



**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**

<b>Day</b>	<b>ON Consumption</b>	
	<b>Opening time</b>	<b>Terminal hour</b>
<i>Monday</i>	11.00am	12.00 midnight
<i>Tuesday</i>	11.00am	12.00 midnight
<i>Wednesday</i>	11.00am	12.00 midnight
<i>Thursday</i>	11.00am	01.00am
<i>Friday</i>	11.00am	01.00am
<i>Saturday</i>	11.00am	01.00am
<i>Sunday</i>	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 01.00am or in line with Licensing 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	YES	YES	YES
Conference facilities	YES	YES	YES
Restaurant facilities	YES	YES	YES
Bar meals	NO	NO	NO
(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 weddings, funerals, birthdays, retirements etc.</i>	YES	YES	YES
<i>Club or other group meetings etc</i>	YES	YES	YES
<b>(c) Activity</b> <b>Entertainment including:</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <b>YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <b>YES/NO</b>
<i>Recorded music – see 5(g)</i>	YES	YES	YES
<i>Live performance – see 5(g)</i>	YES	YES	YES
<i>Dance facilities</i>	YES	YES	YES
<i>Theatre</i>	YES	YES	YES
<i>Films</i>	YES	YES	YES
<i>Gaming</i>	YES	YES	NO
<i>Indoor/outdoor sports</i>	YES	YES	YES
<i>Televised sport</i>	YES	YES	YES
<b>(d) Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <b>YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <b>YES/NO</b>
<i>Outdoor drinking facilities</i>	NO	NO	NO
<b>(e) Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <b>YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <b>YES/NO</b>
<i>Adult entertainment</i>	NO	NO	NO

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

*These activities may commence prior to core hours, but will not extend beyond without the benefit of an Extended Hours Licence.*

*Meals provided will be mainly light snacks however there may be occasions for prize giving dinners.*

*(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.*

While the club primarily exists as a green bowling club it also has a carpet bowling section which allows members to compete throughout the winter months. The club also provides for social activities for its members throughout the year.

Any other activity normally associated with a members bowling club.

Membership – 80 Members can introduce FOUR guests into the club premises at any one time for the purpose of them being supplied with alcohol.

(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?	NO
When fully occupied, are there likely to be more customers standing than seated?	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 <b>TERMS</b> under which they will be allowed entry
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Children accompanied by a responsible adult may access the clubrooms for the purpose of participating or supporting the sport of Green or carpet bowls. They may also access the premises again when in the company of a responsible adult, for the purpose of attending a members private pre arranged function.

Young persons may also access the premises for the same purposes but without the requirement of being accompanied by a responsible adult.

**Note for the avoidance of doubt a responsible adult is a person who has the responsibility for the child when attending the premises. The responsible adult should supervise the child at all times while the child is within the licensed area. In the case of sporting clubs it is accepted that this may not always be practical due to participation in sport, in which case the club and its officials would be required to ensure adequate supervision of any child or young person on the premises, in order to ensure their safety and well being.**

(c)	Provide statement regarding the <b>AGES</b> of children or young persons to be allowed entry
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Children 0 to 15 years

Young Persons 16 and 17 years

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

Children and Young Persons will be required to be off the premises by 10 p.m. other than when attending a member's private function when they can attend for the duration of the function.

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

All the public areas of the premises but excluding the immediate area of any bar counter.

**Question 7**

**CAPACITY OF PREMISES**

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

100

**Question 8**

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

Personal details

(a) Name

(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

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## **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: Karen Brown Date: 25/04/2022

Capacity: APPLICANT/AGENT (delete as appropriate)

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](mailto: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