

Perth and Kinross Licensing Board

Large Events & Alcohol Licensing

Guidance on Alcohol Management Plans (AMP) and Layout Plans for Large Events with licensed capacity of 500 or more

The purpose of this note is to give guidance on the preparation of alcohol management plans (AMP) and layout plans for a large event where the capacity of the alcohol licensed area is for 500 persons or more. Where an AMP and layout plan are to be prepared, they should be submitted along with the occasional licence application and fees.

In preparing these documents, regard should be had to the five licensing objectives:-

- (a) preventing crime and disorder,
- (b) securing public safety,
- (c) preventing public nuisance,
- (d) protecting and improving public health, and
- (e) protecting children from harm.

An occasional licence may be conditioned such that the licence is operated in accordance with the AMP and layout plan.

NB An applicant should satisfy themselves whether a public entertainment licence is also required for the event.

Alcohol Management Plan

Points to consider for inclusion within an AMP:

1. Introduction

General description of the event including:

- location
- date(s) of event
- number of persons expected to attend
- activities and entertainment provided
- conditions of entry (invitation/tickets/pay on entry etc)

2. Management Structure

Name of the event organiser and, where different, the name and contact details of the applicant for the occasional licence together with their respective roles and responsibilities for (i) the event, and (ii) the provision of alcohol.

Name and contact details of person responsible for the day-to-day operation for the provision of alcohol, and their role and responsibilities.

Where there are to be multiple alcohol outlets at the event, what is the management structure for each outlet, and what is the manager's role and responsibilities?

Name, contact details, role and responsibilities of person in control of SIA registered door supervisors (where to be provided) for (i) the event, and (ii) the provision of alcohol.

The lines of and method of communication between the respective management roles and with staff.

3. Description of area to be licensed

Description of area to be licensed, and where different, description of the venue area.

4. Event and outlet timings

Event times including entry time(s); commencement and expected closure of entertainment.

5. Personal licence holders and staff numbers

Number of personal licence holders provided.

Number of staff provided.

6. Licensing qualifications and training of staff

Name of who provides training, when training is provided and where. Level of training provided. It is expected the minimum level of training is as prescribed for premises licences.

Staff training records kept and where located.

Any process in place to check or test effectiveness of training provided.

7. Age verification policy/ Not serving drunk persons / Refusal logs and incident books

Details of age verification policy and policy preventing persons under 18 purchasing and/or consuming alcohol, including Challenge 25 policy.

Challenge 25 and other signage provided. A3 size at least, and where prominently displayed.

Details of policy on not serving drunk persons.

Refusal logs/incident books provided; how operated; who by; and where kept. Copies to be provided to the Board after the event.

8. Children and Young Persons

Ages of children and young persons to be allowed entry.

Times of entry by children and young persons.

Terms of entry by children and young persons including if under adult supervision.

Parts of licensed area(s) to have access to.

Supervision and control measures for.

9. S.I.A. registered door supervision

If provided: number provided, and role and responsibilities for (i) the event, (ii) individual alcohol outlets.

10. Other considerations general to the operation

- Bringing of alcohol into (i) event, and (ii) licensed area, if different
- Range of alcoholic products sold
- Non-alcoholic products sold
- Type of glassware/plastics to be used
- Promotions and responsible drinking
- Provision of drinking water
- Noise mitigation
- Dispersal of patrons
- Security of licensed area including fencing
- Lighting provision
- Toilet provision
- Welfare and support measures for those suffering ill health or found drunk
- How this AMP relates to any other management plans

Annex Where there are to be Multiple Alcohol Outlets

In order for each outlet list:

- Name of outlet
- Short description of operation
- Where located (link to layout plan)
- Size of outlet – length and width
- Whether for on and/or off consumption
- Hours for the sale of alcohol – commencement and termination of
- Hours of operation if different to the above – commencement and termination
- Capacity of outlet
- Name of 3rd party operator, where appropriate
- Name of person in charge, and contact details
- Number of personal licence holders present and when
- Number of staff
- Number of SIA registered supervisors present at the outlet and when
- Any circumstances particular to that outlet including products being sold; type of glassware/plastics being used; if there is a second floor to the structure etc

Layout Plan

- At a scale agreed with the Licensing Board's officials
- At a scale that allows the plan to be easily read
- Where event area is different from licensed area, show event area and salient features
- Proposed licensed area(s) to be shown outlined in red
- Dimensions of proposed licensed area(s) shown – length and width
- All alcohol outlets shown on plan in correct position and named or numbered
- A legend on the plan may be required to list all outlets and name them
- If an existing building – dimensions of building; location of alcohol outlets and dimensions of
- If an outdoor event with temporary structures – identify each licensed area; each alcohol outlet and dimensions of; and other relevant features
- Where off sales to be provided – one public display area shown and/or one private area (not accessible to the public) display area and dimensions of both – height, length and width.