

**West Lothian Licensing
Board**

Occasional licence applications

Considerations

This document is designed to assist applicants for occasional licences by way of general guidance only. It may also be of assistance to applicants in relation to their addressing their responsibilities as prospective occasional Licence holders. It does not require to be submitted with an application for an occasional licence.

The licence holder is responsible for ensuring that the event is run in a safe and responsible manner

1. Are you fully familiar with the 5 licensing objectives? <ul style="list-style-type: none">• Preventing crime and disorder• Securing public safety• Preventing public nuisance• Protecting and improving public health• Protecting children from harm	YES/NO
2. How many attendees are expected at the event?	
3. Is the event to be by way of advance tickets sales	

Contact for the duration of the event?	information contained in the application, the conditions of the licence and, more generally, compliance with the terms of the 2005 Act. In the absence of such a designation this will be taken to be the applicant.
8. Do you have a clear Action Plan regarding potential drug abuse?	<p style="text-align: center;">YES/NO</p>
<p><u>Questions 9 to 14 relate to events held outdoor or in a temporary structure.</u></p> <p>9. Are the premises the event is proposed to be held in outdoors or located within a temporary structure?</p>	<p style="text-align: center;">YES/NO</p> <p>Plans should include the following details:</p> <ul style="list-style-type: none"> • The extend and dimensions of the boundary of the land or marquee etc, including any outside drinking areas and what you are using to delineate it with; • The location and names of any street surrounding the premises to be licensed from which members of the public have access to the premises; • The location and width of each point of access to and egress from the premises; • The location and width of any other escape routes from the premises; • The location of any equipment used for the detection or warning of fire or smoke or for fighting fires; • emergency lighting (locations) and back up generators • The location of any toilets on the premises (identified as male, female, disabled as appropriate; • Any area on the premises set aside specifically for the use of children and young persons (differentiating between children and young persons where they can access different areas);

	<ul style="list-style-type: none"> Any areas on the premises to which children and young persons will have access (again differentiating as required).
10. Have you prepared a general health and safety risk assessment?	YES/NO
11. Do you have adequate stewarding and will stewards be fully briefed on all their responsibilities? How many SIA stewards will be employed? How many non-SIA stewards will be employed?	YES/NO It is for the organisers to assess the risk and decide to use stewards. Organisers must satisfy themselves as to whether stewards must be SIA registered. They can do this by visiting the SIA website at www.the-sia.org.uk NOTE: if an applicant uses non-registered stewards and those stewards become involved in restraining persons at event, those stewards may leave themselves open to charges of assault More information can be found in the publication called "Security at Events: Guidance on the Private Security Industry Act 2001" updated February 2008 which is available on the SIA website. Please check the above website to obtain any updated information.
12. Is there an evacuation plan with muster points?	YES/NO

<p>13. Are you aware of your responsibilities under Part 3 of the Fire (Scotland) Act 2005 (as amended) regarding fire safety?</p>	<p style="text-align: center;">YES/NO</p> <p>For most premises (temporary or otherwise) a Fire Safety Risk Assessment should have been carried out and should be available for inspection at the request of the Fire Service. This can form part of a general health and safety risk assessment of the event or premises.</p> <p>Even where the applicants for the licence have not organised the event they should be aware of this document.</p> <p>From the Risk Assessment, “significant findings may be identified and these need to be addressed to manage the risk.</p> <p>Further information on the above is available at www.infoscotland.com/firelaw</p>
-------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This document is provided by way of general guidance only. **It is the organiser of the event that is fully responsible for the safe, legal operation of the event.**

Please note that the West Lothian Licensing Board does not accept responsibility for your risk assessment(s) and is not in a position to validate it or them. This guide is, therefore, not intended to be comprehensive or exclusive. You are advised to consider these matters carefully and if in doubt, engage appropriate professionals to assist you in these matters.