

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

*\*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>	N/A	N/A
<i>Tuesday</i>	N/A	N/A
<i>Wednesday</i>	N/A	N/A
<i>Thursday</i>	N/A	N/A
<i>Friday</i>	N/A	N/A
<i>Saturday</i>	N/A	N/A
<i>Sunday</i>	N/A	N/A

**Question 3**

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

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	10.00 AM	10.00 PM
Tuesday	10.00 AM	10.00 PM
Wednesday	10.00 AM	10.00 PM
Thursday	10.00 AM	10.00 PM
Friday	10.00 AM	10.00 PM
Saturday	10.00 AM	10.00 PM
Sunday	10.00 AM	10.00 PM

**Question 4**

**SEASONAL VARIATIONS**

Does the applicant intend to operate according to seasonal demand	NO
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\*if YES – provide details

N/A
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**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	NO	NO	NO
(b) 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
Social functions including:			
Receptions including weddings, funerals, birthdays, retirements etc.	YES	YES	YES
Club or other group	YES	YES	YES

<i>meetings etc</i>			
<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 YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm 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>	NO	NO	NO
<i>Films</i>	NO	NO	NO
<i>Gaming</i>	NO	NO	NO
<i>Indoor/outdoor sports</i>	NO	NO	NO
<i>Televised sport</i>	NO	NO	NO
<b>(d) Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm 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 YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm 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 around 9.00 am. No activity will go beyond core hours other than under the authority of an occasional licence.

*(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.*

N/A

**(g) Late night premises opening after 1.00am**

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

N/A

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

N/A

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

N/A

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

N/A

**Question 7**

**CAPACITY OF PREMISES**

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

1.87 x 4.31 x 0.39 - 3.14m<sup>2</sup>

**Question 8**

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

Personal details

(a) Name

Leanne Charlton

(b) *Date of birth*

(c) *Contact address*

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

(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference number of personal licence</i>
25/9/19	Scottish Borders	SB/LIQ/12816

**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: [REDACTED]

Date: 22/11/22

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 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**

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.