

SCOTTISH BORDERS LICENSING BOARD

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

**delete as appropriate*

Question 2

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

Day	ON Consumption	
	Opening time	Terminal hour
Monday	11:00am	12:00 midnight
Tuesday	11:00am	12:00 midnight
Wednesday	11:00am	12:00 midnight
Thursday	11:00am	1.00 am
Friday	11:00am	1.00am
Saturday	11:00am	1.00 am
Sunday	11:00am	12:00 midnight

Question 3

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

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	10.00am	10.00pm
Tuesday	10.00am	10.00pm
Wednesday	10.00am	10.00pm
Thursday	10.00am	10.00pm
Friday	10.00am	10.00pm
Saturday	10.00am	10.00pm
Sunday	10.00am	10.00pm

Question 4

SEASONAL VARIATIONS

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

Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day until 1.00am or in line with Board Policy.

Question 5

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

COLUMN 1 (a) Activity	COLUMN 2 Please confirm YES/NO	COLUMN 3 To be provided during core licensed hours – please confirm YES/NO	COLUMN 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Accommodation	NO	NO	NO
Conference facilities	YES	YES	YES
Restaurant facilities	YES	YES	YES
Bar meals	YES	YES	YES
(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
Receptions including weddings, birthdays, retirements etc. funerals,	YES	YES	YES

Club or other group meetings etc	YES	YES	YES
(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
Recorded music – see 5(g)	YES	YES	YES
Live performance – see 5(g)	YES	YES	YES
Dance facilities	YES	YES	YES
Theatre	YES	YES	YES
Films	YES	YES	YES
Gaming	YES	YES	NO
Indoor/outdoor sports	YES	YES	YES
Televised sport	YES	YES	YES
(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
Outdoor drinking facilities	YES	YES	YES
(e) 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
Adult entertainment	NO	NO	NO

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

Activities may commence prior to core hours but will not extend beyond other than with the benefit of an occasional extension. The premises are a café/bistro type business and will operate from around 8.00am daily with no sale of alcohol other than within core hours.

(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.

The premises will operate mainly as café serving a variety of lunches, snacks and light refreshment. However, in the evening the premises may adapt to a bistro style of service serving evening meals. Each occasion will be table service and alcohol will generally but not exclusively be sold to accompany food.

(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	YES/NO*
When fully occupied, are there likely to be more customers standing than seated?	YES/NO*

*delete as appropriate

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	YES
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**delete as appropriate*

(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

Children will be allowed access unaccompanied during café hours of 8.00am and 5.00pm for purposes of having a meal, snack or light refreshment. A written policy will be adopted in relation to the terms which unsupervised children will be allowed entry and protected. This policy will include that unsupervised children will be seated and directly supervised by staff.

After 5pm, children will be allowed access when accompanied by an adult for the purpose of having a meal, snack or light refreshment or when attending a pre-arranged function.

Young persons for the same purposes without the requirement to be accompanied by an appropriate adult.

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

Children 0 – 15 Years

Young Persons 16 and 17 Years

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

Children unaccompanied by an adult – 8.00am to 5.00pm for the stated purposes

Children accompanied by an adult – at all times for the stated purposes

Young Person – at all times for the stated purposes

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

All public areas

Question 7

CAPACITY OF PREMISES

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

105

Question 8

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

Personal details

(a) **Name**

To be confirmed

(b) **Date of birth**

(c) **Contact address**

(d) **Telephone number and e-mail address**

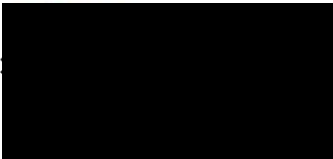
(e) **Personal licence**

Date of issue	Name of Licensing Board issuing	Reference number of personal licence

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:  Grace Murray

Date: 16.1.22

Capacity: APPLICANT

Telephone number and email address of signatory:



Please retain for your records

Your Data: Alcohol Licencing

The Scottish Borders Licensing Board will act as the 'Data Controller' for the personal data you provide to us. The information held by the Licensing Board is managed by employees of Scottish Borders Council, and contained within Scottish Borders Council systems. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: dataprotection@scotborders.gov.uk

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date of birth, national insurance number, and (if applicable) details of any previous criminal convictions and previous licence information.

Why do we need this information?

Your information is being collected to allow the Scottish Borders Licensing Board to administer the process of applying for licences under the Licensing (Scotland) Act 2005.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

Compliance with legal obligation: Scottish Borders Licensing Board is required to collect your information in order to carry out the function of providing licences in relation to the Licensing (Scotland) Act 2005.

What will we do with your information?

We will use your information to process your application for a licence. This will involve sharing your information with Police Scotland, and where the type of licence applied for is a premises licence, notice of your application (including a copy of it) will be given to people with a notifiable interest in the land neighbouring the premises, any community council for the area where the premises is situated and the relevant Council area office for the area where the premises is situated.

Applications will be considered at meetings of the Scottish Borders Licensing Board, which are open to the public. We are also required to publish information in licensing registers, which will include the licence holder and premises manager's name, and details about the premises.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer (contact details can be found above).

How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements.

Decision-Making