

APPENDIX 1

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

Licensing (Scotland) Act 2005, sections 29 and 31
APPLICATION FOR VARIATION OF PREMISES LICENCE/PROVISIONAL
PREMISES LICENCE*

*Delete as appropriate

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

To:

*The Depute Clerk to the:-
 (please tick the appropriate box)*

North Board – YES

Central Board

South Board

Please send your application to :-

*Depute Clerk to the Licensing Board
 Aberdeenshire Council
 Legal & Governance
 Viewmount
 Arduthie Road
 Stonehaven
 AB39 2DQ*

QUESTION 1: APPLICATION TYPE

Please complete, as appropriate:

a) Does this application relate to a minor variation of the premises licence?			NO	<input type="checkbox"/>
b) Does this application relate to a major variation of the premises licence?	YES	<input type="checkbox"/>		

QUESTION 2: PREMISES DETAILS¹

a. Premises Licence Number	AB - N – P142
b. Name of Premises	FRASERBURGH INDOOR LEISURE CENTRE
c. Address of Premises	NORTH LINKS, SEAFORTH STREET FRASERBURGH
d. Postcode	AB43 9BB

¹ Please submit the premises licence with this application

QUESTION 3: APPLICANT INFORMATION

a. Full Name of Applicant	FRASERBURGH INDOOR LEISURE CENTRE
b. Address (please insert registered address if applicant is a company/partnership or address of club or body)	NORTH LINKS, SEAFORTH STREET FRASERBURGH
c. Postcode	AB43 9BB
d. Contact Telephone Number	[REDACTED]
e. E-mail address	[REDACTED]
f. Correspondence address if different from above	

Now, either –

- ◆ complete **PART A** if you are applying for a minor variation; or
- ◆ complete **PART B** if you are applying for a major variation.

PART A: MINOR VARIATIONS

1) Do you propose a variation that does not result in any inconsistency with the operating plan?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 1) is YES, please give details of the proposed variation below²				

2) Do you propose to restrict the terms on which children and young persons are admitted to the premises?³	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 2) is YES, please give details of the proposed variation below				
<u>Terms</u>				
Children				
Young Persons				
<u>Ages: Children being (0-15 years) and Young Persons being (16-17 years)⁴</u>				
Children				
Young Persons				
<u>Times⁵</u>				
Children				
Young Persons				

² Please submit 7 layout plans of the proposed layout with this application.

³ Please submit an amended operating plan reflecting the changes relating to children and young persons.

⁴ NOTE: Any amendment to increase the minimum age of children or young persons is classed as a minor variation. However, any amendment to reduce the minimum age of children or young persons is classed as a major variation in which case you should complete the relevant section at Question 5 on this form.

⁵ NOTE: Any amendment to reduce the times at which children or young persons are allowed onto the premises is classed as a minor variation. Any relaxation of the times at which children or young persons are allowed on the premises is classed as a major variation in which case you should complete the relevant section at Question 5 on this form.

Parts of the Premises specifically set aside for use by Children and Young Persons⁶	
Children	
Young Persons	
Parts of the Premises to which Children and Young Persons have Access^f	
Children	
Young Persons	

3) Do you propose to vary the information contained in the licence relating to the premises manager, including a variation to substitute a new premises manager?⁷	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 3) is YES, please complete **PART 1** and **PART 2** below

PART 1: Details of Current Designated Premises Manager	
a. Personal Licence Number	
b. Full Name of Current Designated Premises Manager	
c. Address	
d. Postcode	
PART 2: Details of Proposed Designated Premises Manager⁸	
a. Title (delete as appropriate)	Mr/Mrs/Miss/Ms/Other (please state)
b. Surname	

⁶ Any restriction in access of children or young persons to certain parts of the premises is classed as a minor variation. Any increase in access of children or young persons to certain parts of the premises is classed as a major variation and you should complete the relevant section of Question 5 of this form.

⁷ Please submit an amended operating plan showing the details of the proposed premises manager with the application.

⁸ Please submit the personal licence or a certified copy of the personal licence, for the proposed designated premises manager and an amended operating plan showing the details of the proposed premises manager with this application

(include any previous names or maiden name where applicable)					
c. Forename(s)					
d. Address where ordinarily resident					
e. Postcode					
f. Contact Telephone Number					
g. E-mail address					
h. Date of Birth					
i. Place of Birth					
j. Correspondence address, including postcode (if different from c. above)					
k. Personal Licence Number					
l. Date of Issue of Personal Licence					
m. Name of Licensing Board that issued the Personal Licence					
n. Is the variation to take effect during the application period?	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
If the answer to n. above is NO, please provide the date from which the variation is to take effect.					

4) Do you propose to vary the name of the premises?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 4) is YES, please give details of the proposed variation below				
Please provide details of the proposed name of the premises				

5) Do you propose a reduction in the licensed hours operated at the premises which does not result in the premises opening any earlier or closing any later than stated in the premises licence and operating plan?⁹	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the reduction permanent? If the answer is “yes” please complete the relevant core hours and seasonal variations boxes below	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the reduction temporary? If the answer is “yes” please indicate the variation in the seasonal variations box below	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

5(a) STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
<i>Monday</i>		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Question 5(b): STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES

Day	OFF Consumption
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⁹ Please submit an amended operating plan showing the proposed hours with the application.

	<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 5(c): SEASONAL VARIATIONS

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

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6) Do you propose to reduce the capacity of the premises, whether resulting from a variation to the layout plan or otherwise?¹⁰	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 6) is YES, please give details of the proposed capacity below

Please provide details of the proposed capacity of the premises	
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7) Do you propose a variation that will result in the cessation of the provision of licence or recorded music at a decibel level exceeding 85 decibels?¹¹	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 7) is YES, please give details of the proposed variation below

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8) Do you propose a variation which will provide that, when the premises are fully occupied, more customers are likely to be seated than standing?^k	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 8) is YES, please give details of the proposed variation below

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¹⁰ Please submit an amended operating plan showing the revised capacity for the premises
¹¹ Please submit an amended operating plan, amending Section 5 as appropriate

9) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 9) is YES, please give details of the proposed variation below¹²

¹² Dependent on the nature of the variation, you may require to lodge 7 sets of amended plans and/or an amended operating plan with the application.

PART B: MAJOR VARIATIONS

1) Do you propose a variation to the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?¹³			NO	<input type="checkbox"/>
If the answer to 1) is YES, please give details of the proposed variation below				

2) Do you propose a variation to any of the information contained in the operating plan contained in the licence?	YES	<input type="checkbox"/>		
If the answer to 2) is YES, please give details of the proposed variation below¹⁴				
<ul style="list-style-type: none"> • Seasonal variation – where a pool or darts competition is being held, bar to open at 9am, with a terminal hour of 12am. • Amendments of core terminal hours, increasing on a Thursday, decreasing on a Sunday • Closure on 3rd January • Removal of May day and local holiday hours • Add Off Sales • Amendments to activities including activities outwith core hours • Adding Films and Adult Entertainment (Buff butlers for Ladies Days and Drag Acts, strictly no strippers) • Restricting children’s access in terms of times and areas • Increase capacity for pool rooms 				

If you are proposing a relaxation in relation to the children and young persons section of the operating plan, please complete the following section¹⁵				
3) Do you propose to relax the terms on which children and young persons are admitted to the premises?			NO	<input type="checkbox"/>

¹³ Dependent on the nature of the variation, you may require to lodge 7 sets of amended plans and/or an amended operating plan with the application.

¹⁴ Please submit an amended operating plan reflecting the proposed changes with this application.

¹⁵ Please submit an amended operating plan reflecting the proposed changes with this application.

If the answer to 3) is YES, please give details of the proposed variation below¹⁶	
<u>Terms</u>	
Children	
Young Persons	
<u>Ages: Children being (0-15 years) and Young Persons being (16-17 years)¹⁷</u>	
Children	
Young Persons	
<u>Times¹⁸</u>	
Children	
Young Persons	
<u>Parts of the Premises specifically set aside for use by Children and Young Persons¹⁹</u>	
Children	
Young Persons	
<u>Parts of the Premises to which Children and Young Persons have Access ⁿ</u>	
Children	
Young Persons	

¹⁶ Please submit an amended operating plan reflecting the changes to the terms.

¹⁷ NOTE: Any amendment to reduce the minimum age of children or young persons is classed as a major variation. However, any amendment to increase the minimum age of children or young persons is classed as a major variation in which case you should complete the relevant section at Question 4 on this form.

¹⁸ NOTE: Any amendment to relax the times at which children or young persons are allowed onto the premises is classed as a major variation. Any reduction of the times at which children or young persons are allowed on the premises is classed as a minor variation in which case you should complete the relevant section at Question 4 on this form.

¹⁹ Any relaxation in access of children or young persons to certain parts of the premises is classed as a major variation. Any restriction in access of children or young persons to certain parts of the premises is classed as a minor variation and you should complete the relevant section of Question 4 of this form.

4) Do you propose a variation to the layout plan contained in the licence?	YES	<input type="checkbox"/>		
If the answer to 4) is YES, please give details of the proposed variation below²⁰				
<p>Adding new pool room area to the licensed areas</p>				

5) Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or modification?	YES	<input type="checkbox"/>		
If the answer to 5) is YES, please give details of the proposed variation below²¹				
<ul style="list-style-type: none"> • Application to include matrix of activities • Notification of connected persons • Updated Licensing Risk Assessments 				

Now complete the **DECLARATION** overleaf

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.

²⁰ Please submit 7 layout plans of the proposed layout with this application.

²¹ Depending on the nature of the variation, you may also need to lodge 7 amended layout plans and/or an amended operating plan with this application.

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 the attached privacy notice.**

Signature K Sutherland (see note below)

Date 30/06/2022

Capacity APPLICANT

Where the signatory is an agent, please complete the following:

Name	
Telephone Number	
Postal address	
Postcode	
DX Number	
Legal Post Number	
E-Mail address	

*** 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.

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Premises Licence</i>	
<i>Letter explaining why the Premises Licence Has not been produced.</i>	
<i>Operating Plan**</i>	
<i>Layout plans**</i>	
<i>Personal Licence of the Proposed Premises Manager</i>	

Fee	
For use by the Licensing Board only	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

FEES

1. Application for Minor Variation (except 2. below)	£20
2. Application for Variation which includes an "immediate effect" change of the Premises Manager details	£31
3. Application for Major Variation	£350

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

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

To:

*The Depute Clerk to the:-
(please tick the appropriate box)*

North Board - YES

Central Board

South Board

Please send your application to :-

*Aberdeenshire Council
Viewmount
Arduathie Road
Stonehaven
AB39 2DQ*

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

Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday	11AM	11PM
Tuesday	11AM	11PM
Wednesday	11AM	11PM
Thursday	11AM	11.30PM
Friday	11AM	12AM
Saturday	11AM	12AM
Sunday	11AM	10PM

Question 3

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	11AM	10PM
Tuesday	11AM	10PM
Wednesday	11AM	10PM
Thursday	11AM	10PM
Friday	11AM	10PM
Saturday	11AM	10PM
Sunday	11AM	10PM

Question 4

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?	YES
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*If YES – provide details

- In respect of the hours required for **POOL** competitions, where such events takes place, bar will open at 9am, with a terminal hour of 12am. These may take place any day of the week.
- In respect of the hours required for **DARTS** competitions, where such events takes place, bar will open at 9am, with a terminal hour of 12am. These may take place any day of the week.
- Events and concerts, open to the public, Friday and Saturday – Terminal hour 1am.
- Private functions, Friday and Saturday – Terminal hour 1am.
- Fridays and Saturdays in December, premises terminal hour 1am, with the exception of 31st December, 24th & 25th December and 1st, 2nd & 3rd January.
- Pre-panto ticket sales, last weekend in November, premises open to public from 7am, no sale of alcohol until core hours.
- 24th December – close at 10.30am
- 25th & 26th December – premises closed
- 31st December – terminal hour 1.30am
- 1st, 2nd & 3rd January – premises closed
- Premises may close earlier due to lack of demand

Question 5

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

COL. 1	COL. 2	COL. 3	COL. 4
5(a) 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>Accommodation</i>	N/A	N/A	N/A
<i>Conference facilities</i>	YES	YES	YES
<i>Restaurant facilities</i>	YES	YES	YES
<i>Bar meals</i>	YES	YES	YES
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	YES
<i>Club or other group</i> <i>meetings etc.</i>	YES	YES	YES
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	YES
<i>Live performances – see</i> <i>5(g)</i>	YES	YES	NO
<i>Dance facilities</i>	YES	YES	NO
<i>Theatre</i>	YES	YES	NO
<i>Films</i>	YES	YES	NO

<i>Gaming</i>	YES	YES	YES
<i>Indoor/outdoor sports</i>	YES	YES	YES
<i>Televised sport</i>	YES	YES	YES
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>	NO	NO	NO
5(e) Activity			
<i>Adult entertainment</i>	YES	YES	NO

Where you have answered YES in respect of any entry in Column 4 above, please provide further details below.

Food may be served in restaurant and bar area from 9am, No sale of alcohol until core hours of 11am.

Social functions and meetings may be available from 9am, No sale of alcohol until core hours of 11am.

Recorded music and gaming will be available from 9am.

Indoor sports including pool and darts will be available from 9am with the sale of alcohol

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.

Ten pin bowling / indoor bowling / billiards / snooker / darts / fashion shows / sporting activities / musical entertainment / exhibitions/ quiz nights / competitions / boxing displays / fundraising events including race nights and prize bingo / local pantomime and summer show / fayres /

indoor car boot sales / wrestling exhibitions / sportspersons dinners / kids parties / afternoon teas / ladies days

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?	
When fully occupied, are there likely to be more customers standing than seated?	
*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
	*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 12 YEARS AND OVER CAN ACCESS ALL PUBLIC AREAS UNACCOMPANIED

CHILDREN UNDER 12 YEARS CAN ACCESS ALL AREAS SUBJECT TO APPROPRIATE ADULT SUPERVISION EXCEPT GAMES ROOM AREAS (FOR THE PURPOSES OF POOL & SNOOKER)

THIS IS SUBJECT TO THE MANAGEMENT IMPOSING AGE RESTRICTIONS IN RELATION TO ACCESS TO SPECIFIC EVENTS IN EXHIBITION HALL AND FUNCTION HALL

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

CHILDREN 0-15 YEARS

YOUNG PERSONS 16 & 17 YEARS

*NO RESTRICTIONS * SUBJECT TO ABOVE*

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

- *CHILDREN UNDER 12 YEARS OF AGE MAY REMAIN ON THE PREMISES UNTIL 11PM AND MUST BE SUPERVISED BY A RESPONSIBLE ADULT AT ALL TIMES*
- *CHILDREN AGED 12-15 YEARS MAY REMAIN ON THE PREMISES UNACCOMPANIED UNTIL 10PM AND THEREAFTER, UNTIL 11PM THEY MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT*
- *YOUNG PERSONS – MAY REMAIN ON THE PREMISES UNTIL 11PM UNACCOMPANIED, THEREAFTER MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT.*
- *CHILDREN ACCOMPANIED BY A RESPONSIBLE ADULT ATTENDING A SPECIFIC PRIVATE SOCIAL FUNCTION MAY ATTEND UNTIL THE TERMINAL HOUR*

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

YOUNG PERSONS – NO RESTRICTIONS

CHILDREN – ALL PUBLICLY ACCESSABLE AREAS. CHILDREN WILL HAVE NO ACCESS TO GAMING MACHINE IN LOUNGE BAR

Question 7

CAPACITY OF PREMISES

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

ON SALES – 3000

CAPACITY BREAKDOWN –

RESTAURANT 117

BAR & LOUNGE – 85

10 PIN BOWLING – 191

FUNCTION SUITE AND LOUNGE/SPORTS HALL – 332

BOWLING HALL / EXHIBITION HALL – SEATING ONLY 1482, STANDING ONLY 2235

POOL / SNOOKER ROOM – 25

NEW GAMES ROOM - 15

Question 8

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

Personal details

8(a) Name

KERRY IRONSIDE SUTHERLAND

8(b) Date of birth

██████████

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
2 APRIL 2013	ABERDEENSHIRE LICENSING BOARD	[Redacted]

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 K Sutherland * (see note below)

Date 30/06/2022

Capacity : APPLICANT (delete as appropriate).

Telephone number and email address of signatory

[Redacted]

[Redacted]

Address of Agent (if applicable)

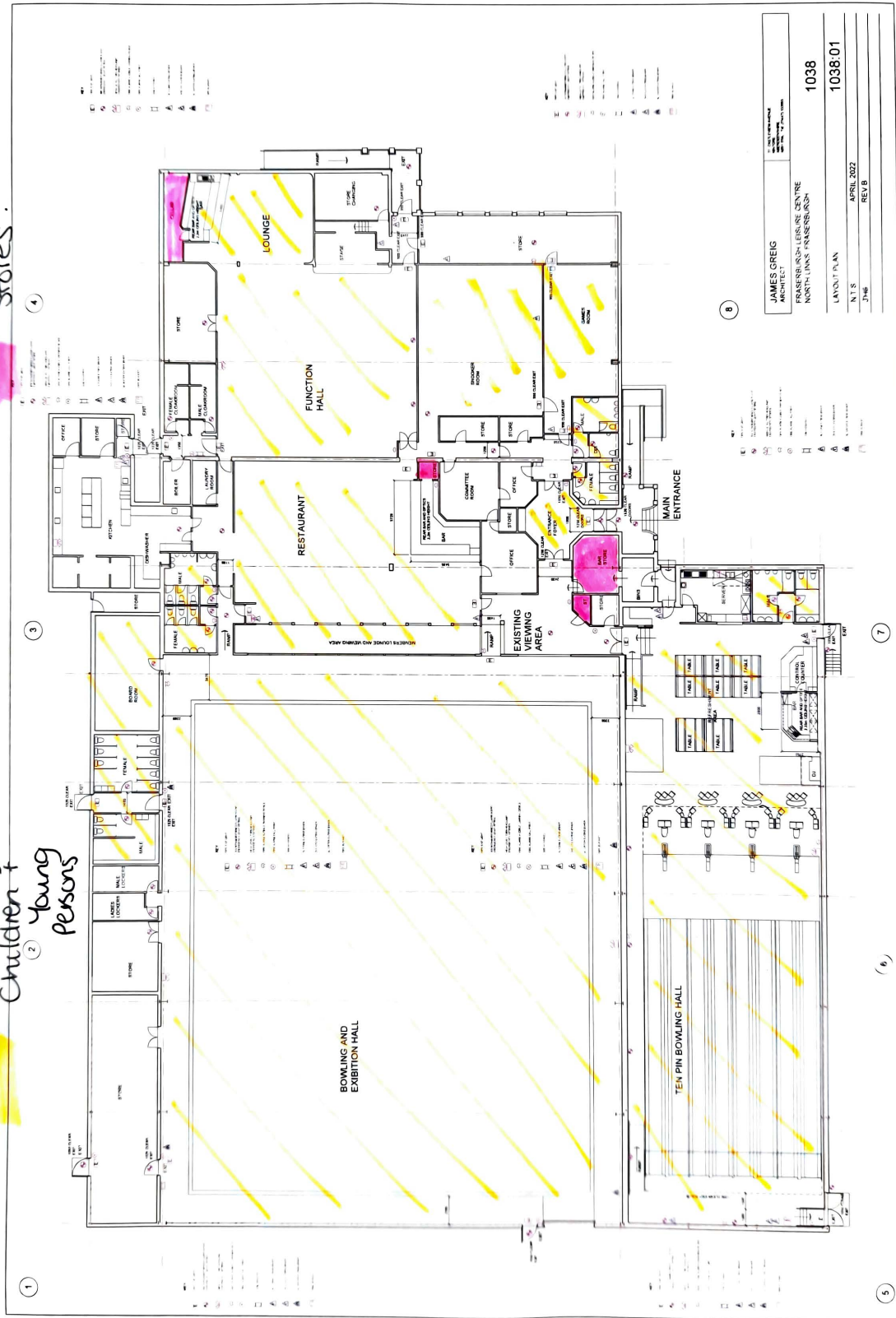
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* Data Protection Act 1998

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

Access by Children + Young Persons

lockfast stores



Activities Matrix

ACTIVITY	ALL AREAS	RESTAURANT	BAR / LOUNGE AREA	TEN PIN BOWLING	EXHIBITION HALL/ INDOOR BOWLING	FUNCTION HALL	GAMES ROOM & POOL/SNooker Room
CONFERENCE FACILITIES	YES						
RESTAURANT FACILITIES	YES						
BAR MEALS		YES	YES				
RECEPTIONS INCLUDING WEDDINGS, FUNERALS, BIRTHDAYS ETC		YES	YES	YES	YES	YES	
CLUB OR OTHER GROUP MEETINGS		YES	YES			YES	
RECORDED MUSIC	YES						
LIVE PERFORMANCES			YES		YES	YES	
DANCE FACILITIES					YES	YES	
THEATRE					YES	YES	
FILMS					YES	YES	
GAMING				YES	YES	YES	
INDOOR/OUTDOOR SPORTS				YES	YES	YES	YES
TELEVISED SPORT		YES	YES				YES
ADULT ENTERTAINMENT					YES	YES	
FASHION SHOWS					YES	YES	
QUIZ NIGHTS					YES	YES	
FUNDRAISING EVENTS					YES	YES	

PANTOMIME/ SUMMER SHOW					YES		
XMAS FAYRE						YES	
INDOOR CAR BOOT SALES					YES	YES	
KIDS PARTIES						YES	
SPORTSPER SONS DINNERS					YES	YES	
WRESTLING / BOXING DISPLAYS					YES	YES	
POOL / SNOOKER / DARTS					YES	YES	YES
TEN PIN BOWLING				YES			
INDOOR BOWLING					YES		
AFTERNOON TEAS INC LADIES DAYS		YES	YES		YES	YES	

RISK ASSESSMENT FORM

ASSESSOR – Ashleigh Buchan

Date Assessed – 24/06/2022

Location – Fraserburgh Leisure Centre, North Links, Seaforth Street, Fraserburgh, AB43 9BB

Risk Assessment Categories

Persons Exposed (P):	Frequency (F):	Severity (S):	Risk Rating (R)
A Operator	H Customers/Visitors	10 Multiple Deaths	100-48 PROHIBIT ACTIVITY IMMEDIATELY review activity
B Cleaners	I Contractors	8 Single Deaths	40 Risk not adequately controlled additional control measures required to reduce risk
C Maintenance	J Lone Workers	6 Major Injury, Disabling Illness	36-20 Activity requires further in depth assessment to ascertain whether adequately controlled
D Young Person	K Disabled Persons	4 Lost time injury/illness	16-8 Risk adequately controlled. Inform staff of risk
E Trainees	L Members of Public	2 Minor Injury/nuisance	6-1 Risk deemed trivial. No requirement to inform staff of risk
F New & Expectant Mothers	M Others (specify)	1 Trivial Injury/nuisance	
G Employees			

Ref No	Activity (ref North Aberdeenshire's guidance for licence holders)	Significant Hazard	Persons Affected	Current Control Measures in Place	F (1-10)	S (1-10)	R (1-100)
1	Preventing Crime & Disorder Entry & Exit	1.1 to 1.5 inc	G,H,L	Trained/licensed door staff on the premises for events held in the Centre. Names of door staff available. Staff aware to exclude known trouble makers and those appearing to be intoxicated	1	1	1
		1.6 to 1.9 inc	G,H,L	Staff trained and aware to monitor customers. Anyone found to be in possession of weapon or drugs would be held on the premises if safe to do so until the police arrive. No history of either reported on premises. Knife ban in force through Pubwatch. Posters displayed	1	1	1
1	Preventing Crime and Disorder Entry and Exit Continued	1.10 to 1.12 inc	G,H,L	Premises Manager is involved in local pubwatch and knows the other local landlords/premises owners. Police consulted prior to special events that are to be held at the centre	1	1	1
		1.13	G,H	Known trouble makers are excluded from the premises, including access to private parties / functions	1	1	1
		1.14	G,H,L	Staff aware and door staff monitor premises. Large groups usually at start of night for meals, 10 pin bowling sessions or to attend events	1	1	1
		1.15	G,H,L	Staff trained and aware to look for signs and refuse service	1	1	1
		1.16	G,H,L	Local taxis available, customers can wait in premises	1	1	1

1	Proof of age	1.17, 1.18	G,H	Posters displayed in premises (cant tell, wont sell) Staff trained and aware to ask if in doubt Photo driving licence and passport only accepted as proof	1	1	1
1	Glass & Bottles	1.19	G,H	Log of refusals kept on the premises	1	1	1
		1.20 to 1.23 inc	G,H,L	Staff remove glasses and bottles from tables etc, waitress service in restaurant, glasses collected regularly during opening hours. CCTV in operation. Plastic glassed used during special events/exhibitions	1	1	1
1	Byelaws on alcohol in designated places	1.24	G,H,L	No glasses, bottles or open drink allowed off the premises. Staff monitor and remove where necessary	1	1	1
2	Securing Public Safety	2.1	G,H,L	Selection of Safety/CoSHH related data available on premises (general, kitchen and laundry specific)	1	1	1
		2.2, 2.3	G,H	Staff monitor levels during opening times, mostly passing trade in bar areas. Dining room pre booking system in place. Ten Pin Bowling and events controlled by booking or ticket system	1	1	1
		2.4	G,H,M (emergency personnel)	Procedure in place to evacuate premises in the event of an emergency, staff assists if needed. Good fire exit layout in the premises with fire actions displayed. Break glass points and fire extinguishers located throughout the premises	1	1	1
		2.5	G,H	Accident book held on premises	1	1	1
		2.6	G,H	Checks carried out daily while setting up, any defects noted are reported to manager who arranges remedial works. Ten pin	1	1	1

						bowling technicians/maintenance staff employed					
		2.7		G,H		Checked daily by staff during cleaning/set up operations	1	1	1	1	
		2.8		G,H		Exits checked daily and any obstructions removed by staff when found	1	1	1	1	
		2.9		G,H		Periodic inspections in-house and by 3 rd party trades ie PAT Testing, electrical, kitchen extraction system etc	1	1	1	1	
		2.10		G,H		Inspected regularly by staff / manager with remedial works organised by owner as required	1	1	1	1	
		2.11		G,H		Inspected during cleaning / set up activities with any defects noted reported to manager for remedial action to be arranged	1	1	1	1	
		2.12		G,H,L		All hot food prepared in kitchen situated behind restaurant on ground floor, or small kitchen to rear of ten pin bowling, Waitress service of meals throughout the premises and no public access to kitchen areas is allowed. Cook safe system in operation	1	1	1	1	
		2.13		G,H		First Aid boxes (kitchen and general) first aid trained persons	1	1	1	1	
		2.14		N/A		No strobe lighting or smoke machines used on the premises	1	1	1	1	
		2.15		G,H		Ramps to aid access and egress. Staff aware and would assist in the removal of anyone requiring assistance. No lifts on the premises	1	1	1	1	
3	Prevention of Public Nuisance	3.1 to 3.8 inc		G,H,L		All extraction services regularly cleaned and maintained with vents positioned to prevent noise and smell pollution. Doors / windows to be kept closed, self closers fitted to all doors and double glazing fitted to windows.	1	1	1	1	

						No take-aways off any kind sold. Bins are kept locked and kept under cover, disposal at day times only, no external speakers. No noise sensitive premises close by. External illumination limited to signage and to aid access/egress						
					3.9	N/A	No poster type advertising used	N/A	N/A	N/A	N/A	N/A
					3.10/3.11	G,H,L	No other licenced premises close at hand. Queuing on premises to gain entry to events controlled by door staff	1	1	1	1	1
					3.12	G	Staff use own transport to travel to and from the premises, car sharing where possible	1	1	1	1	1
					3.13	N/A	Good car park facilities at premises, isolated location overlooking commercial area	N/A	N/A	N/A	N/A	N/A
					3.14, 3.15	G,H	Local taxi companies in operation. Bus service in town. Drivers enter premises to collect customers	1	1	1	1	1
4		Protecting and Improving Public Health			4.1	G,H	Copy of standard kept on the premises	1	1	1	1	1
					4.2	G,H	Good range of non-alcoholic beverages (soft and fizzy drinks), tea and coffee on sale	1	1	1	1	1
					4.3	G,H	Staff monitoring and aware. CCTV in operation. No previous history of drink spiking	1	1	1	1	1
					4.4	G,H	Leaflets available giving information on alcohol units. Unit calculator held on premises	1	1	1	1	1
5		Protection of children from harm			5.1 to 5.7 inc	G,H,L,D	No children only functions held on the premises. Dining, lounge, ten pin bowling and event hall areas have separate accesses and toilet	N/A	N/A	N/A	N/A	N/A

6	General							<p>facilities and baby change facility is available. All alcohol held behind bars with good segregation of alcoholic and non-alcoholic beverages. Security grill fitted to bars to prevent unauthorised access.</p> <p>The premises comprise of a lounge bar, restaurant, pool/snooker halls, ten pin bowling alley and the sports/function all which doubles as an indoor bowling green in the winter. Situated at the edge of the town in a mostly commercial area the centre stands in its own grounds. Premises in good order throughout and show a high level of maintenance, decoration. Externally no evidence of litter etc. Good display of information throughout the premises. Fire extinguishers and break glass alarm point's well laid out within the premises. All exits with push bar type openers and illuminated signage. Good arrangement of Health and Safety posters information displayed on the premises. Kitchen is run on the "Cook Safe" operation system with cleaning and maintenances schedules available. Good arrangement of toilet facilities throughout the premises. Cellar holds well maintained equipment with operating and cleaning instructions to hand, no public access allowed. Cellar and Spirit store kept locked at all times.</p>
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