
Description of Premises עריים ביים ביים ביים ביים ביים ביים ביים			ac X	AUL.		
Carilion with	carried on in	the premises		AKK,		
Description of activities to be	carried on in	beverace		AKK.		

From: 11. 6 24 -

To:

Is alcohol to be sold on & off the premis hours requested when alcohol will be sold appropriate	es YES/N9* - provide relevant details as to on/off the premises *delete as
Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
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Sudan 12 non to 109m	SUNDAY 12 MOON & 10PM
Statement of the times at which any activit carried on in the premises	
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This section must be completed where alc premises.	cohol is for sale for consumption on the
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premises. Are children or young persons permitted e	entry? YES/NA (if answered yes the
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Premises. Are children or young persons permitted e remainder of this section must be complet Age of children or young persons permitted entry: Children or young persons permitted entry: Children or Young persons Personal of All Ages (2010) 15	Times at which children or young persons permitted entry To
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Parts of premises to which children or your Parts of P	Times at which children or young persons permitted entry To

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	(c) attach a detailed layout plan of the venue with the application	(c) Plan attached YES/軸の
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	person trained to personal licence holder standard	Please attach a copy of your training certificate to this application

Lice		demonstrate how they will promote the 5 ctical examples of what you plan to do to
8.	How will you prevent Crime and Disorder at the event?	SEE ATTACHED RISK ASSESSMENT.
9.	How will you secure Public Safety at the event?	
10.	How will you prevent Public Nuisance at the event?	
11.	How will you promote and protect Public Health at the Event?	

LICENSING OBJECTIVES

12. How will you protect Children from Harm at the Event?	SEE ATTACHED LISK PERESONENT,
SIGNATURE AND DECLARATION BY APPL	ICANT DECLARATION
APPLICATION	TEMENT IN OR IN CONNECTION WITH THIS 1995 Section 44(2)(b))
APPLICATION (Criminal Law (Consolidation)(Scotland) Act of the contents of this Application are true to the	1995 Section 44(2)(b))
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SUBMITTED AT WHICH SERVICE POINT?

HUNTLY

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Premises licence number (if applicable)	
Personal Licence number (if applicable)	
Name of voluntary organisation (if applicable)	1/12

2. PERSONAL DETA	AILS.			
TITLE (delete as ap	propriate): Mr Mrs Miss Ms Othe	er (please state)		
Surname Forenames	KENNETH			
DATE OF BIRTH		Day	Month	Year

ADDRESS WHERE ORDINARIL CORRESPONDENCE PURPOSES	Y RESIDENT	то	BE	USED	FOR
	110000000000000000000000000000000000000				
Post town					
TELEPHONE NUMBERS					
Daytime Evening Mobile					
FAX NUMBER					
E-mail address (if you would prefer u	us to correspond w	vith you	by e-r	nail)	
3. THE PREMISES					
Description of Premises	larace Hora	CAR	Paex		
Description of activities to be carried o	n in the premises				
Seevice of food	and pereruc	٤			
Full postal address of premises which	this application re	fers to			
12.10 STREET			0		

4. DURATION OF LICENCE

From: 25 6 24

To: 8 7.24

appropriate	
Times for sale of alcohol for consumption on premises	Times for sale of alcohol for consumption off premises
Morpholises to Saturbay	Merbay to Samesay
Sudsay 12 noon to 109m	
	Swamy 12 noon to 1097
Statement of the times at which any activit carried on in the premises	
from 10 am for foors and of	, or Accomonic peresuces.
6. CHILDREN (see note 2)	
This section must be completed where alc	ohol is for sale for consumption on the
premises.	one is for said for consumption on the
	ntry? YES/Ne (if answered yes the
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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

- 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

(http://opsi.gov.uk/legislation/scotland/acts2005/20050016.htm)

APPENDIX 1

SUPPLEMENTARY INFORMATION

1.	Eve	ent	PAVILION FREE TO FACILITATE
	(a)	Please detail the type of event (e.g. birthday party, anniversary celebration, ceilidh, etc).	(a) outpool service of foots a
	(b)	What entertainment, if any, will be provided? (e.g. live music, recorded music etc).	(b)
2.	Attendance		
	(a)	Approximately how many people are expected to attend?	Under 18 ☐ 18 - 30 ☐
	(b)	How is this figure obtained? (e.g. previous events, ticket sales, capacity of venue)	30 - 50
	(c)	In the main, what age group will form the majority of those attending?	THE PAVILION CAN ACCOMMODATE
		Tick one box.	
	(d)	How is access gained to the event? (e.g. ticket purchased in advance, ticket purchased at the door, private invitation)	HONDER OF SMAFF
3.	Ste	ewarding	
	Prive employers fund how four	ase note it is an offence under the vate Security Industry Act 2001 to ploy unlicensed door stewards. Doaid volunteers performing this action are not covered by the Act, wever. More information can be und at http://www.the-org.uk/home	1/0.
	(a)	Please state the number, if any, of stewards to be employed at the event.	(a)
	(b)	Of that number, please state how many will be SIA registered stewards and how many will be volunteers.	(b)

4.	Layout Plans	
	Please indicate if -	
	(a) there is a plan attached to a Public Entertainment Licence issued for the premises; or	(a) YES/NO
	(b) the premises is a registered club which has been issued with a premises licence; or	(b) YES/NO
	(c) attach a detailed layout plan of the venue with the application	(c) Plan attached YES/随
5.	Applications Lodged by Voluntary Organisations or Registered Clubs Only	
	Please list the dates of previous occasional Licences granted by the Board between 1st January and 31st December	7/19
6.	Will alternatives to glass receptacles be provided?	YES/NO
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	7/6
	holder standard	Please attach a copy of your training certificate to this application

Lice	All holders of occasional licences must demonstrate how they will promote the 5 Licensing Objectives. Please provide practical examples of what you plan to do to comply with each objective.				
8.	How will you prevent Crime and Disorder at the event?	SEE AMACHEO RISK ASSESSMENT,			
9.	How will you secure Public Safety at the event?				
10.	How will you prevent Public Nuisance at the event?				
11.	How will you promote and protect Public Health at the Event?				

LICENSING OBJECTIVES

from Harm at the Event?	SEE ATTACHED
	LISK PERESONENT.
SIGNATURE AND DECLARATION BY APPL	ICANT DECLARATION
IT IS AN OFENCE TO MAKE A FALSE STA APPLICATION	TEMENT IN OR IN CONNECTION WITH THIS
(Criminal Law (Consolidation)(Scotland) Act	1995 Section 44(2)(b))
The contents 1111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Signature	
PLEASE SUBMIT THIS SHEET WITH YOU APPLICATION FORM	R OCCASIONAL LICENCE
PLEASE SUBMIT THIS SHEET WITH YOU APPLICATION FORM	R OCCASIONAL LICENCE
PLEASE SUBMIT THIS SHEET WITH YOU APPLICATION FORM	R OCCASIONAL LICENCE
PLEASE SUBMIT THIS SHEET WITH YOU APPLICATION FORM FOR OFFICIAL USE ONLY DATE RECEIVED AT SERVICE POINT	R OCCASIONAL LICENCE

BANFF

ELLON

HUNTLY

INVERURIE

PETERHEAD STONEHAVEN TURRIFF

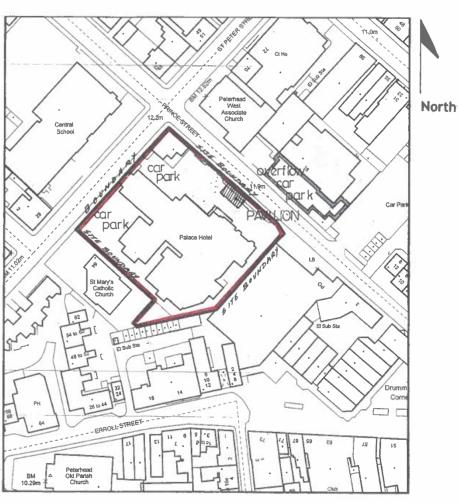
Palace Hotel Pavilion April 2023 Risk Assessment

Preventing Crime & Disorder	High Risk	Medium Risk	Low Risk	Controls in Place
Drunkenness and	RUSK	V	141511	Training and supervision for all staff.
disorder				Written policy re drunkenness and staff hand book.
				Refusal of service to those appearing to be drunk.
				Proof of identity and age scheme.
				Signage re age restrictions.
Illegal possession and/or use of drugs		1		Training and supervision of all staff.
use of drugs				Seizure of property.
				Close co-operation with the police.
				Exclusion reference any known persons on pubwatch.
Underage drinking		1		Training and supervision of all staff.
				Proof of age under 2005 act guidelines i.e. passport or driving licence ID.
				Signage re age restrictions.
				Refusal of sale to customers who appear to be underage.
Safety of customers leaving premises			1	The site exits into the remaining part of the car park. This represents no greater risk to people using the Pavilion than that of customers leaving the main hotel premises.
Glass and bottles			1	Training and supervision of all staff.
				All drinks containers will be made of plastic.
				All bottled beers will be dispensed into plastic containers.
				All empty bottles will be stored in an area with no public access.

Securing Public Safety	High Risk	Medium Risk	Low Risk	Controls in Place
Health & safety and over-crowding			1	Training and supervision for all staff. Capacity regularly monitored. Full staff briefing with clear allocation of responsibilities given prior to guest arrival.
First aid facilities and treatment			1	Training and supervision of all staff. First aid box available in Pavilion area. Trained first aider on duty.
Special requirements for disability provision			1	Area has suitable wheelchair access and wheelchair accessible toilets will be available for use within the Palace Hotel.

Protecting and improving public health	High Risk	Medium Risk	Low Risk	Controls in Place
Smoking			1	No smoking with the Pavilion area.
Provision of non- alcoholic drinks			1	Full range of soft drinks available. Free glasses of water available.
Tampering with unattended drinks			1	Training and supervision of all staff. Staff to ensure customers are aware of risks Staff monitoring of customer activities.
Covid Safety		1		Hand sanitiser stations available within Pavilion area. Soap and hot water for hand washing availatin toilet areas. Normal hotel facilities available for staff hawashing. Use of apps for ordering and payment. Staff to wear appropriate PPE i.e. masks an gloves. New staff uniforms issued to allow easy laundering. Regular cleaning of areas after use by each guest. Restricted menus. Use of disposable containers.

Protecting children from harm	High Risk	Medium Risk	Low Risk	Controls in Place
Children on premises		1		Training and supervision for all staff.
				Staff briefing.
				Children present on the premises to be accompanied by an adult.
				Proof of age required.
				Full range of soft drinks available.



LOCATION

1:1250 RATIO

Pavilion

JUNE 2020

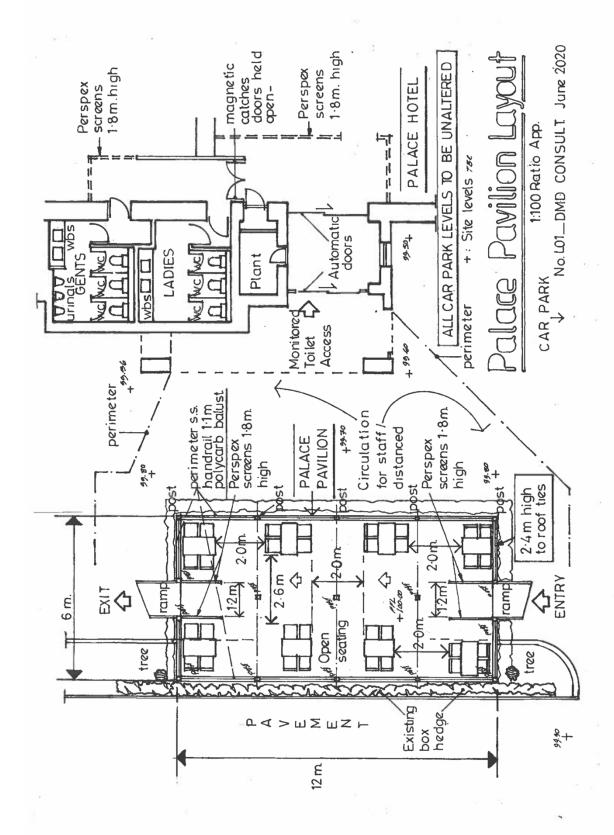
All dimensions to be site checked for suitability. Structural Engineer's drawings required.

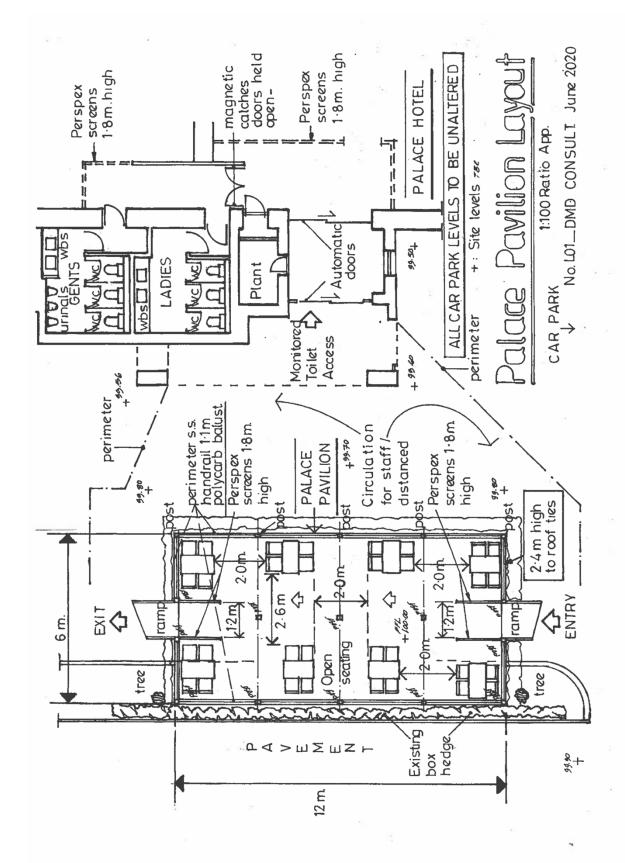
DM Consult

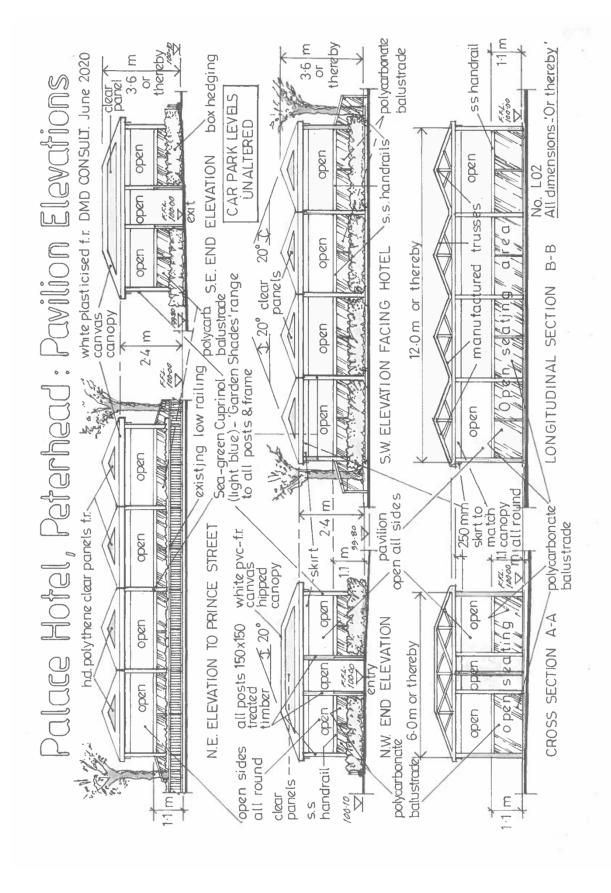
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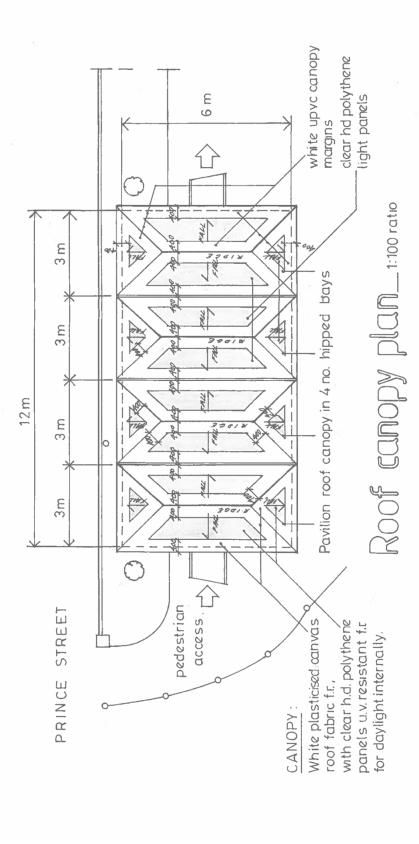
Palace Hotel, Prince Street, Peterhead:

LOCATION PLAN Ratios: As indicated Drawing no. L.04



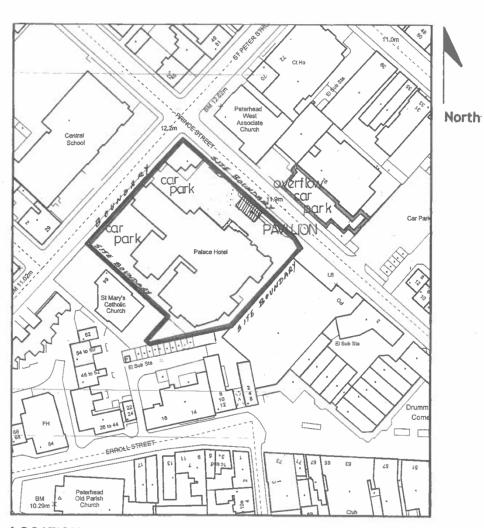






Palace Hotel, Peterhead

DMD CONSULT. JUNE 2020 No. L03



LOCATION

1:1250 RATIO



All dimensions to be site checked for suitability. Structural Engineer's drawings required.

DM Consult

Pavilion

JUNE 2020

Palace Hotel, Prince Street, Peterhead:

LOCATION PLAN Ratios: As indicated Drawing no. 1.04

Palace Pavilion_

DMD CONSULT. JUNE 2020 L.05

