

# *West Dunbartonshire Licensing Board*

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28 February 2019

## **MEETING OF WEST DUNBARTONSHIRE LICENSING BOARD:- TUESDAY, 12 MARCH 2019**

Dear Sir/Madam

Notice is hereby given that a Meeting of West Dunbartonshire Licensing Board will be held in The Civic Space, 16 Church Street, Dumbarton at 10.00 a.m. on Tuesday, 12 March 2019. **The pre-meeting for Board Members will be held in The Brock commencing at 9.30 a.m.**

The agenda for the meeting is attached. Members are requested to note that the document pack contains confidential information that should not be made available to the press or public.

I shall be obliged if you will advise Nuala Borthwick, Committee Officer (telephone 01389 737594 or email [nuala.borthwick@west-dunbarton.gov.uk](mailto:nuala.borthwick@west-dunbarton.gov.uk)) if you are unable to attend the meeting.

Yours faithfully

**PETER HESSETT**

Clerk to the Licensing Board

**Distribution:-**

Councillor Jim Brown (Chair)  
Councillor Ian Dickson  
Councillor Diane Docherty  
Councillor Marie McNair  
Councillor Jonathan McColl  
Councillor John Millar  
Councillor John Mooney  
Councillor Brian Walker

All other Councillors for information

Chief Executive

Date issued: 28 February 2019

**LICENSING BOARD - TUESDAY, 12 MARCH 2019**

**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 LICENSING BOARD HEARING PROCEDURE 5 – 8**

Submit for information the Licensing Board's Hearing Procedures for:-

- (a) an Application for Review of Premises/Personal Licence; and
- (b) an Application with Objection(s)/Representation(s).

**4 MINUTES OF PREVIOUS MEETING 9 – 15**

Submit for approval as a correct record Minutes of Meeting of the Licensing Board held on Tuesday, 11 December 2018.

**5 CONTINUED REVIEW OF PERSONAL LICENCE 17 - 20**

With reference to the Minutes of Meeting of the Licensing Board held on 29 August 2018 and 11 December 2018 and in terms of Section 36 of the Licensing (Scotland) Act 2005, Members are requested to continue the Hearing to consider the Personal Licence for Mr Mohammad Yasin.

In this respect, submit letter from Chief Constable, Police Scotland.

**6 APPLICATION FOR PERSONAL LICENCE 21 - 27**

With reference to the Minutes of Meeting of the Licensing Board held on 11 December 2018, submit for consideration application for a Personal Licence for Mr Jamie Daly.

In this respect, submit letter from the Chief Constable, Police Scotland.

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**7 APPLICATION FOR PERSONAL LICENCE 29 - 36**

With reference to the Minutes of Meeting of the Licensing Board held on 11 December 2018, submit for consideration application for a Personal Licence for Mr Logan Malcolm.

In this respect, submit letter from the Chief Constable, Police Scotland.

**8 APPLICATION FOR VARIATION OF PREMISES LICENCE 37 - 56**

Submit for consideration application for Variation of Premises Licence for The Duntiglennan, Dumbarton Road, Duntocher, Clydebank G81 6DN.

**9 APPLICATION FOR VARIATION OF PREMISES LICENCE 57 - 73**

Submit for consideration application for Variation of Premises Licence for John H Glen Spar Store, 34-44 Main Street, Alexandria G83 0DX.

**10 PROGRESS REPORT ON MEETING THE EQUALITY OUTCOMES WITHIN THE BOARD'S MAINSTREAMING REPORT 2017 - 2021 75 - 77**

Submit report by the Clerk to the Licensing Board on the actions being taken to progress towards meeting the outcomes within the Board's Mainstreaming Report.

## LICENSING BOARD PROCEDURE NOTE

### Licensing Board – Review of Premises/Personal Licence

The steps in the procedure are:-

1. Check who is present – Licence Holder, Agent, Police etc.
2. Check if the Licence Holder has received the letter of complaint from the Police
3. and the report from the Licensing Standards Officer (LSO).
4. Check if there are any preliminary issues.
5. Hear from Police Scotland.
6. Opportunity for the Licence Holder to ask questions to the Police, via the Chair.
7. Opportunity for Board Members and their advisor to ask questions to the Police.
8. Hear from Licensing Standards Officer.
9. Opportunity for the Licence Holder to ask questions to the LSO, via the Chair.
10. Opportunity for Board Members and their advisor to ask questions to the LSO.
11. Opportunity for Licence Holder to address the Board.
12. Board Members and their advisor may ask questions to the Licence Holder.
13. Board Members may ask questions of any party present.
14. The LSO, followed by Police Scotland and thereafter the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
15. Board debates and decides what to do.  
(Note – if the Board moves to suspend the licence, it does not decide the period of suspension at this point.)
16. If the Board has decided to suspend the licence, the Licence Holder has an opportunity to address the Board on the period of suspension.
17. The Board decides on the period of suspension.



## LICENSING BOARD PROCEDURE NOTE

### Applications with Objection(s)/Representation(s) in terms of Section 22 of the Licensing (Scotland) Act 2005

The steps in the procedure are:-

1. Check whether applicant and/or agent and objectors are present. If there are a large number of objectors, a signing in sheet might be circulated around them.
2. If there are a large number of objectors, check who wants to speak. Advise them that all relevant and competent objections already submitted in writing will be fully considered. Also advise them that the Board is keen to avoid duplication of submissions. Invite objectors to appoint a spokesperson or spokespersons who can cover all of their objections.
3. Ask the applicant if there are any preliminary issues. This is the applicant's opportunity to object to objections. It is for the Board to decide whether an objection is vexatious or frivolous. The objector whose objection is being challenged should be asked for their comments.
4. Hear from Licensing Standards Officer and hear from Environmental Health and Planning if required.
5. Opportunity for applicant, then objectors, followed by Board Members and their advisor to put questions to LSO and any other party as above.
6. Hear from objectors in turn.
7. Opportunity for applicant to ask questions of objectors through the Chair, followed by questions from Board Members and their advisor.

8. Hear from applicant or agent.
9. Opportunity for objectors to put questions to applicant through Chair, followed by questions from Board Members and their advisor.
10. The LSO, any objectors and thereafter the applicant to be given an opportunity to sum up. No new material should be introduced at this stage.
11. Debate followed by decision.

**NOTE** – if there are any issues which the Board is concerned about (particularly issues which might result in a refusal) the Board should invited the applicant to address them on these issues.

## WEST DUNBARTONSHIRE LICENSING BOARD

At a Meeting of West Dunbartonshire Licensing Board held in the Civic Space, 16 Church Street, Dumbarton on Thursday, 11 December 2018 at 10.10 a.m.

**Present:** Councillors Jim Brown, Ian Dickson, Diane Docherty, John Millar, John Mooney and Marie McNair.

**Attending:** Peter Hessett, Clerk to the Licensing Board; Raymond Lynch, Depute Clerk to the Licensing Board; Robert Mackie, Senior Officer (Licensing Services), Peter Clyde and Lawrence Knighton, Licensing Standards Officers and Nuala Borthwick, Committee Officer.

**Also attending:** Constable Alison Simpson, Police Scotland.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Jonathan McColl and Brian Walker.

**Councillor Jim Brown in the Chair**

### DECLARATIONS OF INTEREST

Councillor Millar declared a non-financial interest in the item of business entitled, 'Review of Premises Licence - Sizzlers, 9 Main Street, Alexandria G83 0ER' and advised that he would take no part in the Committee's decision in relation to that item.

### LICENSING BOARD HEARING PROCEDURE

The Licensing Board's undernoted Hearing Procedures were submitted for information:-

- (1) an Application for Review of Premises/Personal Licence; and
- (2) an Application with Objection(s)/Representation(s).

## **MINUTES OF PREVIOUS MEETINGS**

The following Minutes of Meetings of the Licensing Board were submitted and approved as correct records:-

- (1) Minutes of Meeting of the Licensing Board held on Tuesday, 18 September 2018; and
- (2) Minutes of Special Meeting of the Licensing Board held on Thursday, 11 October 2018.

### **CONTINUED REVIEW OF PREMISES LICENCE – BARGAIN STORE, 20 ALCLUTHA AVENUE, DUMBARTON, G82**

With reference to the Minutes of Meeting of the Licensing Board held on 29 August 2018 and in terms of Section 36 of the Licensing (Scotland) Act 2005, Members considered whether to continue the Hearing concerning Review of the Premises Licence for Bargain Store.

It was noted that the licence holder, Mr Mohammad Yasin, was in attendance at the meeting and was represented by Ms Audrey Junner, Miller Samuel Hill Brown Solicitors.

#### **DECIDED:-**

Having heard the Clerk to the Licensing Board, it was noted that the Hearing was considered to be part-held and required the same members to be present as were present at the Licensing Board on 29 August 2018 in order for the Hearing to continue. In the absence of a quorum of Members who had been present at the Hearing on 29 August 2018, it was noted that the Hearing could not be resumed and was therefore continued to a future meeting.

### **CONTINUED REVIEW OF PERSONAL LICENCE – MR MOHAMMAD YASIN**

With reference to the Minutes of Meeting of the Licensing Board held on 29 August 2018 and in terms of Section 83(7) of the Licensing (Scotland) Act 2005, Members were requested to hold a Hearing to consider the Personal Licence held by Mr Mohammad Yasin. In this respect, a letter from the Chief Constable, Police Scotland was submitted.

It was noted that the licence holder, Mr Mohammad Yasin, was in attendance at the meeting and was represented by Ms Audrey Junner, Miller Samuel Hill Brown Solicitors.

## **DECIDED:-**

After discussion and having heard from both the Clerk to the Licensing Board and Ms Junner, it was agreed that the application would be continued to the next meeting of the Licensing Board being held on 12 March 2019.

### **CONTINUED REVIEW OF PERSONAL LICENCE – MR GERARD CASSIDY**

With reference to the Minutes of Meeting of the Licensing Board held on 13 June 2018 and in terms of Section 83(7) of the Licensing (Scotland) Act 2005, Members were requested to hold a Hearing to consider the Personal Licence held by Mr Gerard Cassidy.

Having heard the Clerk to the Licensing Board, it was noted:-

- (a) that a letter had been submitted by Police Scotland in terms of Section 84A(1) of the Licensing (Scotland) Act 2005 reporting that Mr Gerard Cassidy had acted in a manner inconsistent with the licensing objectives of protecting children from harm and preventing crime and disorder;
- (b) that both the licence holder and a representative of Police Scotland had been invited to attend the meeting in order that a hearing could take place; and
- (c) that Mr Cassidy was in attendance at the meeting and was represented by Mr Douglas Thomson, Solicitor Advocate, McArthur Stanton Solicitors.

As a preliminary matter, Mr Thomson advised that the criminal case against Mr Cassidy had concluded on 11 October 2018 and that Mr Cassidy had pled guilty to two charges of assault in terms of Section 90(2)(A) of the Police and Fire Reform (Scotland) Act 2012 and had proceeded to trial with two further charges under Section 38 of Criminal Justice and Licensing Act 2010, Section 90(1) and 90(1)(A) and was found 'not guilty' in relation to both charges.

Constable Alison Simpson, Police Scotland was in attendance at the meeting and was heard in relation to the circumstances outlined in the Police letter which had been submitted to Members in advance of the meeting. Thereafter, Constable Simpson was heard in answer to questions from Members of the Board.

Mr Cassidy was then given an opportunity to address the Board and there after both he and Mr Thomson were heard in answer to questions from Members.

### **ADJOURNMENT**

Having heard the Chair, Councillor Brown, the Board agreed to adjourn for a short period of time.

The Board reconvened at 10.53 a.m. with all members listed in the sederunt in attendance.

**DECIDED:-**

Following consideration of all matters before the Board, it was agreed that the Personal Licence held by Mr Cassidy be endorsed for a period of 5 years on the grounds that his conduct had been inconsistent with the licensing objective of preventing crime and disorder.

**APPLICATION FOR PROVISIONAL PREMISES LICENCE**

An application for Grant of a Provisional Premises Licence for Lidl Store, Former Distillery Site, Castle Street, Dumbarton G82 1QY was submitted for consideration.

Having heard the Clerk to the Licensing Board it was noted:-

- (a) that Mr Andrew Hunter, Harper MacLeod Solicitors, was in attendance on behalf of the applicant, Lidl UK GmbH and was accompanied by Cameron Hall and Ross Jackson, Senior Acquisitions Consultants, Lidl UK;
- (b) that a letter of objection from NHS Greater Glasgow and Clyde had been submitted in relation to the application however there was no representative from the Health Board in attendance at the meeting to address the Board on the terms of the letter of objection.

Mr Peter Clyde, Licensing Standards Officer, was then heard in respect of the application and in relation to the number and capacity of licensed premises in the area. It was noted that the LSO had reported a reduction in the overall capacity of licensed premises in the area since the Board considered their initial assessment of Overprovision.

Mr Hunter then provided a detailed presentation in support of the applicant and the application, addressing Members in respect of the Board's Overprovision Policy and the steps taken by Lidl to address issues in terms of the licensing objectives. Thereafter Mr Hunter was heard in answer to Members' questions in relation to the benefits of granting the application.

**DECIDED:-**

Following consideration of all matters before the Board and having heard both Mr Hunter and Mr Clyde in answer to Members' questions, it was agreed that the application be granted.

**APPLICATION FOR PROVISIONAL PREMISES LICENCE**

An application for Provisional Premises Licence for Mahonys, 23 Britannia Way, Clydebank G81 2RZ was submitted for consideration.

Having heard the Clerk, it was noted that Mr Archie MacIver, Brunton Miller Solicitors, was in attendance on behalf of the applicant, Mr Mahmut Akkurt. The Board then heard from Mr MacIver in relation to the application.

**DECIDED:-**

After consideration, the Board agreed that the application be granted.

**APPLICATION FOR VARIATION OF PREMISES LICENCE**

An application for Variation of Premises Licence for Antartex Village, Lomond Industrial Estate, Heather Avenue, Alexandria G83 0TP was submitted for consideration.

It was noted that Michael McDougall, Solicitor, TLT Solicitors, was in attendance on behalf of the applicant, The Edinburgh Woollen Mill Limited, and was accompanied at the meeting by a representative of the applicant Carol Thornton.

**DECIDED:-**

After consideration, the Board agreed that the application be granted.

**APPLICATION FOR VARIATION OF PREMISES LICENCE**

An application for Variation of Premises Licence for Antartex Village, Lomond Industrial Estate, Heather Avenue, Alexandria G83 0TP was submitted for consideration.

It was noted that the applicant, Mr Shaneen Majeed, was in attendance at the meeting.

**DECIDED:-**

After consideration, the Board agreed that the application be granted.

**APPLICATION FOR VARIATION OF PREMISES LICENCE**

An application for Variation of Premises Licence for Auchentoshan Distillery, Dalmuir, Clydebank G81 3SJ was submitted for consideration.

It was noted that the applicant, Morrison Bowmore Distillers Limited was represented at the meeting by Ms Audrey Junner, Miller Samuel Hill Brown Solicitors.

As a preliminary matter, Ms Junner advised that there had been an error in preparing the application and that the application referred to the off sales display areas increasing to 130m<sup>2</sup>. However, the required off sales display area within the

application required to be 31.5m<sup>2</sup> therefore the application would result in a reduction to the off sale capacity at the premises.

Thereafter Ms Junner was heard in support of the application and in answer to Members' questions.

**DECIDED:-**

After consideration of all matters before the Board, it was agreed that the application be granted.

**APPLICATION FOR PERSONAL LICENCE**

An application for a Personal Licence for Mr Logan Malcolm was submitted for consideration.

Having heard the Clerk, it was noted:-

- (a) that a letter dated 7 November 2018 had been received from Police Scotland providing information on a relevant conviction held by the applicant;
- (b) that both the applicant and a representative of Police Scotland had been invited to attend the meeting in order that a Hearing could take place; and
- (c) that the applicant, Mr Malcolm, was not in attendance at the meeting.

**DECIDED:-**

Following consideration, the Board agreed that the application be continued to the next meeting of the Licensing Board scheduled to be held on 12 March 2019.

Note: Having declared an interest earlier in the meeting, Councillor Millar left prior to discussion of the next item.

**REVIEW OF PREMISES LICENCE**

In terms of Section 36 of the Licensing (Scotland) Act 2005, Members considered a report by the Licensing Standards Officer providing information on the position concerning the non-payment of annual fees for the premises known as Sizzlers, 9 Main Street, Alexandria G83 0ER.

It was noted that the licence holder was not in attendance at the meeting.

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**DECIDED:-**

Following consideration, the Board agreed to suspend the premises licence until such time as the annual fee is paid by the licence holder.

Note: Councillor Millar returned to the meeting.

**REVIEW OF PREMISES LICENCE**

In terms of Section 36 of the Licensing (Scotland) Act 2005, Members considered a report by the Licensing Standards Officer providing information on the position concerning the non-payment of annual fees for the premises known as Café Roma, 53 Sylvania Way South, Clydebank G81 1EA.

It was noted that the licence holder was not in attendance at the meeting.

**DECIDED:-**

Following consideration, the Board agreed to suspend the premises licence until such time as the annual fee is paid by the licence holder.

**THE GAMBLING ACT 2005:  
REVIEW OF LICENSING BOARD'S STATEMENT OF PRINCIPLES**

A report was submitted by the Clerk to the Licensing Board:-

- (a) advising of the consultation responses received in relation to the Board's review of its Statement of Principles under the Gambling Act 2005; and
- (b) seeking approval of the draft Statement of Principles.

After discussion and having heard the Depute Clerk to the Licensing Board in further explanation of the report and in answer to Members' questions, the Board agreed:-

- (1) to note the terms of the consultation responses contained at Appendix 1 to the report; and
- (2) to approve the Three Year Statement of Principles under the Gambling Act 2005 as contained at Appendix 2 to the report.

The meeting closed at 11.58 a.m.



**ITEM 5 - REVIEW OF PERSONAL LICENCE**

**Personal Licence Holder: Mr Mohammad Yasin (address withheld)**

The following document(s) relating to the Review of Personal Licence for the above personal licence holder is included as an appendix as detailed below:-

**List of Production(s)**

**Page(s)**

Appendix 1

Letter from Police Scotland requesting  
a Review of Personal Licence

Pages 19 - 20



**Please note that confidential pages have been removed.**



**ITEM 6 - APPLICATION FOR PERSONAL LICENCE**

**Applicant: Mr Jamie Daly (address withheld).**

**The following documents relating to the application are included as appendices as detailed below:-**

**List of Productions:-**

**Page(s)**

Appendix 1	Application Form	Pages 23 - 25
Appendix 2	Letter from Police Scotland	Page 27



## SCHEDULE 2

**West Dunbartonshire Licensing Board**

Licensing (Scotland) Act 2005 – Application for a personal licence

**FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)**

Before completing this form please read the guidance notes at the end of the form.  
 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary. You may wish to keep a copy of the completed form for your records.

<b>1. Your personal details. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read note 1</b>	
<b>TITLE</b> (delete as appropriate): <del>Mr Mrs Miss Ms Other</del> (please state)	
Surname	DALY
Forenames	JAMIE
Date and Place of Birth	[REDACTED]
NI Number	[REDACTED]
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below)</b>	
[REDACTED]	
Post town	[REDACTED]
Post code	[REDACTED]
<b>TELEPHONE NUMBERS</b>	
Daytime	[REDACTED]
Evening	[REDACTED]
Mobile	[REDACTED]
<b>FAX NUMBER</b>	n/a
<b>E-mail address (if you would prefer us to correspond with you by e-mail)</b>	
[REDACTED]	
<b>Address for correspondence associated with this application (if different to the address above)</b>	
[REDACTED]	
Post town	[REDACTED]
Post code	[REDACTED]



**5. CHECKLIST**

I have	Please tick <input type="checkbox"/> yes
• Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3.	✓
• Enclosed a copy of any licensing qualification I hold	✓
• Enclosed my current personal licence (renewal only)	N/A
• Made or enclosed payment of the fee for the application	✓

**6. Previous Convictions**

You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none". Read note 4

Offence	Court	Date	Penalty

West Dunbartonshire Council has a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It will share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.wdweb.info/Council-&Democracy/AboutyourCouncil/FairProcessingNotice-NationalFraudInitiative\(NFI\)](http://www.wdweb.info/Council-&Democracy/AboutyourCouncil/FairProcessingNotice-NationalFraudInitiative(NFI)) or contact Section Head, Internal Audit, West Dunbartonshire Council, Garshake Rd, Dumbarton G82 3PU, Telephone 01389737836, Email [internal.audit@west-dunbarton.gov.uk](mailto:internal.audit@west-dunbarton.gov.uk).

**7. Declaration**

The contents of this		are true to the best of my knowledge and belief	
SIGNATURE -- read note 5		DATE	
		10 9 18	10 9 18

**Please note that confidential pages have been removed.**

**ITEM 7 - APPLICATION FOR PERSONAL LICENCE**

**Applicant:** Mr Logan Malcolm (address withheld)

**The following documents relating to the application are included as appendices as detailed below:-**

<b><u>List of Productions:-</u></b>		<b><u>Page(s)</u></b>
Appendix 1	Application Form	31 - 34
Appendix 2	Letter from Police Scotland	35 - 36



## SCHEDULE 2

***West Dunbartonshire Licensing Board*****Licensing (Scotland) Act 2005 – Application for a personal licence****FIRST APPLICATION/RENEWAL APPLICATION (delete as appropriate)**

Before completing this form please read the guidance notes at the end of the form.  
 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets, if necessary. You may wish to keep a copy of the completed form for your records.

<b>1. Your personal details. If relevant please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary. Read note 1</b>	
<b>TITLE (delete as appropriate):</b> Mr Mrs Miss Ms Other (please state)	
Surname	Malcolm
Forenames	Logan
Date and Place of Birth	[REDACTED]
NI Number	[REDACTED]
<b>ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below) :</b>	
[REDACTED]	
Post town	Post code
[REDACTED]	[REDACTED]
<b>TELEPHONE NUMBERS</b>	
Daytime	[REDACTED]
Evening	
Mobile	
<b>FAX NUMBER</b>	
E-mail address (if you would prefer us to correspond with you by e-mail)	
Address for correspondence associated with this application (if different to the address above)	
[REDACTED]	
Post town	Post code

<b>2. Your licensing qualification</b>		
<b>Read note 2</b>	<b>Please tick</b>	
I hold an accredited qualification	<b>Yes</b>	<b>No</b>
If you have ticked yes please provide a copy of your qualification with your application.		

<b>3. FIRST APPLICATIONS ONLY</b>		
This section should only be completed if you are submitting your first application to this Licensing Board. If answering Yes to any question please provide details below.		
<b>Note: You may only hold one personal licence at a time</b>		<b>Please tick</b>
Do you currently hold a personal licence?	<b>Yes</b>	<b>No</b>
Do you currently have any outstanding applications for a personal licence, with this or any other Licensing Board?	<b>Yes</b>	<b>No</b>
Has any personal licence held by you been forfeited in the last 5 years?	<b>Yes</b>	<b>No</b>
<b>Licensing Board</b>		
<b>Licence number</b>		
<b>Date of issue</b>		
<b>Date of expiry</b>		
<b>Any further details</b>		

<b>4. RENEWAL ONLY</b>	
This section should be completed only if you are applying for a renewal of your existing licence	
Your personal licence must accompany your application for a renewal. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below	
<b>Details of current personal licence</b>	
<b>Licensing Board</b>	
<b>Licence number</b>	
<b>Date of issue</b>	
<b>Date of expiry</b>	
<b>Any further details</b>	
If you cannot provide your personal licence, provide a statement explaining why	

<b>Other personal licence</b>		
<b>Note: You may only hold one personal licence at a time</b>		<b>Please tick</b>
<b>I confirm that I do not hold any other personal licences other than the one submitted for renewal</b>	<b>Yes</b>	<b>No</b>

<b>5. CHECKLIST</b>	
<b>I have</b>	<b>Please tick yes</b>
<ul style="list-style-type: none"> <li>• <b>Enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a person of standing in the community. Read note 3.</b></li> </ul>	<b>YES</b>
<ul style="list-style-type: none"> <li>• <b>Enclosed a copy of any licensing qualification I hold</b></li> </ul>	<b>YES</b>
<ul style="list-style-type: none"> <li>• <b>Enclosed my current personal licence (renewal only)</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Made or enclosed payment of the fee for the application</b></li> </ul>	<b>YES</b>

### 6. Previous Convictions

You must provide details below of any conviction for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974. Please continue on a separate sheet if necessary. If you are declaring that you have no such convictions please write "none". Read note 4

Offence	Court	Date	Penalty

West Dunbartonshire Council has a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It will share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [http://www.wdcweb.info/Council-& Democracy/About your Council/Fair Processing Notice-National Fraud Initiative \(NFI\)](http://www.wdcweb.info/Council-& Democracy/About your Council/Fair Processing Notice-National Fraud Initiative (NFI)) or contact Section Head, Internal Audit, West Dunbartonshire Council, Garshake Rd, Dumbarton G82 3PU, Telephone 01389737836, Email [internal.audit@west-dunbarton.gov.uk](mailto:internal.audit@west-dunbarton.gov.uk).

### 7. Declaration

The contents of this application are true to the best of my knowledge and belief

SIGNATURE – read note 5		DATE	29TH Oct 2018
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### NOTES

Information on the Licensing (Scotland) Act 2005 is available on the website of the Scottish Parliament (<http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>)

#### 1. Change of name or address

Section 88 of the Licensing (Scotland) Act 2005 requires that a personal licence holder must, no later than one month after any change in the licence holder's name or address, give the Licensing Board which issued the licence notice of the change. It is an offence not to do so.

#### 2. Licensing qualifications

Licensing qualifications are dealt with in section 91 of the Licensing (Scotland) Act 2005. In summary, to be eligible for a personal licence, an applicant must be aged 18 or over and possess a licensing qualification, and no personal licence previously held by the applicant must have been revoked within the period of 5 years ending with the day on which the application was received by the Licensing Board.

**Please note that confidential pages have been removed.**



## ITEM 8 – APPLICATION FOR VARIATION OF PREMISES LICENCE

**Premises:**                            **The Duntiglennan, Dumbarton Road, Duntocher,  
Clydebank G81 6DN.**

**Applicant:**                           **Hill Brown Licensing, in respect of DCSC Management  
Limited.**

The following documents relating to the application are included as appendices as detailed below:-

<b><u>List of Productions</u></b>		<b><u>Page (s)</u></b>
<b>Appendix 1</b>	<b>Details of proposed application and consultee responses</b>	<b>Pages 39 - 40</b>
<b>Appendix 2</b>	<b>Application Form (with detailed Operating Plans)</b>	<b>Pages 41 - 53</b>
<b>Appendix 3</b>	<b>Objection from Police Scotland</b>	<b>Pages 55 - 56</b>



## THE LICENSING (SCOTLAND) ACT 2005

### Application for Variation of Premises Licences

### Objection

Ref: WDLBPREM/0132

<b>Name and Address of Premises:</b>	The Duntiglenan Bar, Dumbarton Road, Duntocher, Clydebank, G81 6DN
<b>Applicant/Licence Holder:</b>	Hill Brown Licensing, in respect of DCSC Management Limited.
<b>Type of Premises:</b>	On and Off Sales.
<b>Proposed Application:</b>	In the Operating Plan, Question 5d is amended to include outdoor drinking, and an outdoor seating area measuring 10.718m <sup>2</sup> (wide) by 1.172m <sup>2</sup> (high) is proposed.
<b>Police Authority Comments:</b>	Objection.
<b>Licensing Standards Comments:</b>	<p>Board Members are directed to Paragraph 18.12 of the Statement of Licensing Policy;</p> <p><i>Where the proposed outdoor area is situated in a public footway, the Licensing Board will require applicants applying for such an area to have obtained consent from the Council's Roads Services under Section 59 of the Roads (Scotland) Act 1984. The Licensing Board expects that Premises Licence Holders will comply with all conditions which may be attached to that consent. Section 59 consent will require to be submitted along with any application which includes an outdoor area situated on a public footway.</i></p> <p><i>Such outdoor areas should only be used for the consumption of alcohol by those seated in the area – no external "vertical drinking" should take place on a public footway.</i></p>
<b>Fire Authority Comments:</b>	No comments received.
<b>Regulatory Services Comments:</b>	No comment.

**Community Council Comments:** No comments received.

**Health Board Comments:** No comments received.

**Access Panel:** No comments received.

**Additional Comments:** Section 59 consent application has been lodged with Roads Department.

Planning Consent has been granted to permit the use of outdoor seating between the hours of 11 a.m. and 9 p.m.

**Section 50 Certificates:** Not required.

**Decision:**

# WEST DUNBARTONSHIRE LICENSING BOARD

## LICENSING (SCOTLAND) ACT 2005

### APPLICATION FOR VARIATION OF PREMISES LICENCE

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.**

The Duntiglennan Bar  
Dumbarton Road  
Duntocher  
Clydebank

Post Code **G81 6DN**

Premises Licence Ref. No. **WDLBPREM/0132**

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

DCSC Management Limited  
[REDACTED]

Post Code [REDACTED]

Telephone No. [REDACTED]

E-mail address [REDACTED]

#### 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)

**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)

**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)

Question 5d is amended to include outdoor drinking .

**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)

The following changes to the layout plan (drawing no. 501.10 MAJOR 12) as per Drawing No. 501.10 of which six copies are enclosed:

Outside seating area measuring 10.718m<sup>2</sup> (wide) by 1.172m<sup>2</sup> (high) = 12.561m<sup>2</sup>

**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)

--

#### **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.**

<b>Reference Number of Personal Licence</b>	

#### **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).

--

**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 above information is true to the best of my knowledge and belief.

The application is made by

**Signature**

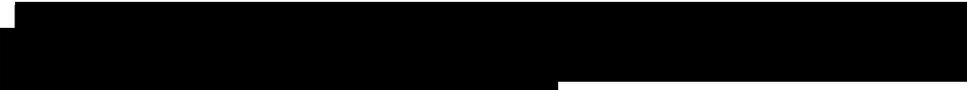
.... (See Note 1 below)

**Date**

**Capacity AGE**

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

Peter J Lawson



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

Premises Licence (See Note 2)	x
Operating Plan (see Note 3)	x
Layout Plans (see Note 3)	x
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**

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

### Question 2

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

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	<b>11.00am</b>	<b>12 midnight</b>
<i>Tuesday</i>	<b>11.00am</b>	<b>12 midnight</b>
<i>Wednesday</i>	<b>11.00am</b>	<b>12 midnight</b>
<i>Thursday</i>	<b>11.00am</b>	<b>12 midnight</b>
<i>Friday</i>	<b>11.00am</b>	<b>1.00am</b>
<i>Saturday</i>	<b>11.00am</b>	<b>1.00am</b>
<i>Sunday</i>	<b>11.00am</b>	<b>12 midnight</b>

### **Question 3**

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

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>	11.00am	10.00pm
<i>Tuesday</i>	11.00am	10.00pm
<i>Wednesday</i>	11.00am	10.00pm
<i>Thursday</i>	11.00am	10.00pm
<i>Friday</i>	11.00am	10.00pm
<i>Saturday</i>	11.00am	10.00pm
<i>Sunday</i>	11.00am	10.00pm

### **Question 4**

#### **SEASONAL VARIATIONS**

<i>Does the applicant intend to operate according to seasonal demand</i>	<b>YES</b>
--	------------

***\*If YES – provide details***

The premises will operate additional hours for the sale of alcohol in conformity with the West Dunbartonshire Licensing Board's declared policy on festive extensions.

The premises will operate any additional core hours granted by the Board under their authority contained in Section 67 of the Licensing (Scotland) Act 2005.

Any additional hours sought outwith such grants shall be applied for by the way of separate application for occasional licences under Section 56 or for extended hours under Section 68 of the Licensing (Scotland) Act 2005.

**Question 5**

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

<b>COL. 1</b> <i>5(a)</i> <i>Activity</i>	<b>COL. 2</b> <i>Please confirm</i> <b>YES/NO</b>	<b>COL. 3</b> <i>To be provided during core licensed hours - please confirm</i> <b>YES/NO</b>	<b>COL. 4</b> <i>Where activities are also to be provided outwith core licensed hours please confirm</i> <b>YES/NO</b>
<i>Accommodation</i>	NO	N/A	N/A
<i>Conference facilities</i>	YES	YES	YES
<i>Restaurant facilities</i>	YES	YES	YES
<i>Bar meals</i>	YES	YES	YES
<b>5(b) Activity</b> <i>Social functions including:</i>	<i>Please confirm</i> <b>YES/NO</b>	<i>To be provided during core licensed hours - please confirm</i> <b>YES/NO</b>	<i>Where activities are also to be provided outwith core licensed hours please confirm</i> <b>YES/NO</b>
<i>Receptions including Weddings, funerals, birthdays, retirements etc.</i>	YES	YES	YES
<i>Club or other group meetings etc.</i>	YES	YES	YES
<b>5(c) Activity</b> <i>Entertainment including:</i>	<i>Please confirm</i> <b>YES/NO</b>	<i>To be provided during core licensed hours - please confirm</i> <b>YES/NO</b>	<i>Where activities are also to be provided outwith core licensed hours please confirm</i> <b>YES/NO</b>
<i>Recorded music - see 5(g)</i>	YES	YES	YES
<i>Live performances - see 5(g)</i>	YES	YES	NO
<i>Dance facilities</i>	YES	YES	NO
<i>Theatre</i>	NO	NO	NO

<i>Films</i>	NO	NO	NO
<i>Gaming</i>	YES	YES	NO
<i>Indoor/outdoor sports</i>	YES	YES	NO
<i>Televised sport</i>	YES	YES	YES
<b>5(d)</b> <i>Activity</i>	<i>Please confirm</i> <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>	YES	YES	YES
<b>5(e)</b> <i>Activity</i>	<i>Please confirm</i> <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.*

The premises may open prior to the commencement of core hours for the provision and service of food and non-alcoholic refreshments for pre-arranged guests attending meetings, functions and events within the pub from 9.00am until 11.00am on each weekday and until 11.00am on Sunday. No alcohol shall be supplied outwith core licensing hours except where otherwise permitted by way of separate permission.

**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.*

Quiz nights, race nights, comedians, karaoke, psychic sessions and jamming sessions.

**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?	<b>NO</b>
---	-----------

When fully occupied, are there likely to be more customers standing than seated?	<b>YES</b>
*Delete as appropriate	

**Question 6 (On-sales only)**

**CHILDREN AND YOUNG PERSONS**

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	<b>YES</b>
	*Delete as appropriate	

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

Children and young persons shall be permitted access to the premises when accompanied by an adult for consumption of a meal (including a light meal) or for attending at a pre-arranged meeting, function or event at the premises.

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

Children and young persons aged 0-17 years.

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

Children and young persons shall be permitted access to the premises from 9.00am to 10.00pm each day. Children and young persons shall be permitted access after 10pm when attending a pre-booked function or event at the premises until the end of such function or event provided that they are accompanied by an adult.

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

All public parts of the premises.

**Question 7**

***CAPACITY OF PREMISES***

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

ON-SALES: 190 persons

OFF-SALES:

Gantry Display Area Lounge: 3.4 metres (wide) x 1.7 metres (high) = 5.8m<sup>2</sup>

Gantry Display Area Bar: 4.0 metres (wide) x 1.7 metres (high) = 6.8m<sup>2</sup>

TOTAL: 12.6m<sup>2</sup>

**Question 8**

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

*Personal details*

8(a) *Name*

Mary Frances Gow

8(b) *Date of birth*

[REDACTED]

8(c) *Contact address*

[REDACTED]

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>
17 <sup>th</sup> May 2013	West Dunbartonshire	WD/0820

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

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

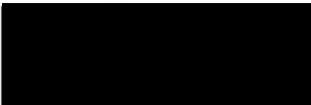
The contents of this operating plan are true to the best of my knowledge and belief.

Signature ..... \* (see note below)

Date 9<sup>th</sup> November 2018

Capacity ..... AGENT

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:

**Please note that confidential pages have been removed.**

**ITEM 9 – APPLICATION FOR VARIATION OF PREMISES LICENCE**

**Premises:** John H Glen Spar Store, 34 - 44 Main Street, Alexandria  
G83 0DX.

**Applicant:** Gordon Glen (address withheld)

The following documents relating to the application are included as appendices as detailed below:-

<b><u>List of Productions</u></b>	<b><u>Page (s)</u></b>
<b>Appendix 1</b> Details of proposed application and consultee responses	<b>Page 59</b>
<b>Appendix 2</b> Application Form (with detailed Operating Plans)	<b>Pages 61 - 73</b>



# THE LICENSING (SCOTLAND) ACT 2005

## Application for Variation of Premises Licence

Ref: WDLBPREM/0196

**Name and Address of Premises:** John H Glen Spar Store, 34-44 Main Street,  
Alexandria G83 0DX

**Applicant/Licence Holder:** Gordon Glen (address withheld)

**Type of Premises:** Off Sales

**Proposed Application:** To change existing licensing opening hours on a Sunday from 12 noon to 10 a.m. Thereafter the licensed hours would be 10 a.m. to 10 p.m. Monday to Sunday.

**Police Authority Comments:** No comments received.

**Licensing Standards Comments:** No comment.

**Fire Authority Comments:** No comments received.

**Regulatory Services Comments:** No comment.

**Community Council Comments:** No comments received.

**Health Board Comments:** No comments received.

**Access Panel:** No comments received.

**Additional Comments:** None/no comments received.

**Section 50 Certificates:** Not required.

**Decision:** Page 59



# WEST DUNBARTONSHIRE LICENSING BOARD

## LICENSING (SCOTLAND) ACT 2005

### APPLICATION FOR VARIATION OF PREMISES LICENCE/ PROVISIONAL PREMISES LICENCE\*

\*Delete as appropriate

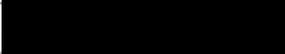
If you are completing this form by hand, please write legibly in block capitals using ink.

#### SECTION 1: APPLICANT INFORMATION

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

JOHN H GLEN SPAR STORE 34-44 MAIN ST ALEXANDRIA	
Post Code	G83 0DX
Premises Licence Ref. No.	WDLBPREM/196

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

GORDON GLEN			
			
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)

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)

TO CHANGE THE EXISTING LICENSING HOURS ON A SUNDAY FROM 12 NOON - 10PM TO 10AM - 10PM

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)

TO CHANGE THE EXISTING LICENSING  
HOURS ON A SUNDAY FROM 12 NOON - 10PM  
TO 10AM - 10PM

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)

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)

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

GORDON GLEN	
	
Reference Number of Personal Licence	WD / 0320

**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).

AS SOON AS POSSIBLE

**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

Signature

..... (See Note 1 below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

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

.....  
..... N/A  
.....  
.....  
.....

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

**Note 1:**

**Notes**

**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*

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

### Question 2

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

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

**Question 3**

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

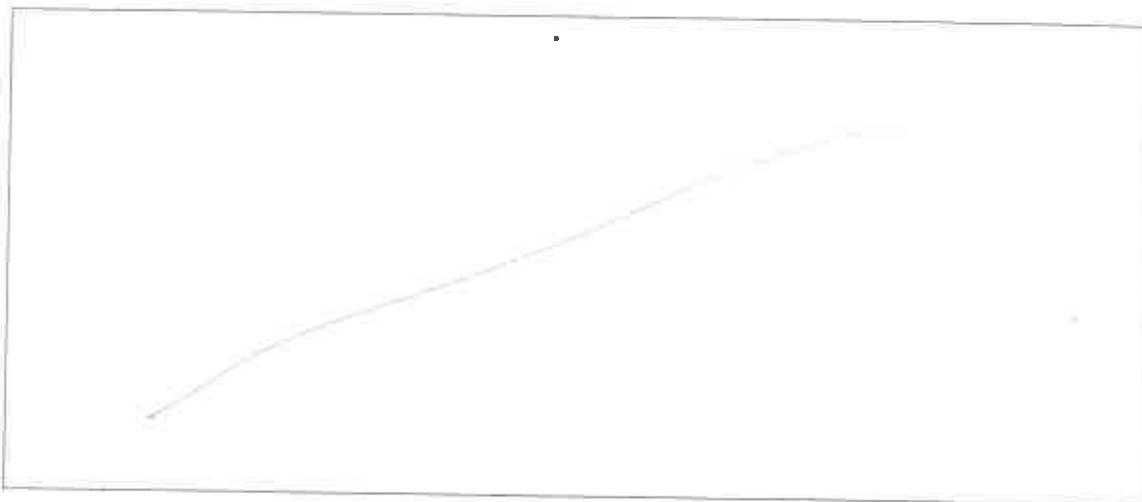
Day	OFF Consumption	
	Opening time	Terminal hour
Monday	10 AM	10 PM
Tuesday	10 AM	10 PM
Wednesday	10 AM	10 PM
Thursday	10 AM	10 PM
Friday	10 AM	10 PM
Saturday	10 AM	10 PM
Sunday	10 AM	10 PM

**Question 4**

**SEASONAL VARIATIONS**

Does the applicant intend to operate according to seasonal demand	YES/NO*
---	---------

\*If YES – provide details



**Question 5**

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

N/A

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

<b>5(d)</b> <b>Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <b>YES/NO</b>
<i>Outdoor drinking facilities</i>			
<b>5(e)</b> <b>Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core licensed</b> <b>hours – please</b> <b>confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core licensed</b> <b>hours please confirm</b> <b>YES/NO</b>
<i>Adult entertainment</i>			

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

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.

5(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>	<b>YES/NO*</b>
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<i>When fully occupied, are there likely to be more customers standing than seated?</i>	<b>YES/NO*</b>
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*\*Delete as appropriate*

**Question 6 (On-sales only)**

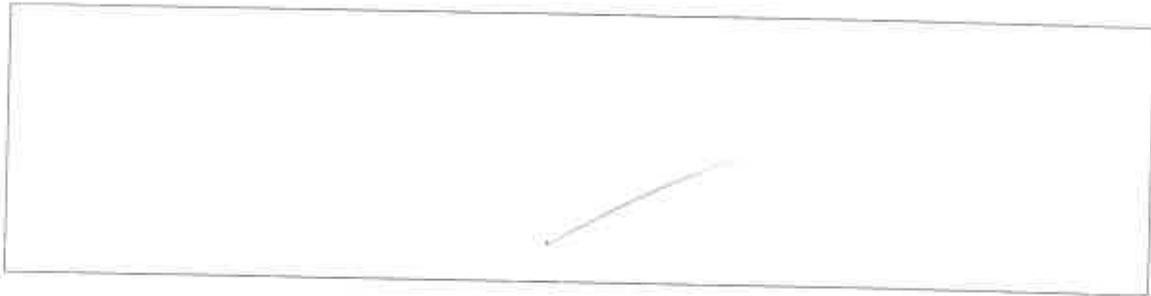
N/A

**CHILDREN AND YOUNG PERSONS**

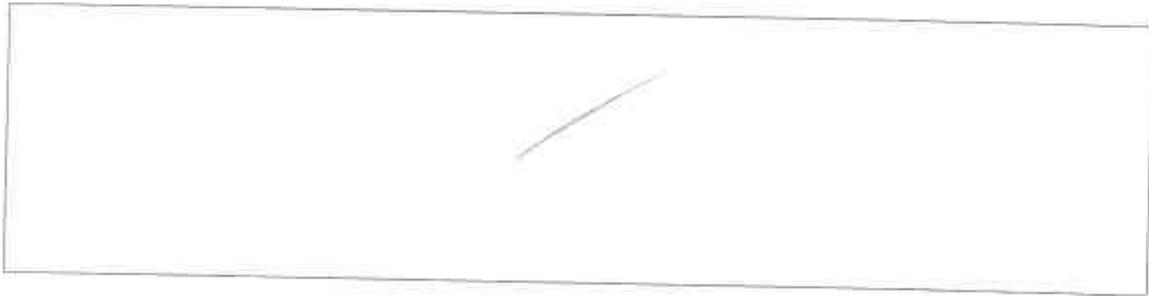
6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	YES/NO*
	<i>*Delete as appropriate</i>	

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

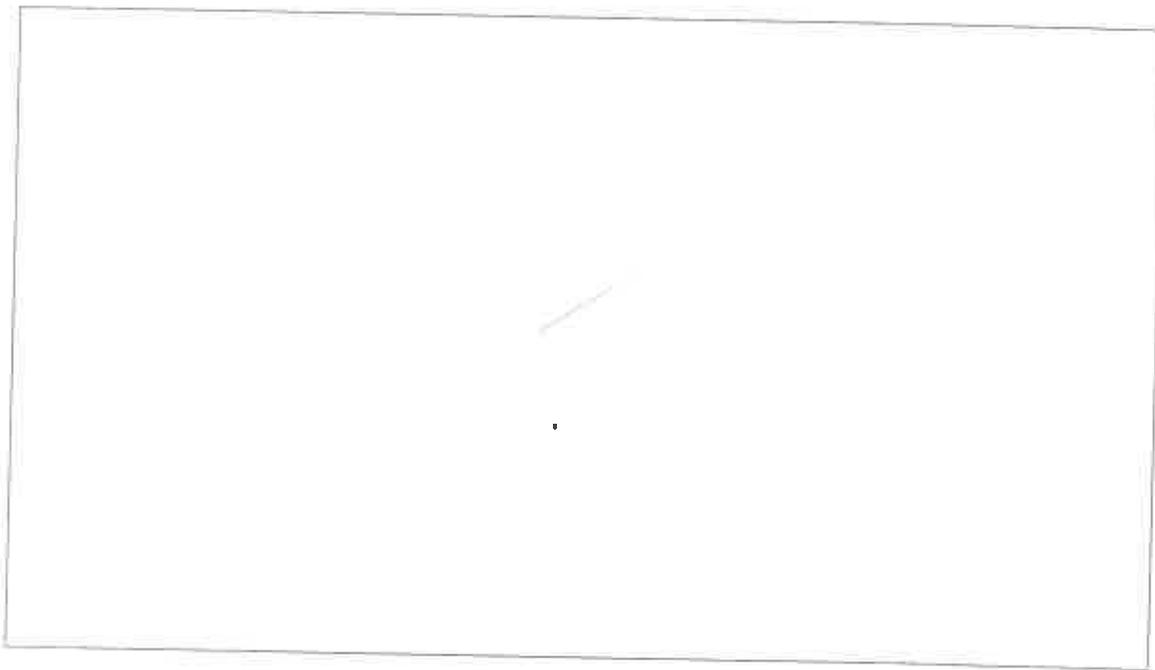
6(c) Provide statement regarding the **AGES** of children or young persons to be allowed entry



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?*

N/A PETROL STATION / SPAR STORE

**Question 8**

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

*Personal details*

8(a) *Name*

GORDON GLEN

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>
31/8/09	WEST DUNBARTONSHIRE	WD/0320

**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.



(see note below)

APPLICANT/AGENT (if 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  
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## WEST DUNBARTONSHIRE LICENSING BOARD

### Report by the Clerk to the Licensing Board

12 March 2019

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**Subject: Progress Report on meeting the Equality Outcomes within the Board's Mainstreaming Report 2017 – 2021**

#### **1. Purpose**

1.1 To report to the Licensing Board the actions being taken to progress towards meeting the outcomes within the Board's Mainstreaming Report.

#### **2. Recommendations**

2.1 The Licensing Board is asked to note the progress made under the current Equality Mainstreaming Report.

#### **3 Background**

3.1 The Specific Equality Duties relevant to the Licensing Board are:-

- Report progress on mainstreaming the equality duty.
- Publish equality outcomes and report progress.
- Assess and review policies and practices.
- Consider award criteria and conditions in relation to public procurement.
- Publish in a manner that is accessible.

3.2 Progress on the current Equality Outcomes cross cut with work carried out on several parts of the equality duty such as the regular review of licensing policies and practices.

3.3 The Outcomes were revised and agreed in March 2017 by the Licensing Board. The revised Outcomes are:-

- 1) Greater participation and involvement of the public and licence holders with protected characteristics in meetings and other statutory processes of the Licensing Board.
- 2) An increased proportion of Licensing Board communication is available digitally as part of the Council's commitment to "Communicating Effectively".

## **4. Main Issues**

- 4.1 Outcome 1) *Greater participation and involvement of the public and licence holders with protected characteristics in meetings and other statutory processes of the Licensing Board.*

All Licensing Board meetings are now held in meeting rooms with the ability to cater for protected characteristics. Agendas and minutes of meeting are all available through the Committee Management Information System (CMIS) and this is available to the public through the Councils' website. Groups representing the protected characteristics have been consulted on major policy matters such as the Statement of Licensing Policy and the Statement of Principles under the Gambling Act 2005. During this process the potential related harms to groups with vulnerabilities has been considered during consultation. Consultation with the Access Panel on new premises licence applications continues.

- 4.2 Outcome 2) *An increased proportion of Licensing Board communication is available digitally as part of the Council's commitment to "Communicating Effectively".*

The Licensing Board and Licensing Team continue to increase the amount of information that is available digitally through its website and is also able to consult digitally through the Citizens' Panel.

Agendas and minutes of meeting are all available through the Committee Management Information System (CMIS) and this is available to the public through the Councils' website. The Licensing Team has recently made its register of applications available online and will continue to increase the information that is available online. As of March 2018 this has included details of disability access for licensed premises. This information is available at <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/alcohol-licences/>

- 4.3 The combination of steps noted above under the Board's specific equality outcomes continues to mainstream equalities within the processes and decision making of the Licensing Board.
- 4.4 The mainstreaming report is available via the website and in other accessible formats if requested.

## **5. People Implications**

- 5.1 There are no personnel issues.

## **6. Financial and Procurement Implications**

- 6.1 There are no financial or procurement implications.

## **7. Risk Analysis**

- 7.1 The report contributes to the Licensing Board's continuing compliance with its statutory equality duties.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 The Equality Impact Assessment (EIA) accompanying the mainstreaming report has been reconsidered and it is noted that potential for positive impacts still apply. The Licensing Board will also monitor any relevant progress to the Council's Equality Duties.

## **9. Consultation**

- 9.1 Consultation on the proposed revised Equality Outcomes were carried out through a Citizen's Advice Panel survey in 2016. The Licensing Forum was also consulted on the proposed outcomes.

## **10. Strategic Assessment**

- 10.1 In terms of the Council's Strategic Priorities, the purpose of licensing is to protect the welfare of the community.

Peter Hessett  
Clerk to the Licensing Board

Date : 19/2/2019

**Person to Contact:** Lawrence Knighton, LSO,  
Telephone 0141 9517986,  
e-mail: [lawrence.knighton@west-dunbarton.gov.uk](mailto:lawrence.knighton@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** West Dunbartonshire Licensing Board Equalities  
Mainstreaming Report 2017

**Wards Affected:** All