

West Dunbartonshire Licensing Board

*Alan Douglas, Clerk to the Licensing Board
Council Offices, 16 Church Street, Dumbarton G82 1QL
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21 August 2024

MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:- TUESDAY, 3 SEPTEMBER 2024

Notice is hereby given that a Meeting of West Dunbartonshire Licensing Board will be held at 10.00 a.m. on Tuesday, 3 September 2024

The Convener has directed that the meeting will be held as an in-person meeting only in the Council Chambers, Clydebank Town Hall, 5 Hall Street, Clydebank G81 1UB.

The business is shown on the attached agenda.

I shall be obliged if you will advise committee.admin@west-dunbarton.gov.uk if you are unable to attend the meeting.

Yours faithfully

ALAN DOUGLAS

Clerk to the Licensing Board

Distribution:-

Councillor Gurpreet Singh Johal
Councillor Jonathan McColl
Councillor June McKay
Councillor John Millar
Councillor Lawrence O'Neill
Councillor Chris Pollock
Councillor Hazel Sorrell
Councillor Sophie Traynor

All other Councillors for information
Chief Executive
Chief Officer – Regulatory and Regeneration

Date Issued: 21 August 2024

LICENSING BOARD – TUESDAY, 3 SEPTEMBER 2024

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3 MINUTES OF PREVIOUS MEETING 5 - 6

Submit for approval, as a correct record, the Minutes of Meeting of the Licensing Board held on Tuesday, 18 June 2024.

4 APPLICATION FOR VARIATION OF PREMISES LICENCE 7 - 27

Submit for consideration, an application for a Variation of Premises Licence for 12-14 Auckland Place, Dalmuir, Clydebank G81 4JZ.

5 APPLICATION FOR VARIATION OF PREMISES LICENCE 29 - 46

Submit for consideration, an application for a Variation of Premises Licence for Day to Day Express, 148 Montrose Street, Clydebank G81 2PE.

6 APPLICATION FOR A PROVISIONAL PREMISES LICENCE 47 - 72

Submit for consideration, an application for a Provisional Premises Licence for Dumbarton (Glasgow Road) Service Station, 36 Glasgow Road, Dumbarton, G82 1QZ.

7 LICENSING BOARD FINANCIAL STATEMENT 2023/24 73 - 76

Submit report by the Clerk to the Licensing Board providing information to allow the Licensing Board to consider its Annual Financial Report in relation to the period 1 April 2023 to 31 March 2024. The report is attached at Appendix 1.

Submit report by Clerk of the Licensing Board proposing a policy to the Licensing Board on an extension to licensed hours during the festive period in terms of Section 67 of the Licensing (Scotland) Act 2005 ("the Act").

WEST DUNBARTONSHIRE LICENSING BOARD

At a Meeting of West Dunbartonshire Licensing Board held in the Civic Space, 16 Church Street, Dumbarton on Tuesday, 18 June 2024 at 10.00 a.m.

Present: Councillors Gurpreet Singh Johal, Jonathan McColl, June McKay, John Millar and Hazel Sorrel.

Attending: Michael McDougall, Depute Clerk to the Licensing Board; Peter Clyde and Lawrence Knighton, Licensing Standards Officers; Carol-Ann Anderson, Licensing Assistant and Lynn Straker, Committee Officer.

Also Attending: Sergeant David Holmes, Police Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillors Lawrence O'Neill, Chris Pollock and Sophie Traynor.

Councillor June McKay in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

MINUTES OF PREVIOUS MEETINGS

The Minutes of the Licensing Board meeting held on Tuesday, 7 May 2024 were submitted and approved as a correct record.

APPLICATION FOR A VARIATION OF PREMISES LICENCE

Mr McDougall, Depute Clerk to the Licensing Board, advised the Board this application had now been withdrawn.

LICENSING BOARD ANNUAL FUNCTIONS REPORT 2023/24

Mr McDougall, Depute Clerk to the Licensing Board, provided information regarding the Annual Functions Report 2023/24 and asking Members to note the content of the report.

After discussion and having heard Mr McDougall, Depute Clerk to the Licensing Board, in further explanation and in answer to Members' questions, the Board agreed to note the terms of the Functions Report for 2023/24.

REVIEW OF PERSONAL LICENCE APPLICATION

A report was submitted by the Clerk of the Licensing Board providing information regarding a Review of a Personal Licence.

Members first heard from Sergeant David Holmes, Police Scotland, in detail of the letter received from the Chief Constable, Police Scotland.

Members then heard from the applicant, Ms Elspeth Glasgow, in support of her application and why she felt the Personal Licence should be granted.

ADJOURNMENT

Councillor June McKay, Convenor, adjourned the meeting to allow Councillors to seek Legal advice pertinent to the hearing. The meeting reconvened at 11.16 a.m. with all those present in the Sederunt with the exception of Councillor McColl with Councillor McColl having declared an interest in this item advising that he would no longer take part in the discussion or decision of this hearing..

After further discussion and having heard from the Depute Clerk to the Licensing Board and the applicant in further explanation and in answer to Members' questions, Members agreed to continue this item to a future meeting of the Licensing Board.

DECIDED:-

Members agreed to continue this item to a future meeting of the Licensing Board.

The meeting closed at 11.21 a.m.

THE LICENSING (SCOTLAND) ACT 2005

Application for Variation of Premises Licences

Premises Licence Reference:	WDLBPREM/0080
Name and Address of Premises:	12-14 Auckland Place, Dalmuir, Clydebank G81 4JZ.
Applicant/Licence Holder:	McMahon Consultancy on behalf of Akpinder Kaur.
Type of Premises:	Off Sales.
Proposed Application:	The applicant seeks a change to the operating hours from 10am to 10pm every day. Addition of home delivery of food/non food & alcohol, paypoint etc. Increase in Off-Sales capacity from 4.73m ² to 8.2m ² .
Police Authority Comments:	No objections.
Licensing Standards Comments:	Please see attached report.
Fire Authority Comments:	No comment.
Regulatory Services Comments:	No comment.
Community Council Comments:	No comments received.
Health Board Comments:	No comments.
Access Panel:	
Additional Comments:	Building Standards - no comment.
Section 50 Certificates:	Not required.
Decision:	

WEST DUNBARTONSHIRE LICENSING BOARD

LICENSING (SCOTLAND) ACT 2005

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 ink.

SECTION 1: APPLICANT INFORMATION

1(a) Name, address, postcode and premises licence number of premises.

12/14 AUCKLAND PLACE DALMUIR CLYDEBANK			
Post Code	G81 4JZ	Premises Licence Ref. No.	0080

1(b) Please provide full name, address, postcode, telephone number and e-mail address of applicant.

AKPINDER KAUR				
				
Post Code		Telephone No.		E-mail address

SECTION 2: MINOR VARIATIONS

2(a) Do you consider the proposed variation to be a minor variation? YES ☐ NO ☒

(If the answer is YES, please complete the rest of Section 2. If NO, please go to Section 3)

2(b) Do you propose a variation to the layout plan which is not inconsistent with the operating plan for the Premises?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

- 2(c) Do you propose to restrict the terms on which children and young persons are admitted to the premises?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

- 2(d) Do you propose to vary the information contained in the licence relating to the premises manager, including variation to substitute a new premises manager?

YES ☐ NO ☒

(If the answer is YES, please complete Section 4 below)

- 2(e) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

SECTION 3: OTHER VARIATIONS

- 3(a) Do you propose a variation to any of the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?



YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

- 3(b) Do you propose to vary any of the information contained in the operating plan contained in the licence?

YES ☒ NO ☐

(If the answer is YES, please give details of the proposed variation below)

CHANGE IN OPERATING HOURS TO 10.00AM TO 10.00PM
EVERY DAY.

ADDITION OF HOME DELIVERY OF FOOD/NON FOOD & ALCOHOL
LOTTERY, PAYPOINT etc

3(c) Do you propose a variation to the layout plan contained in the licence?

YES ☒ NO ☐

(If the answer is YES, please give details of the proposed variation below)

INCREASE IN THE ALCOHOL DISPLAY AREA AS PART OF A STORE
MODERNISATION - CHANGE AT COUNTER AREA REMOVING
THE SCREEN.

3(d) Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

SECTION 4: VARIATION TO SUBSTITUTE NEW PREMISES MANAGER

Please provide details below of the name, address and personal licence number of the Existing Premises Manager.

Reference Number of Personal Licence	

PROPOSED PREMISES MANAGER

4(a) Name and telephone number

Telephone No.	

4(b) Date and place of birth

--

4(c) Contact address, including postcode

Postcode	

4(d) Email address

--

4(e) Details of Personal Licence held by Proposed Premises Manager

Date of issue	Name of Licensing Board issuing	Reference Number of Personal Licence

(Please enclose a photostat copy of the Personal Licence if it was not issued by West Dunbartonshire Licensing Board).

4(f) Is the variation to substitute a new Premises Manager to take effect during the application period?

YES ☐ NO ☐

(If the answer is **NO**, please provide the proposed date from which the variation is to take effect).

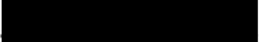
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DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

(If signing on behalf of the applicant please state in what capacity.)

I confirm that the contents of this application are true to the best of my knowledge and belief.

The application fee is enclosed.

Signature  (See Note 1 below)

Date 1/7/24

Capacity APPLICANT/AGENT (delete as appropriate)

If agent, please provide name, address, telephone number and email address:

BRIAN MCMAHEN, MCMAHEN CONSULTANCY



I have enclosed the relevant documents with this application – please tick the relevant boxes	
Premises Licence (See Note 2)	
Operating Plan (see Note 3)	
Layout Plans (see Note 3)	
Planning certificate (See Note 4)	
Building standards certificate (See Note 4)	
Food hygiene certificate (See Note 4)	
Copy of Personal Licence	

Notes

Note 1:

Data Protection Act 1998

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

Note 2:

The application must be accompanied by the Premises Licence to which the application relates, or if that is not practicable, a statement of the reasons for failure to produce the licence.

Note 3:

Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations. Where the proposed variation affects the current layout plan, please submit 6 sets of plans showing the proposed new layout of the premises.

Note 4:

Applicants for variations involving structural alterations should submit the relevant Section 50 certificates with their application.

Data Protection Act 1998

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

OPERATING PLAN

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

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	YES/NO*
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES/NO*
1(c) Will alcohol be sold for consumption both ON and OFF the premises?	YES/NO*
*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	N/A	
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

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	YES/NO*
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*If YES – provide details

N/A

Question 5

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

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Accommodation	No	N/A	N/A
Conference facilities	No	No	No
Restaurant facilities	No	No	No
Bar meals	No	No	No
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
Receptions including Weddings, funerals, birthdays, retirements etc.	No	No	No
Club or other group meetings etc.	No	No	No
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
Recorded music – see 5(g)	YES	YES	YES
Live performances – see 5(g)	No	No	No
Dance facilities	No	No	No
Theatre	No	No	No
Films	No	No	No
Gaming	No	No	No
Indoor/outdoor sports	No	No	No
Televised sport	No	No	No

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
Outdoor drinking facilities	NO	NO	NO
5(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.

LOW LEVEL BACKGROUND MUSIC WHILE THE STORE IS OCCUPIED.

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.

HOME DELIVERY OF FOOD, NON-FOOD & ALCOHOL
 LOTTERY, PAYPOINT etc
 PRIOR TO 10.00AM SALE OF GOODS AS EXPECTED IN A
 CONVENIENCE STORE

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?	YES/NO*	NA
When fully occupied, are there likely to be more customers standing than seated?	YES/NO*	NA
*Delete as appropriate		

Question 6 (On-sales only)

CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES/NO*
	<i>*Delete as appropriate</i>	

NA

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

NA

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

N/A

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

N/A

6(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?

8.2m²

Question 8

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

Personal details

8(a) *Name*

AKPINDER KAUR

8(b) *Date of birth*

8(c) *Contact address*

8(d) *Email address*

8(e) Personal licence

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

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 ..  * (see note below)

Date 1/7/2024

Capacity ~~APPLICANT~~/AGENT (delete as appropriate).

Telephone number and email address of signatory



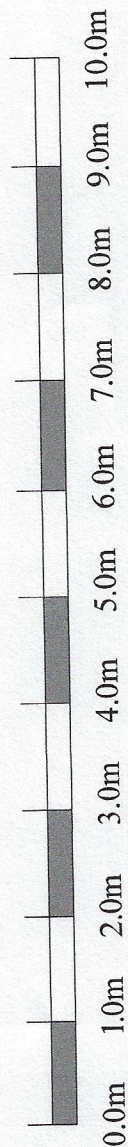
*** Data Protection Act 1998**

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

Contact Us:

West Dunbartonshire Licensing Board
Council Offices
16 Church Street
Dumbarton
G82 1QL

Phone: 01389 738741
Email: licensing@west-dunbarton.gov.uk



Scale Bar

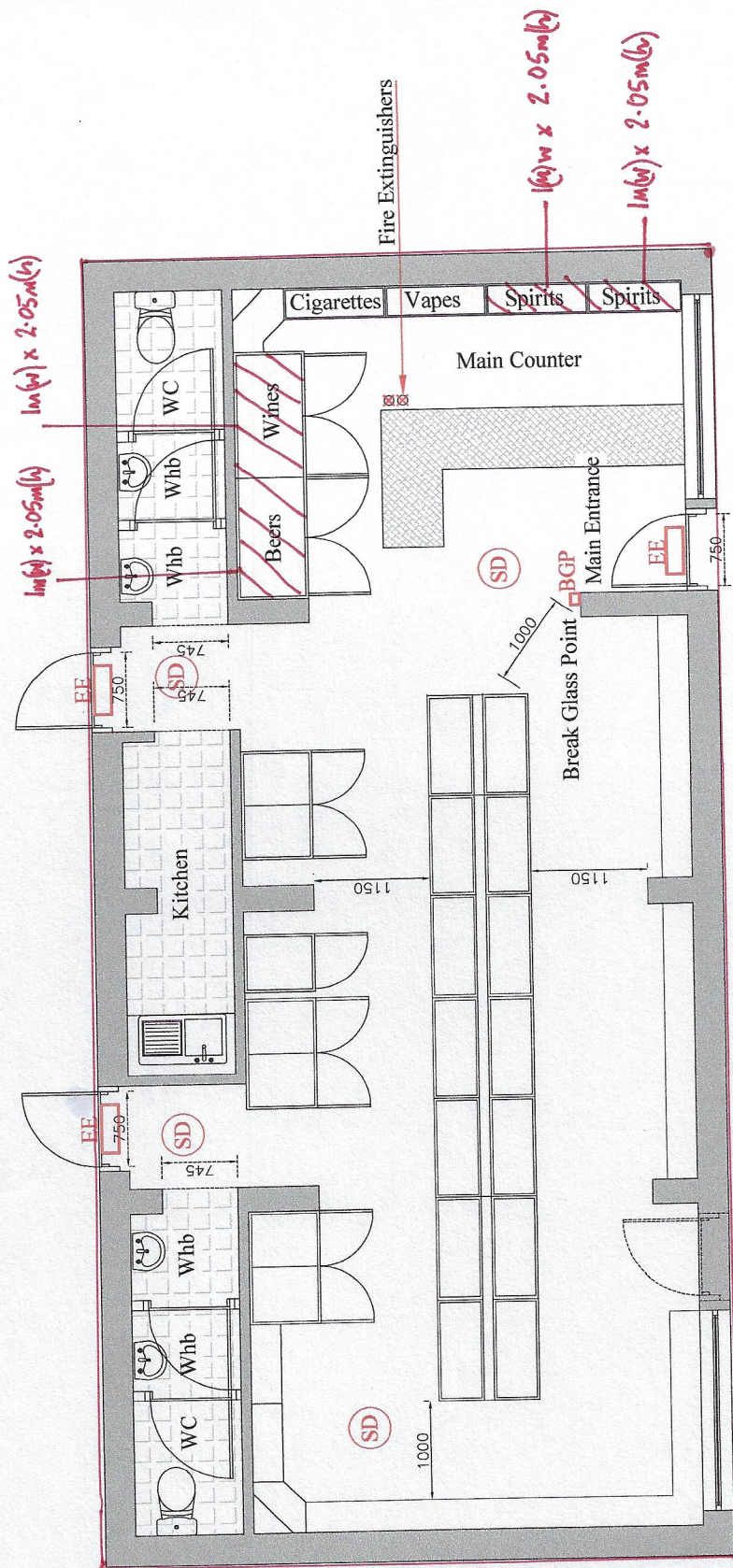
Client : - Mrs Akpinder Kaur
Address : - 12 - 14 Aukland Place, Clydebank
Project : - Proposed Alterations for Alcohol Sales
Drq Title : - Proposed Ground Floor Layout
Drq No: -APCAK102
Scale: - 1 : 50

Legend :-

- Smoke Detector.....
- Emergency Exit Sign.....
- Break Glass Point.....
- Fire Extinguisher.....

LICENSED AREA.....

ALCOHOL DISPLAY AREA **8.2m²**



PROPOSED GROUND FLOOR LAYOUT OF SHOP

W = width
h = height

Licensing Standards Officers Report

LICENSING (SCOTLAND) ACT 2005 “the 2005 Act”

PREMISES LICENCE VARIATION APPLICATION

PREMISES: 12 – 14 Auckland Place, Dalmuir, Clydebank G81 4JZ

PREMISES LICENCE HOLDER: Akpinder Kaur

The applicants are requesting an increase in off sales display from 4.73m² to 8.20m². The application is within IDZ 08 “IZ08 Mountblow, Parkhall West and Dalmuir Central” and is one of 15 IDZs considered overprovided for in the Licensing Board’s Statement of Licensing Policy.

The applicants are requesting a terminal hour of 10pm throughout the week;

In terms of paragraph 24.2 of the Board’s Statement of Licensing Policy, the Board may consider extending the terminal hour for off sale type premises up to 10pm provided that suitable enhanced control measures have been put in place to promote the licensing objectives. Enhanced control measures must include CCTV cameras covering the interior of the premises and the exterior area adjacent to the entrance to the premises. Following a recent inspection the LSO is satisfied that the following condition is able to be complied with by the applicants;

PREMISES LICENCES: ADDITIONAL CONDITIONS APPROVED BY WEST DUNBARTONSHIRE LICENSING BOARD

4 Off Sale Premises and CCTV

The minimum CCTV requirements for off sales premises wishing to trade after 8.00 pm will be that:-

- (a) The system is recordable and viewable at source and does so during all hours that the premises is open.
- (b) The images recorded should be date and time coded for the purposes of crime prevention.
- (c) Suitable surveillance is offered of the licensed area of the premises as denoted on the Layout Plan.

Premises Licence Holders should note that camera footage should be retained for a period of time that complies with recommendations made by the Information Commissioner in terms of the Data Protection Act.

The applicants are also requesting the addition of home deliveries of food and alcohol (not alcohol only) and the addition of hot food, lottery and Paypoint provision. The Board may wish to consider paragraphs 22.2 and 22.3 of The Board’s Statement of Licensing Policy in relation to home deliveries of alcohol;

22.2 Premises which intend to provide home deliveries of alcohol must specify this in their Operating Plan (in response to Question 5(f)) and provide details of how this will operate. These details should include the hours of delivery, the steps taken to identify the age of the person ordering and taking delivery of the goods, in terms of "Challenge 25" as well what measures are in place to make sure that the alcohol is delivered to an appropriate person.

22.3 When considering applications which seek to allow the home delivery of alcohol The Licensing Board will consider attaching the conditions set out in Appendix 1, Part C. When considering the addition of such conditions the Board shall give the applicant an opportunity to address the Board on these conditions.

As the applicants wish to do home deliveries of alcohol I am therefore recommending the following condition is applied for the purposes of the licensing objectives of preventing crime and disorder and protecting Children and Young People from harm;

PREMISES LICENCES: ADDITIONAL CONDITIONS APPROVED BY WEST DUNBARTONSHIRE LICENSING BOARD

Part C - Home Deliveries

The holder of the premises licence must make sure that:-

1. A robust age verification policy requires to be in place for deliveries that include alcohol and must be strictly adhered to by all delivery staff, incorporating a Challenge 25 approach. All delivery staff must be trained in the operation of the foregoing policy.
2. Any documentation presented as verification of age is of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.
3. An order register must be kept on the premises containing details of the items ordered/despached, with details of when the order was placed and when the alcohol was despatched.
4. A delivery/refusal register requires to be maintained by the delivery driver containing details of the person accepting delivery or, if delivery was refused, the reason for any refusals.
5. No delivery of alcohol should be left unattended (including in a safe place) or with Children or Young Persons where there is no adult available to accept delivery.
6. Where a third party carries out deliveries, a written agreement must be in place between the holder of the premises licence and the third party setting out that the measures narrated at the foregoing points 1 to 5 are to be complied with.

I further recommend that the Licensing Board updates the premises licence conditions with the up to date conditions in relation to off sale type premises to

prevent crime and disorder and protect Children and Young People from harm and in particular add:

Part B – Off-Sales

The holder of a premises licence shall ensure that:-

1. A refusal register is maintained in the premises recording all incidences of refused sales, including the date and time, the reason for refusal and the member of staff refusing the sale.
2. The refusal register is inspected by the Designated Premises Manager, or his nominated representative, at least on a fortnightly basis.
3. The refusal register is made available for inspection by the Police and Licensing Standards Officers on request.
4. The refusal register may be kept in electronic form, in which event the obligation imposed by condition 3 above may be discharged by making available for inspection as aforesaid a printed copy of the refusal register's entries.

Lawrence Knighton

Licensing Standards Officer

Date: 14 August 2024

Contact :

Lawrence Knighton, Licensing Standards Officer, Regulatory Services, Council Offices, 16 Church Street, Dumbarton. G81 1TG.

E-mail : lawrence.knighton@west-dunbarton.gov.uk

THE LICENSING (SCOTLAND) ACT 2005

Application for Variation of Premises Licences

Premises Licence Reference:	WDLBPREM/0187.
Name and Address of Premises:	Day to Day Express, 148 Montrose Street, Clydebank G81 2PE.
Applicant/Licence Holder:	McMahon Consultancy on behalf of Liaqat Ali.
Type of Premises:	Off Sales.
Proposed Application:	The applicant seeks a variation of addition of home delivery of food and/or alcohol. Addition of Lottery, paypoint etc. Sale of food & non-food as expected in a convenience store.
Police Authority Comments:	No Police objections.
Licensing Standards Comments:	Please see attached report.
Fire Authority Comments:	No comment.
Regulatory Services Comments:	No comment.
Community Council Comments:	No comments received.
Health Board Comments:	No comments.
Access Panel:	
Additional Comments:	Building Standards no comment.
Section 50 Certificates:	Not required.
Decision:	

- 2(c) Do you propose to restrict the terms on which children and young persons are admitted to the premises?

YES ☐ NO ☐

(If the answer is YES, please give details of the proposed variation below)

- 2(d) Do you propose to vary the information contained in the licence relating to the premises manager, including variation to substitute a new premises manager?

YES ☐ NO ☐

(If the answer is YES, please complete Section 4 below)

- 2(e) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act?

YES ☐ NO ☐

(If the answer is YES, please give details of the proposed variation below)

SECTION 3: OTHER VARIATIONS

- 3(a) Do you propose a variation to any of the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?

☐

YES ☒ NO

(If the answer is YES, please give details of the proposed variation below)

NA

- 3(b) Do you propose to vary any of the information contained in the operating plan contained in the licence?

YES ☒ NO ☐

(If the answer is YES, please give details of the proposed variation below)

ADDITION OF HOME DELIVERY OF FOOD AND/OR ALCOHOL
ADDITION OF LOTTERY, PAYPOINT etc
SALE OF FOOD & NON FOOD AS EXPECTED IN A CONVENIENCE
STORE.

3(c) Do you propose a variation to the layout plan contained in the licence?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

3(d) Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?

YES ☐ NO ☒

(If the answer is YES, please give details of the proposed variation below)

N/A

SECTION 4: VARIATION TO SUBSTITUTE NEW PREMISES MANAGER

Please provide details below of the name, address and personal licence number of the Existing Premises Manager.

N/A	
Reference Number of Personal Licence	

PROPOSED PREMISES MANAGER

4(a) Name and telephone number

Telephone No.	

4(b) Date and place of birth

--

4(c) Contact address, including postcode

Postcode	

4(d) Email address

--

4(e) Details of Personal Licence held by Proposed Premises Manager

Date of issue	Name of Licensing Board issuing	Reference Number of Personal Licence

(Please enclose a photostat copy of the Personal Licence if it was not issued by West Dunbartonshire Licensing Board).

4(f) Is the variation to substitute a new Premises Manager to take effect during the application period?

YES ☐ NO ☐

(If the answer is **NO**, please provide the proposed date from which the variation is to take effect).

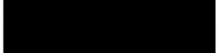
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DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

(If signing on behalf of the applicant please state in what capacity.)

I confirm that the contents of this application are true to the best of my knowledge and belief.

The application fee is enclosed.

Signature ..  (See Note 1 below)

Date 29/6/2024

Capacity ~~APPLICANT~~/AGENT (delete as appropriate)

If agent, please provide name, address, telephone number and email address:

.....
.....
.....
.....
.....
.....

I have enclosed the relevant documents with this application – please tick the relevant boxes

Premises Licence (See Note 2)	✓
Operating Plan (see Note 3)	✓
Layout Plans (see Note 3)	✓
Planning certificate (See Note 4)	NA
Building standards certificate (See Note 4)	NA
Food hygiene certificate (See Note 4)	NA
Copy of Personal Licence	NA

Notes

Note 1:

Data Protection Act 1998

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

Note 2:

The application must be accompanied by the Premises Licence to which the application relates, or if that is not practicable, a statement of the reasons for failure to produce the licence.

Note 3:

Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations. Where the proposed variation affects the current layout plan, please submit 6 sets of plans showing the proposed new layout of the premises.

Note 4:

Applicants for variations involving structural alterations should submit the relevant Section 50 certificates with their application.

Data Protection Act 1998

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

PROPOSED - OPERATING PLAN

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

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

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

Question 2STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday	N/A	
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Question 5

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

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
Accommodation	NO	N/A	N/A
Conference facilities	NO	NO	NO
Restaurant facilities	NO	NO	NO
Bar meals	NO	NO	NO
			NO
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
Receptions including Weddings, funerals, birthdays, retirements etc.	NO	NO	NO
Club or other group meetings etc.	NO	NO	NO
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
Recorded music – see 5(g)	NO	NO	NO
Live performances – see 5(g)	NO	NO	NO
Dance facilities	NO	NO	NO
Theatre	NO	NO	NO
Films	NO	NO	NO
Gaming	NO	NO	NO
Indoor/outdoor sports	NO	NO	NO
Televised sport	NO	NO	NO

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	YES/NO*
---	--------------------

*If YES – provide details

N/A

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
Outdoor drinking facilities	NO	NO	NO
5(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.

N/A

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.

HOME DELIVERY OF FOOD AND/OR ALCOHOL PAYPOINT, LOTTERY etc SALE OF FOOD/NON FOOD AS EXPECTED IN A CONVENIENCE STORE

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?	YES/NO*	NA
When fully occupied, are there likely to be more customers standing than seated?	YES/NO*	NA
*Delete as appropriate		

Question 6 (On-sales only)

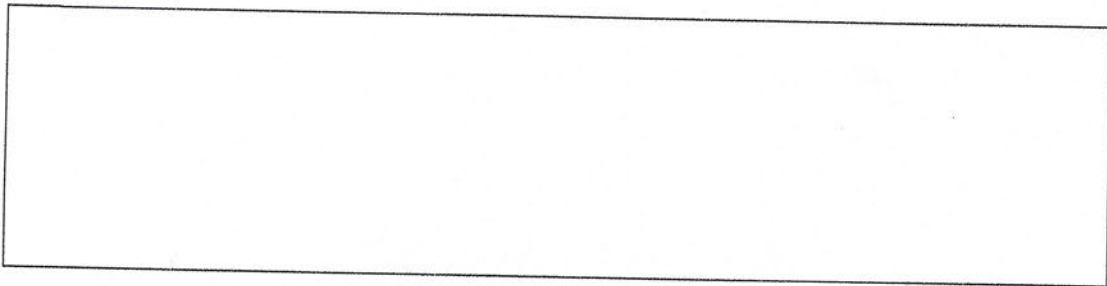
CHILDREN AND YOUNG PERSONS

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	<i>YES/NO*</i>
	<i>*Delete as appropriate</i>	

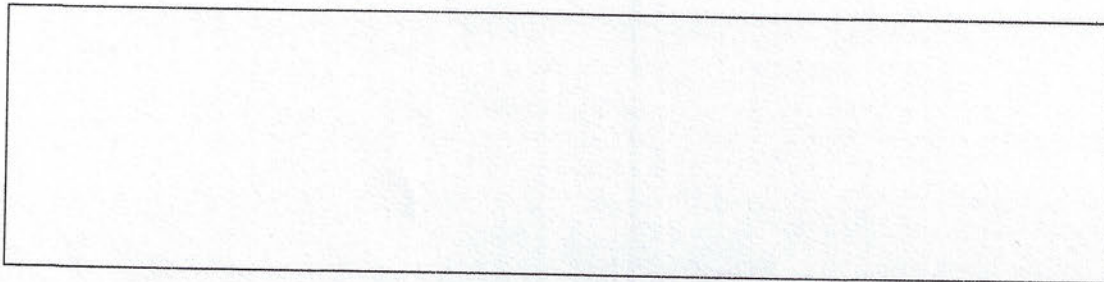
6(b) *Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry*

--

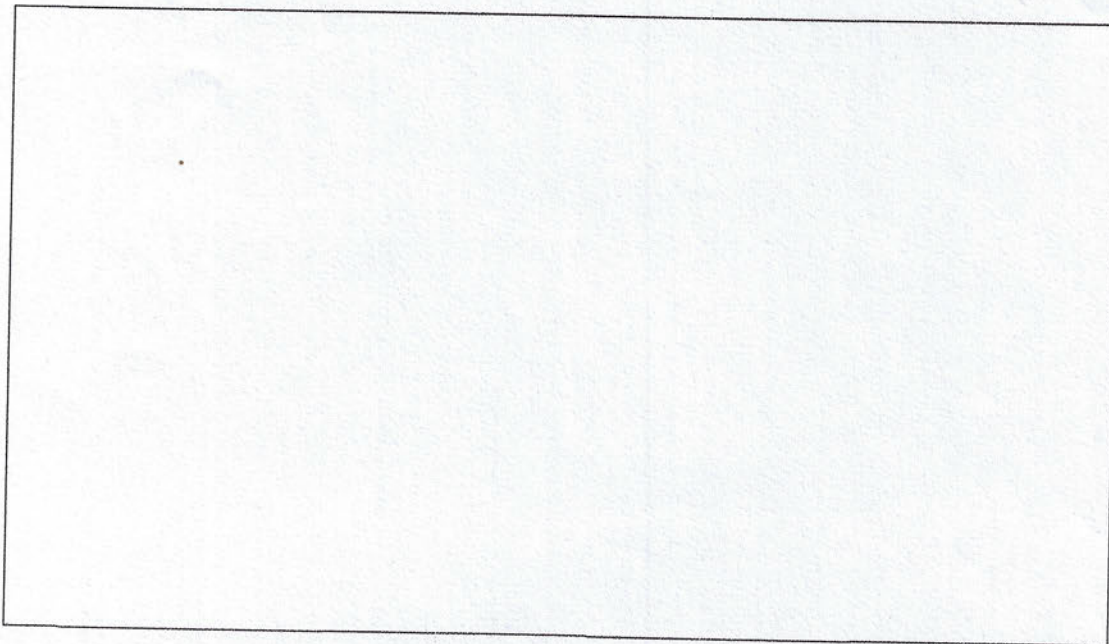
6(c) Provide statement regarding the **AGES** of children or young persons to be allowed entry

A large, empty rectangular box with a thin black border, intended for a statement regarding the ages of children or young persons.

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

A large, empty rectangular box with a thin black border, intended for a statement regarding the times during which children and young persons will be allowed entry.

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

A large, empty rectangular box with a thin black border, intended for a statement regarding the parts of the premises to which children and young persons will be allowed entry.

Question 7

CAPACITY OF PREMISES

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

34.5m²

Question 8

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

Personal details

8(a) *Name*

TARIQ MEHMOOD

8(b) *Date of birth*

[REDACTED]

8(c) *Contact address*

[REDACTED]

8(d) *Email address*

[REDACTED]

8(e) Personal licence


<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>
27.6.2018	City of Glasgow	GC10882

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

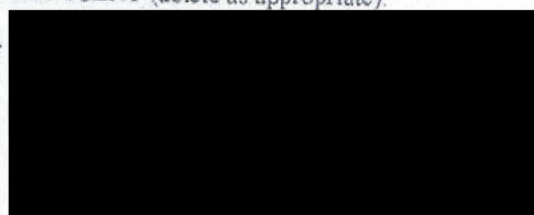
The contents of this operating plan are true to the best of my knowledge and belief.

Signature  * (see note below)

Date ~~29/6/2024~~ ~~30/08/2023~~ ~~7/7/2023~~ amended 

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory



* 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.

Contact Us:

West Dunbartonshire Licensing Board
Council Offices
16 Church Street
Dumbarton
G82 1QL

Phone: 01389 738741
Email: licensing@west-dunbarton.gov.uk

Licensing Standards Officers Report

LICENSING (SCOTLAND) ACT 2005 “the 2005 Act”

PREMISES LICENCE VARIATION APPLICATION

PREMISES: Day to Day Express, 148 Montrose Street, Clydebank G81 2PE

PREMISES LICENCE HOLDER: Liaqat Ali

The applicants are requesting the addition of home deliveries of food and alcohol (not alcohol only) and the addition of hot food, lottery and Paypoint provision. The Board may wish to consider paragraphs 22.2 and 22.3 of The Board’s Statement of Licensing Policy in relation to home deliveries of alcohol;

22.2 Premises which intend to provide home deliveries of alcohol must specify this in their Operating Plan (in response to Question 5(f)) and provide details of how this will operate. These details should include the hours of delivery, the steps taken to identify the age of the person ordering and taking delivery of the goods, in terms of “Challenge 25” as well what measures are in place to make sure that the alcohol is delivered to an appropriate person.

22.3 When considering applications which seek to allow the home delivery of alcohol The Licensing Board will consider attaching the conditions set out in Appendix 1, Part C. When considering the addition of such conditions the Board shall give the applicant an opportunity to address the Board on these conditions.

In relation to home deliveries of alcohol I recommend the following condition is applied for the purposes of the licensing objectives of preventing crime and disorder and protecting Children and Young People from harm;

PREMISES LICENCES: ADDITIONAL CONDITIONS APPROVED BY WEST DUNBARTONSHIRE LICENSING BOARD

Part C - Home Deliveries

The holder of the premises licence must make sure that:-

1. A robust age verification policy requires to be in place for deliveries that include alcohol and must be strictly adhered to by all delivery staff, incorporating a Challenge 25 approach. All delivery staff must be trained in the operation of the foregoing policy.
2. Any documentation presented as verification of age is of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.
3. An order register must be kept on the premises containing details of the items ordered/despatched, with details of when the order was placed and when the alcohol was despatched.
4. A delivery/refusal register requires to be maintained by the delivery driver containing details of the person accepting delivery or, if delivery was refused, the reason for any refusals.

5. No delivery of alcohol should be left unattended (including in a safe place) or with Children or Young Persons where there is no adult available to accept delivery.

6. Where a third party carries out deliveries, a written agreement must be in place between the holder of the premises licence and the third party setting out that the measures narrated at the foregoing points 1 to 5 are to be complied with.

I further recommend that the Licensing Board update the premises licence conditions with the up to date conditions in relation to off sale type premises to prevent crime and disorder and protect Children and Young People from harm and in particular add:

Part B – Off-Sales

The holder of a premises licence shall ensure that:-

1. A refusal register is maintained in the premises recording all incidences of refused sales, including the date and time, the reason for refusal and the member of staff refusing the sale.
2. The refusal register is inspected by the Designated Premises Manager, or his nominated representative, at least on a fortnightly basis.
3. The refusal register is made available for inspection by the Police and Licensing Standards Officers on request.
4. The refusal register may be kept in electronic form, in which event the obligation imposed by condition 3 above may be discharged by making available for inspection as aforesaid a printed copy of the refusal register's entries.

Lawrence Knighton

Licensing Standards Officer

Date: 15 August 2024

Contact :

Lawrence Knighton, Licensing Standards Officer, Regulatory Services, Council Offices, 16 Church Street, Dumbarton. G81 1TG.

E-mail : lawrence.knighton@west-dunbarton.gov.uk

THE LICENSING (SCOTLAND) ACT 2005

Application for Provisional Premises Licences

Premises Licence Reference :	WDLBPREM/0317.
Name and Address of Premises:	Dumbarton (Glasgow Road) Service Station, 36 Glasgow Road, Dumbarton, G82 1QZ.
Applicant/Licence Holder:	Andrew Hunter Harper MacLeod LLP on behalf of Motor Fuel Limited.
Type of Premises:	Off Sales.
Proposed Application:	<p>The premises as a general convenience store adjacent to petrol/derv filling station forecourt. The site has car parking separate from the fuel pumps. The premises do not form part of the nearby retail supermarket premises.</p> <p>The petrol/derv filling station forecourt area is not part of the area to be licensed. The premises offer substantial general convenience separate from, and supplementary to, the offer of petrol/derv.</p> <p>The applicant considers that persons within the locality of the premises are reliant on the premises to a significant extent on the premises as a principal source of petrol or derv or groceries and thereby satisfy the criteria of section 123(5) of the Licensing (Scotland) Act and as such are not excluded premises.</p>
Police Authority Comments:	No Police objections.
Licensing Standards Comments:	Please see attached report.
Fire Authority Comments:	No comment.
Regulatory Services Comments:	No comment.
Community Council Comments:	No comments received.
Health Board Comments:	No comments.

Access Panel:

Additional Comments:

Section 50 Certificates: Planning Section 50 received.

Decision:

APPLICATION FOR ~~PREMISES LICENCE~~/PROVISIONAL PREMISES LICENCE*

*Delete as appropriate

Licensing (Scotland) Act 2005, section 20

APPLICANT INFORMATION *Licensing (Scotland) Act 2005, section 20(1)*

Question 1

Name, address and postcode of premises to be licensed.

Dumbarton (Glasgow Road) Service Station, 36 Glasgow Road, Dumbarton, G82 1QZ

Question 2

Particulars of applicant

2(a) *Where applicant is an individual, provide full name, date and place of birth, and home address including postcode and telephone number.*

2(b) *Where applicant is a partnership, please provide full name, and postal address of partnership.*

2(c) *Where applicant is a company, please provide name, registered office and company registration number.*

Motor Fuel Limited, 10 Bricket Road, St Albans, AL1 3JX
05206547

2(d) Where the applicant is a club or other body, please provide full name, and postal address of club or other body.

2(e) Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons.*

William Bahlsen Bannister

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Jeremy Clarke

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Simon Paul Lane

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Thomas Mckenzie Biggart

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Timothy Edward Douglas Allan

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Adam George Wadlow

[REDACTED]
[REDACTED]
[REDACTED]

* Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005.

Question 3

Previous applications

- 3 Has the applicant been refused a premises licence under section 23 of the Licensing (Scotland) Act 2005 in respect of the same premises? ~~YES~~/NO*

If YES – provide full details

--

Question 4

Previous convictions

4 Has the applicant or any connected person ever been convicted of a relevant or foreign offence (1)	YES /NO*
--	---------------------

*If YES – provide full details

For the purpose of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purpose of the Rehabilitation of Offenders Act 1974

Name & position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

DESCRIPTION OF PREMISES Licensing (Scotland) Act 2005, section 20(2)(a)

Question 5

- 5 Description of premises (where application is submitted by a members' club, please also complete question 6)

(1) In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

The premises are located at Glasgow Road, Dumbarton, G82 1QZ.

The premises as a general convenience store adjacent to petrol/derv filling station forecourt. The site has car parking separate from the fuel pumps. The premises do not form part of the nearby retail supermarket premises.

The petrol/derv filling station forecourt area is not part of the area to be licensed. The premises offer substantial general convenience separate from, and supplementary to, the offer of petrol/derv.

The applicant considers that persons within the locality of the premises are reliant on the premises to a significant extent on the premises as a principal source of petrol or derv or groceries and thereby satisfy the criteria of section 123(5) of the Licensing (Scotland) Act and as such are not excluded premises.

Question 6

6 *To be completed by members' clubs only*

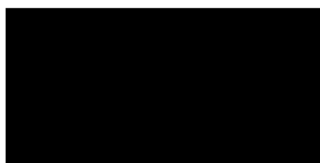
<i>Do the club's constitution and rules conform to the requirements of regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007?</i>	YES/NO*
<i>* Delete as appropriate</i>	

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.

Signature



* (see note below)

Date 10 July 2024

Capacity Solicitor ~~APPLICANT~~/AGENT (delete as appropriate)

Telephone number and email address of signatory

Agent:



<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Operating plan</i>	✓
<i>Layout plan</i>	✓
<i>Planning certificate</i>	✓
<i>Building standards certificate</i>	
<i>Food hygiene certificate</i>	

*** 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.

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

<u>For use by the Licensing Board only</u>	
If application is for a premises licence	
Documents required	
Operating plan	
Layout plan	
Planning certificate	
Building standards certificate	
Food hygiene certificate	

<u>For use by the Licensing Board only</u>	
If application is for a provisional premises licence	
Documents required	
Provisional planning certificate	
Operating plan	
Layout plan	

OPERATING PLAN

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

Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

1(a) Will alcohol be sold for consumption solely ON the premises?	YES /NO*
1(b) Will alcohol be sold for consumption solely OFF the premises?	YES/ NO *
1(c) Will alcohol be sold for consumption both ON and OFF the premises?	YES /NO*
*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		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Question 5

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

COL. 1 5(a) Activity	COL. 2 Please confirm YES/NO	COL. 3 To be provided during core licensed hours – please confirm YES/NO	COL. 4 Where activities are also to be provided outwith core licensed hours please confirm YES/NO
<i>Accommodation</i>	No	N/A	N/A
<i>Conference facilities</i>	No	No	No
<i>Restaurant facilities</i>	No	No	No
<i>Bar meals</i>	No	No	No
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,</i> <i>retirements etc.</i>	No	No	No
<i>Club or other group</i> <i>meetings etc.</i>	No	No	No
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 –</i> <i>see 5(g)</i>	Yes	Yes	Yes
<i>Live performances –</i> <i>see 5(g)</i>	No	No	No
<i>Dance facilities</i>	No	No	No
<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

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	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>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.

The premises may play background music in the retail areas of the store. The premises may operate outwith alcohol licensing, up to 24 hour basis. Background live recorded music may be played during all opening hours.

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.

The premises comprise of general convenience store with off sale facility adjacent to petrol/derv filling station forecourt. The premises offer takeaway "food on the go". Customers may order groceries, food and drinks, including alcoholic drinks for home delivery from the premises

5(g) Late night premises opening after 1.00am – N/A

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 - N/A

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	YES/NO*
	*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

--

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

--

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

--

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

--

Question 7

CAPACITY OF PREMISES

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

Off sales display: 9.80046 m²

Question 8

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

Personal details

8(a) *Name*

--

8(b) *Date of birth*

--

8(c) *Contact address*

--

8(d) *Email address and telephone number*

--

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

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



* (see note below)

Date 10/07/204

Capacity Solicitor ~~APPLICANT~~/AGENT (delete as appropriate).

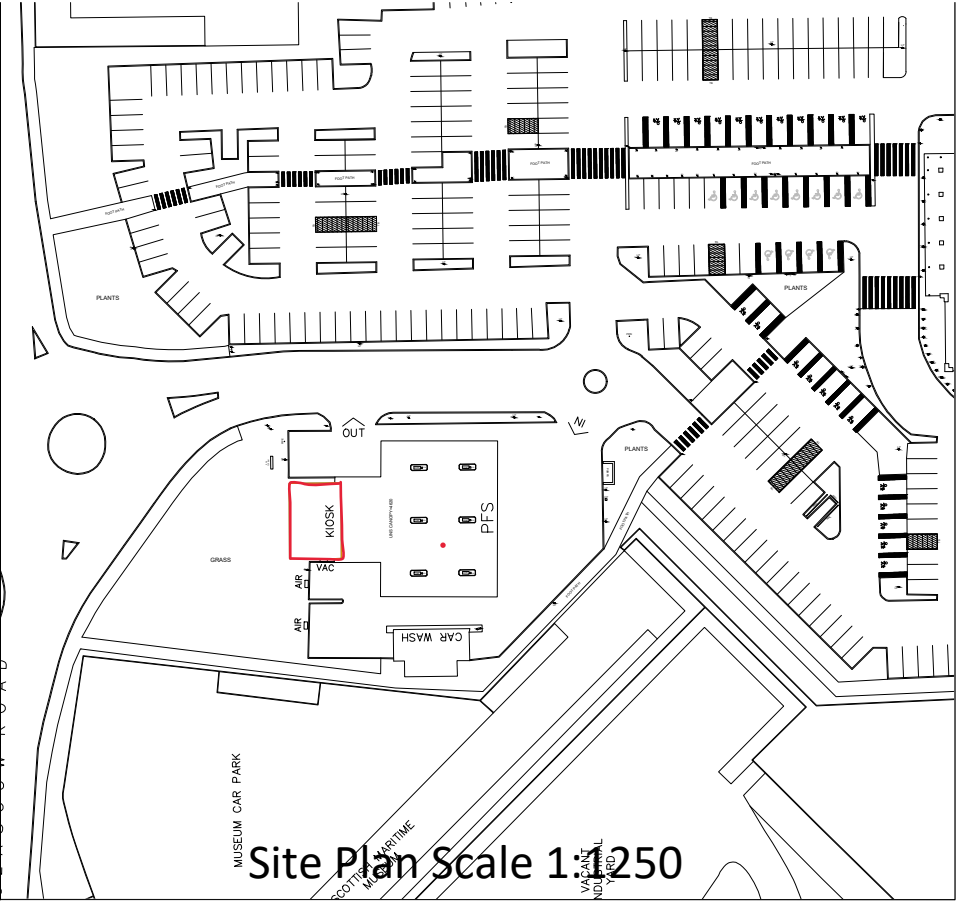
Telephone number and email address of signatory

Agent:

[Redacted agent information]

*** 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.



Square Meters					
Store Name		Dumbarton			
Store Number		1169			
Number Of Units	Bay/Fixture	Height	Width	Depth	M2
0	Side Rack	1720	610	300	0.00000
Total Display Units Capacity					0.00000
0	1000 Fixture	1410	1000	470	0.00000
1.00	800 Fixture	1410	1206	470	1.70046
2.00	Kiosk Kit	1800	1000	300	3.60000
0.00	1250 Panama fridge bay	1800	1250	750	0.00000
0.00	937 Panama fridge bay	1800	937	750	0.00000
2.00	1250 Pearl M fridge bay	1800	1250	750	4.50000
0.00	937 Pearl M fridge bay	1800	937	750	0.00000
Total Shelving Capacity					9.80046
Miscellaneous BWS Display Base					
Visible Display					
0	Display Base	2200	610	610	0.00000
Total Department Capacity					9.80046

Key - Drawing Information	
	FIXTURE LICENCED FOR SALE OF ALCOHOL - ACCESSIBLE
	FIXTURE LICENCED FOR SALE OF ALCOHOL - INACCESSIBLE
	BOUNDARY OF PREMISES SALES FLOOR
	LOCATION OF PREMISES ON SITE PLAN

Key - Fire Symbols	
	NOTICE - 'FIRE DOOR-KEEP CLOSED'
	NOTICE - 'KEEP LOCKED'
	ILLUMINATED EXIT DIRECTION
	EXIT SIGN
	EMERGENCY LIGHTING
	ALARM CALL POINT
	AUDIBLE WARNING
	SMOKE DETECTOR
	ALARM INDICATOR PANEL
	DOORS FITTED WITH PUSH BARS
	DOORS FITTED WITH PRESSURE RELEASE
	DOOR SHUTTER DOOR
	FIRE EXTINGUISHER - WATER TYPE
	FIRE EXTINGUISHER - FOAM TYPE
	FIRE EXTINGUISHER - CARBON DIOXIDE
	FIRE EXTINGUISHER - DRY POWDER TYPE
	FIRE EXTINGUISHER - AQUEOUS SOLUTION
	FIRE EXTINGUISHER - VAPOURISING LIQUID
	FIRE BLANKET
	FIRE HOSE REEL
	FIRE RESISTANT WALLS
	FIRE RESISTANT DOORS

NOTES:

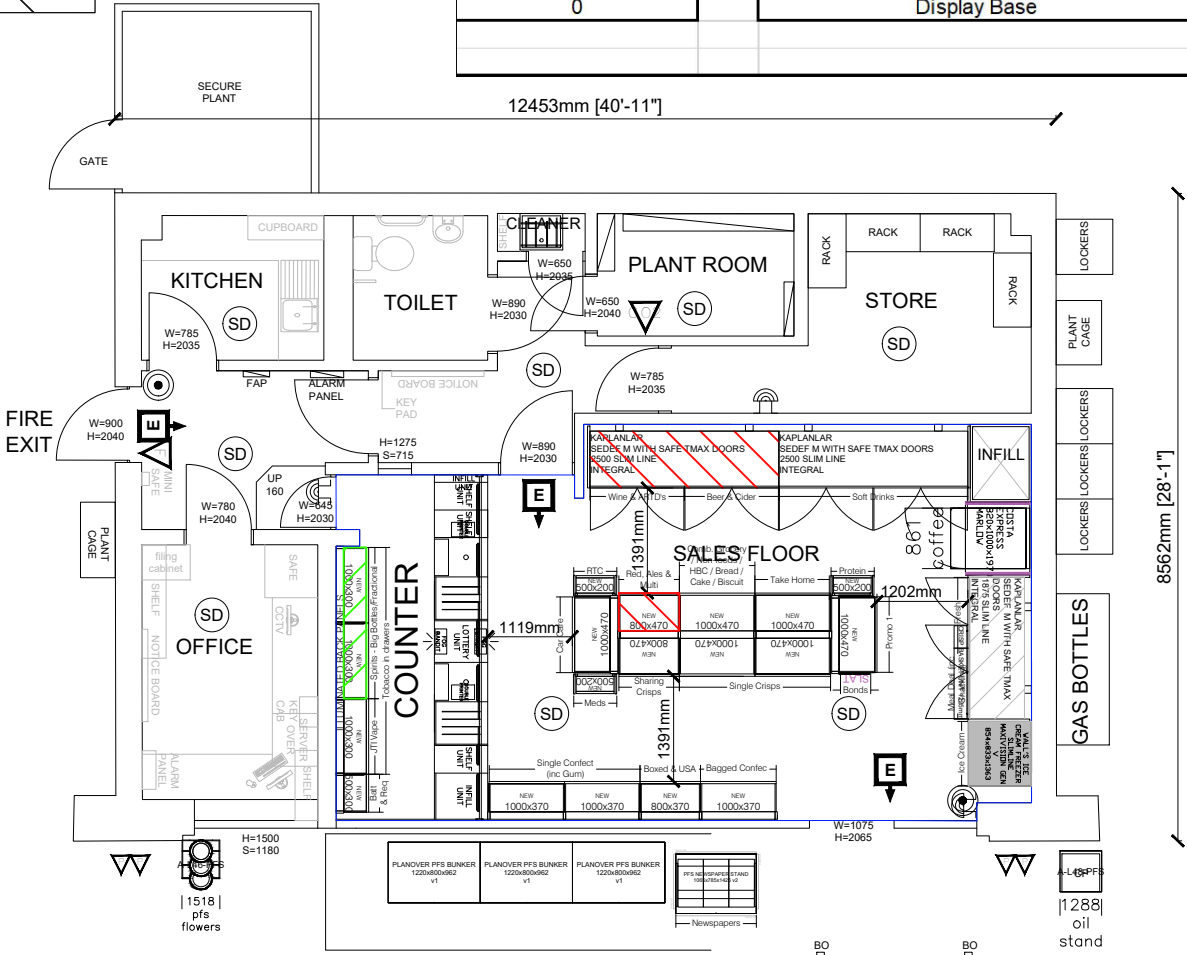
1. FIRE FIGHTING EQUIPMENT & ALL OF THE REQUIREMENTS OF THE FIRE SERVICE WILL BE INCORPORATED & WILL BE PROVIDED TO COMPLY WITH THE EUROPEAN STANDARDS

No. BSEN3 & BS7863.

FIRE STANDARDS:

1. FIRE SAFETY RELATED SIGNS AND NOTICES ARE TO THE HEALTH AND SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS ACT 1996. THOSE THAT COMPLY TO BS 5499, PART 1, 1990 ALSO COMPLY.
2. ILLUMINATED 'EXIT' SIGNS ARE TO CONFORM TO BS2560
3. FIRE FIGHTING EQUIPMENT IS TO COMPLY WITH EUROPEAN STANDARDS BS EN3 AND BS 7863

NOTE:
TOTAL ALCOHOL DISPLAY AREA:
09.80046m²



PFS

1169 DUMBARTON GLASGOW RD

GLASGOW ROAD DUMBARTON G82 1QZ

SALES FLOOR

RETAIL SALES AREA 490 Sq. Ft.

Scale: 1:100

only scaled on
A3

mfg
motor fuel group

SCHEDULE 6

Regulation 7

DISABLED ACCESS AND FACILITIES STATEMENT

*Licensing (Scotland) Act 2005, section 20(2)(b)(iia)***Question 1****Disabled access and facilities**

1(a)	Is there disabled access to the premises	YES
1(b)	Do you have facilities for those with a disability	YES
1(c)	Do you have any other provisions available to aid the use of the premises by disabled people	YES
*Delete as appropriate		

If you have answered Yes to any of the questions above please complete, as appropriate, the following sections.

Question 2**Disabled access to, from and within the premises**

Please provide clear and detailed description of how accessible the premises are for disabled people. e.g. ramps, accessible floors, signage.

The customer areas of the premises are located on a single level. The premises have level entry / exit. Emergency exit points are suitable from use by disabled persons

Question 3

Facilities available

Please describe in detail the facilities provided for disabled people. e.g. disabled toilets, lifts, accessible tables.

The premises have a customer toilet with disabled access facilities

Grocery items are displayed at different heights. Where a product is outwith the reach of a disabled customer, shop floor staff are available to provide assistance.

Question 4

Other provisions

Please provide details of any other provisions made to aid the use of the premises by disabled people. e.g. assistance dogs welcome, large print menus.

Assistance dogs are welcome on the premises to assist their owners
Disabled Customer parking is available.

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 disabled access and facilities statement are true to the best of my knowledge and belief.



Signature
Date 05/03/2024

* (see note below)

Capacity Solicitor ~~APPLICANT~~/AGENT

Telephone number and email address of signatory.....

07884 112175

Andrew.hunter@harpermacleod.co.uk

Licensing Standards Officers Report

LICENSING (SCOTLAND) ACT 2005 “the 2005 Act”

PREMISES LICENCE VARIATION APPLICATION

PREMISES: Dumbarton (Glasgow Road) Service Station, 36 Glasgow Road, Dumbarton, G82 1QZ

PREMISES LICENCE APPLICANT: Motor Fuel Limited, 10 Bricket Road, St Albans, AL1 3JX 05206547

Members of the Licensing Board may wish to note that these premises may be an excluded premises in terms of the Licensing (Scotland) Act 2005. Section 123 of the Licensing (Scotland) Act 2005 defines excluded premises:-

123 Excluded premises

(1) No premises licence or occasional licence has effect to authorise the sale of alcohol on excluded premises.

(2) For the purposes of this Act, “excluded premises” means—

(a) premises on land—

(i) acquired or appropriated by a special roads authority, and

(ii) for the time being used,

for the provision of facilities to be used in connection with the use of a special road provided for the use of traffic of class 1 (with or without other classes), and

(b) subject to subsection (5), premises used as a garage or which form part of premises which are so used.

(4) For the purposes of subsection (2)(b), premises are used as a garage if they are used for one or more of the following—

(a) the sale by retail of petrol or derv,

(b) the sale of motor vehicles, or

(c) the maintenance of motor vehicles.

(5) Despite subsection (2)(b), premises used for the sale by retail of petrol or derv or which form part of premises so used are not excluded premises if persons resident in the locality in which the premises are situated are, or are likely to become, reliant to a significant extent on the premises as the principal source of—

(a) petrol or derv, or

(b) groceries (where the premises are, or are to be, used also for the sale by retail of groceries).

Furthermore, this application may be contrary to the Licensing Board's Statement of Licensing Policy; namely Part 4:- Overprovision. For the Board's information these premises are located in IZ12.

Finally should the Licensing Board consider granting this application, the LSO recommends that the following licence conditions, as detailed in paragraph 24.2 of the Board's Statement of Licensing Policy should be applied;

The Board may consider extending the terminal hour for off sale type premises up to 10pm provided that suitable enhanced control measures have been put in place to promote the licensing objectives. Enhanced control measures must include CCTV cameras covering the interior of the premises and the exterior area adjacent to the entrance to the premises.

PREMISES LICENCES: ADDITIONAL CONDITIONS APPROVED BY WEST DUNBARTONSHIRE LICENSING BOARD

4 Off Sale Premises and CCTV

The minimum CCTV requirements for off sales premises wishing to trade after 8.00 pm will be that:-

- (a) The system is recordable and viewable at source and does so during all hours that the premises is open.
- (b) The images recorded should be date and time coded for the purposes of crime prevention.
- (c) Suitable surveillance is offered of the licensed area of the premises as denoted on the Layout Plan.

Premises Licence Holders should note that camera footage should be retained for a period of time that complies with recommendations made by the Information Commissioner in terms of the Data Protection Act.

The applicants are also requesting the addition of home deliveries of food and alcohol (not alcohol only) and the addition of hot food, lottery and Paypoint provision. The Board may wish to consider paragraphs 22.2 and 22.3 of The Board's Statement of Licensing Policy in relation to home deliveries of alcohol;

22.2 Premises which intend to provide home deliveries of alcohol must specify this in their Operating Plan (in response to Question 5(f)) and provide details of how this will operate. These details should include the hours of delivery, the steps taken to identify the age of the person ordering and taking delivery of the goods, in terms of "Challenge 25" as well what measures are in place to make sure that the alcohol is delivered to an appropriate person.

22.3 When considering applications which seek to allow the home delivery of alcohol The Licensing Board will consider attaching the conditions set out in Appendix 1, Part C. When considering the addition of such conditions the Board shall give the applicant an opportunity to address the Board on these conditions.

As the applicants wish to do home deliveries of alcohol I am therefore recommending the following condition is applied for the purposes of the licensing objectives of preventing crime and disorder and protecting Children and Young People from harm;

PREMISES LICENCES: ADDITIONAL CONDITIONS APPROVED BY WEST DUNBARTONSHIRE LICENSING BOARD

Part C - Home Deliveries

The holder of the premises licence must make sure that:-

1. A robust age verification policy requires to be in place for deliveries that include alcohol and must be strictly adhered to by all delivery staff, incorporating a Challenge 25 approach. All delivery staff must be trained in the operation of the foregoing policy.
2. Any documentation presented as verification of age is of a type prescribed in the Licensing (Scotland) Act 2005 or Regulations under that Act as suitable for that purpose.
3. An order register must be kept on the premises containing details of the items ordered/despached, with details of when the order was placed and when the alcohol was despatched.
4. A delivery/refusal register requires to be maintained by the delivery driver containing details of the person accepting delivery or, if delivery was refused, the reason for any refusals.
5. No delivery of alcohol should be left unattended (including in a safe place) or with Children or Young Persons where there is no adult available to accept delivery.
6. Where a third party carries out deliveries, a written agreement must be in place between the holder of the premises licence and the third party setting out that the measures narrated at the foregoing points 1 to 5 are to be complied with.

I further recommend that the Licensing Board updates the premises licence conditions with the up to date conditions in relation to off sale type premises to prevent crime and disorder and protect Children and Young People from harm and in particular add:

Part B – Off-Sales

The holder of a premises licence shall ensure that:-

1. A refusal register is maintained in the premises recording all incidences of refused sales, including the date and time, the reason for refusal and the member of staff refusing the sale.
2. The refusal register is inspected by the Designated Premises Manager, or his nominated representative, at least on a fortnightly basis.
3. The refusal register is made available for inspection by the Police and Licensing Standards Officers on request.
4. The refusal register may be kept in electronic form, in which event the obligation imposed by condition 3 above may be discharged by making available for inspection as aforesaid a printed copy of the refusal register's entries.

Peter Clyde

Licensing Standards Officer

Date: 14 August 2024

Contact :

Peter Clyde, Licensing Standards Officer, Regulatory Services, Council Offices, 16 Church Street, Dumbarton. G81 1TG.

E-mail : Peter.Clyde@west-dunbarton.gov.uk

WEST DUNBARTONSHIRE LICENSING BOARD**Report by the Clerk to the Licensing Board****3 September 2024**

Subject: Licensing Board Financial Statement 2023/24**1. Purpose**

- 1.1** To allow the Licensing Board to consider its Annual Financial Report in relation to the period 1 April 2023 to 31 March 2024. The report is attached at Appendix 1.

2. Recommendations

- 2.1** It is recommended that the Licensing Board notes the terms of the Financial Report for 2023/24.

3. Background

- 3.1** The Air Weapons and Licensing (Scotland) Act 2015 amended the Licensing (Scotland) Act 2005 to impose a statutory duty on the Licensing Board to publish, on an annual basis, a report detailing the Licensing Board's income and expenditure during the previous financial year.

4. Main Issues

- 4.1** The financial statement covers the income received in connection with the Licensing Board's liquor licensing function and expenditure incurred by the Licensing Board. The statement explains how these amounts set out in it have been calculated.
- 4.2** Members should note that fees relating to liquor licensing are set by the Licensing (Fees) (Scotland) Regulations 2007.

5. Financial and Procurement Implications

- 5.1** The financial information in this report fulfils a statutory requirement of the Licensing (Scotland) Act 2005.

6. Risk Analysis

- 6.1** There is no risk to the Board associated with the contents of this report.

7. Equalities Impact Assessment (EIA)

- 7.1** There are no equalities impacts through consideration of this report.

8. Consultation

- 8.1** Legal Services and Finance were consulted in the production of this report and the associated appendix.

9. Strategic Assessment

- 9.1** There are no strategic implications associated with this report.

Alan Douglas
Clerk to the Licensing Board
19 August 2024.

Person to Contact:	Michael McDougall, Depute Clerk to the Licensing Board, Regulatory Services, West Dunbartonshire Licensing Board, Municipal Buildings, Church Street, Dumbarton G82 1NR. Email: michael.mcdougall@west-dunbarton.gov.uk
Appendix:	Appendix 1 – Financial Report 2023/24
Background Papers:	N/A
Wards Affected:	All Wards

Licensing (Scotland) Act 2005

West Dunbartonshire Licensing Board Financial Report

Financial Year: 2023/24

The West Dunbartonshire Licensing Board is required under section 9B of the Licensing (Scotland) Act 2005 to publish an annual financial report.

This report has been prepared using financial data taken on 31/03/2024. The relevant budgets and other finance sources that the data has been extracted from have not yet been audited.

Consequently, the figures provided in this report are indicative and cannot be relied upon as an accurate reflection of income and expenditure relative to the exercise of the Licensing Board's functions under the Licensing (Scotland) Act 2005.

The financial statement is as follows:

Income (1)	
Premises Licence	£1,900
Provisional Premises Licence	£860
Confirmation	£2,400
Annual Fees	£79,700
Transfers	£1,400
Minor Variations	£1,945
Major Variations	£2,700
Extended Hours	£420
Occasional Licence	£3,360
Personal Licence	£4,670
Total	£99,355
Direct Staff Costs (2)	
Licensing Administration Costs	£102,955
Legal Services	£57,153
Administrative Support	£21,848
Elected Members	£6,222
Total	£188,178
Other Direct Costs (3)	
Legal Expenses	£347
Travel Expenses	£278
Mobile Phones	£29
	£654
Indirect Costs (4)	
ICT	£36,125
Accommodation	£4,325
Facility Management	£53,561
Financial Services	£42,009
Central Support Allocation	£136,020
Total:	£101,322

Net Income – Expenditure	£208,030
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Notes:

1. Denotes income from the categories detailed for applications and annual fees received under the Licensing (Scotland) Act 2005
2. Denotes salary, superannuation, national insurance and pension costs associated with the Clerk and other Legal Services staff, Licensing Administration Costs and other staff responsible for administrative support under paragraph 8 of Schedule 1 to the Licensing (Scotland) Act 2005.
3. Denotes the identified direct budgetary costs associated with the exercise of the Licensing Board function under each category provided.
4. Denotes the portion of central administrative costs allocated to the Licensing Board budget for each category provided.

WEST DUNBARTONSHIRE LICENSING BOARD**Report by the Clerk to the Licensing Board****Licensing Board Meeting: 3 September 2024**

Subject: Festive Hours Policy 2024/25**1. Purpose**

To propose a policy on an extension to licensed hours during the festive period in terms of Section 67 of the Licensing (Scotland) Act 2005 ("the Act").

2. Recommendations**2.1** It is recommended:

- (a) that the 2024/25 Festive Period is defined as being Monday 9 December 2024 to Thursday 2 January 2025 inclusive;
- (b) that premises licence holders – with permission to utilise festive extensions - without significant entertainment (public houses, hotel bars and members' clubs fall into this category) may trade for one hour more than the normal licensed hours during the festive period with the exception of Hogmanay;
- (c) that premises licence holders – with permission to utilise festive extensions - without significant entertainment (public houses, hotel bars and members' clubs) may trade to 3 a.m. on Hogmanay on condition that last entry to the premises is 11 p.m. and the event is pre-ticketed;
- (d) that premises licence holders - with permission to utilise festive extensions - offering significant entertainment (nightclubs) may trade until 4 a.m. during the festive period;
- (d) premises licence holders without permission to utilise festive extensions may apply for extended hours certificates in relation to the festive period;
- (e) that authority for the granting of applications for extended hours certificates over the Festive Period be delegated to the Clerk to the Licensing Board, if the terms of the application are in accordance with the foregoing agreed recommendations; and
- (f) that should applications for extended hours certificates be submitted which fall outwith the agreed hours or foregoing recommendations, then any such applications may require to be submitted to the Board for consideration, particularly where objections are forthcoming.

3. Background

- 3.1** Section 67 of the Act allows a licensing board, where they consider it appropriate to do so in relation to a special event of local or national significance, to determine that licensed hours can be extended by a specified period.
- 3.2** The Licensing Board's new Statement of Policy (coming into effect November 2023) at paragraph 33 notes that it may utilise section 67 of the 2005 Act so to grant a general extension to relevant premises' licensed hours during the festive season. This means that these premises will not be required to submit an application for an extended hours certificate to utilise these hours. Premises falling outwith the scope of this general extension or wishing to have additional hours beyond the terms of the general extension will be able to submit an application for an extended hours certificate.
- 3.3** The Festive Hours Policy, as agreed by the Licensing Board, will be served on Police Scotland and will be circulated to licence holders. Licensing Standards Officers will highlight the Festive Hours Policy during routine visits to licensed premises and will circulate it through trade associations.

4. Main Issues

- 4.1** The proposed Festive Hours Policy is enclosed at Appendix 1. The Policy narrates that where a premises licence holder's operating plan at Question 4 indicates that they will operate according to seasonal demand then the premises will be entitled to utilise the additional hours granted by the Licensing Board by way of a general extension subject to a notification requirement.
- 4.2** Where a premises licence holder's operating plan at Question 4 does not indicate that they will operate according to seasonal demand then an application for an extended hours certificate will need to be submitted and granted for the premises to take advantage of the additional hours outlined in the Policy.
- 4.3** It is proposed that the authority for the granting of applications for extended hours certificates be delegated to the Clerk of the Licensing Board where the terms of the application mirror the Policy. Applicants seeking hours outwith the terms of the Policy and the Licensing Board's Statement of Licensing Policy will likely to be required to be referred to a meeting of the Licensing Board.
- 4.4** Given that the premises licence holder must notify the Licensing Section and Police Scotland before utilising these additional hours, Police Scotland will be aware of the premises' intentions.

- 4.5** In keeping with the practice of previous years, the Festive Period is defined as being from Monday 9 December 2024 to Thursday 2 January 2025 inclusive.

5. People Implications

- 5.1** All extended hours applications shall be processed by Licensing Section staff on behalf of the Board without adverse impact on the service provided by the Board or Licensing Section.
- 5.2** A general extension will reduce the number of applications for extended hours certificates.

6. Financial Implications

- 6.1** The report may have a financial benefit to the licensed trade over the Festive Period.

7. Risk Analysis

- 7.1** There is no increased risk to the Council associated with the contents of this report.

8. Equalities, Health & Human Rights Impact Assessment (EIA)

- 8.1** EIA 796: This Policy grants additional hours (usually only one hour) during the festive period. This has happened over a number of years. There have been no issues reported with the operation of this Policy.

9. Consultation

- 9.1** The proposals contained within this report have been previously discussed with Police Scotland. Police Scotland were content with the terms of the Policy subject to the condition that they are notified of which premises are taking up these hours.

Alan Douglas
Clerk to the Licensing Board
16 August 2024

Person to Contact: Michael McDougall, Manager of Legal Services, West Dunbartonshire Licensing Board, Council Offices, 16 Church Street, Dumbarton, G82 1QL

Appendix: Appendix 1 - Festive Hours Policy

Background Papers: None

Wards Affected: All Wards.

WEST DUNBARTONSHIRE LICENSING BOARD
Festive Hours Policy 2024/25

Background

The West Dunbartonshire Licensing Board at its meeting of 3 September 2024 agreed the terms of its Festive Hours Policy in terms of section 67 of the Licensing (Scotland) Act 2005.

The effect of this Policy is to grant premises additional hours where either:-

1. the premises' Operating Plan at Question 4 indicates that they tend to operate according to seasonal demand; or
2. the premises successfully applies for an extended hours certificate.

Requirements

In order to utilise these additional hours premises **must**:-

1. make sure that their premises licence's operating plan at Question 4 indicates that the premises intends to operate according to seasonal demand. If not, then an application for an extended hours certificates must be submitted and granted prior to the licensed premises using any additional hours; and
2. notify the Council's Licensing Section and Police Scotland's Licensing Department of those nights that the premises wishes to utilise the additional hours. Such notification must be made by 30 November 2023 (or where there are exceptional circumstances a later date as agreed with the Clerk to the Licensing Board).

The email addresses are as follows:-

- licensing@west-dunbarton.gov.uk
- argylldunbartonshirelicensing@scotland.police.uk

If these requirements are not met, then the premises cannot utilise the additional hours and must apply for an extended hours certificate. This application can be submitted via the Licensing Board's [webpage](#)¹.

Period

Monday, 9 December 2024 to Thursday 2 January 2025 inclusive.

Terms of Policy

The effect of this Policy for premises where their operating plan at Question 4 indicates that they will trade according to seasonal demand, is as follows:-

¹ <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/alcohol-licences/licences-extended-hours/#:~:text=An%20extended%20hour%27s%20application%20is,for%20a%20one%2Doff%20event.>

- i) That premises without significant entertainment (public houses, hotel bars and members' clubs fall into this category) may trade for one hour more than their normal licensed hours during the festive period with the exception of Hogmanay.
- ii) That premises licence holders without significant entertainment (public houses, hotel bars and members' clubs) may trade to 3 am on Hogmanay on condition that last entry to the premises is 11pm and the event is pre-ticketed.
- iii) That premises licence holders offering significant entertainment (Nightclubs) may trade until 4 am during the festive period.

It should be noted that premises must notify the Licensing Section and Police.

Premises licence holders without permission to utilise festive extensions may apply for extended hours certificates in relation to the festive period so to mirror the additional hours narrated above.

Questions

Please contact the Council's Licensing Section at licensing@west-dunbarton.gov.uk.