

## PERTH AND KINROSS LICENSING BOARD

### A PRACTICAL GUIDE TO COMPLETING AN OPERATING PLAN

This is a practical guide on how to complete an operating plan for a premises licence application, a provisional premises licence application or for a premises licence variation application. It is in the form of a blank operating plan with comments set out in red.

This guide links to and takes account of Perth and Kinross Licensing Board's Policy Statement for 2018-2023.

It sets out the approach the Board would wish applicants to use for completing an operating plan. It is a basic guide only. It is recommended the Board's Licensing Policy Statement is read before an operating plan is drafted. Section 7 on Licensed Hours is particularly important. Each operating plan should be completed according to how each business wishes to operate. Anyone seeking licensed hours or other aspects that are outwith policy should expect to justify that request.

It should be noted that an applicant is not obliged to apply for all types and extent of licensed hours and activities listed in this guide. These are listed for the purpose of providing examples. It is for an applicant to decide what types and the extent of hours and activities they wish to apply for.

By following this approach that should assist the assessment of the application and reduce delays in processing the application.

This practical guide is not a substitute for obtaining your own independent advice towards completing all the necessary documents that constitute the application.

**Do not** use this guide as a draft operating plan. Instead, the template, blank operating plan should be used.

An operating plan should be completed in block capitals using BLACK ink. The Board will accept electronic transmission of the form but would still require a signed hard copy sent separately.

An operating plan must accompany an application for a premises licence or a provisional premises licence. It should also accompany a variation application where there are changes proposed to the existing operating plan. In that case, the terms of the existing premises licence operating plan should be shown with, in addition, the changes sought shown in red.

#### **Alcohol Licensing (applications and payments)**

Pullar House, 35 Kinnoull Street, Perth, PH1 5GD  
Email [liquorlicensing@pkc.gov.uk](mailto:liquorlicensing@pkc.gov.uk)  
Tel 01738 475180



**PERTH AND KINROSS LICENSING BOARD,**  
**Pullar House, 35 Kinnoull Street, Perth, PH1 5GD**

### 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	<b>(Remember to score out as appropriate leaving only one as "YES").</b>

**Question 2**

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

**Please enter only Social Demand hours here (where the provision of alcohol is the principal activity and other activities may take place but are not required). The maximum hours, as set out in the Board's Licensing Policy Statement paragraph 7.4, are shown below. You do not have to apply for all of these hours but it can give your business more flexibility to do so. Any change will require a major variation application at cost.**

**Any request for the later restaurant hours, function hours, or entertainment (nightclub hours) set out in the Board's Licensing Policy Statement at paragraphs 7.5, 7.6 and 7.7 should be entered in Answer 5(f).**

Day	ON Consumption	
	Opening time	Terminal hour
Monday	11am	12 midnight
Tuesday	11am	12 midnight
Wednesday	11am	12 midnight
Thursday	11am	12:30am
Friday	11am	12:30am
Saturday	11am	12:30am
Sunday	11am	12 midnight

**Question 3**

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

**Please note that off sales hours are a maximum of 10am to 10pm per day. If you are an “on-sales” premise opening at 11am please consider if you require the off-sales from 11am rather than 10am.**

Day	OFF Consumption	
	Opening time	Terminal hour
Monday	10am	10pm
Tuesday	10am	10pm
Wednesday	10am	10pm
Thursday	10am	10pm
Friday	10am	10pm
Saturday	10am	10pm
Sunday	10am	10pm

**Question 4**

SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand	YES/NO* <b>(Remember to score out what is not applicable)</b>
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\*If YES – provide details

**You are not obliged and the Board does not expect you to set out parts of the year when you may be closed or operating reduced hours. You may choose to do so but please note that to change those times in the future will require a major variation application at cost.**

**The Board permits longer licensed hours over the festive period for festive social demand hours; festive function hours and festive entertainment (nightclub) hours. The period is 8 December to 2 January. In addition, for festive function hours, individual pre-booked Christmas parties may take place from 1 December to 2 January. For further details on the different types of festive hours and when they may be appropriate including what is considered to be a function, please see the Board's Licensing Policy Statement, paragraphs 7.4, 7.6, 7.7 and 7.8.**

**Where festive hours are sought, please do not enter specific times unless there is good reason to do so. By referring to Board policy, if there is a change in policy hours, then you should automatically be entitled to these. However, if you enter specific times, those can only be altered by way of a major variation application at cost.**

**Please select which apply to you and enter:**

- Festive social demand hours per Board policy**
- Festive function hours per Board policy**
- Festive entertainment hours per Board policy.**

**Please note that if festive function hours or festive entertainment hours are sought, the mandatory late night opening conditions will apply, at least in part.**

**Question 5**

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

**For the table below, the reference to ‘core licensed hours’ is reference to the hours set out in Answer 2 for on sales and Answer 3 for off sales.**

**The first column in the table lists the activity. The second column asks if the activity is to take place. The third column asks if that activity is to take place within the hours set out in Answer 2 and/or Answer 3. The fourth column goes on to ask if that activity will take place out with those hours, i.e. either before 10am/11am or after the end of licensed hours.**

**All columns should be completed for each activity as either ‘YES’ or ‘NO’. No part should be left blank.**

<b>5(a) Activity</b>	<b>Please confirm YES/NO</b>	<b>To be provided during core licensed hours – please confirm YES/NO</b>	<b>Where activities are also to be provided <u>outwith</u> core licensed hours please confirm YES/NO</b>
Accommodation		N/A	N/A
Conference facilities			
Restaurant facilities			
Bar meals			
<b>5(b) Activity</b>	<b>Please confirm YES/NO</b>	<b>To be provided during core licensed hours – please confirm YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</b>
<b>Social functions including:</b>			
Receptions including (Weddings funerals, birthdays, retirements etc)			
Club or other group meetings etc			.

<b>5(c) Activity</b> <b>Entertainment</b> <b>including:</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core</b> <b>licensed hours –</b> <b>please confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core</b> <b>licensed hours</b> <b>please confirm</b> <b>YES/NO</b>
Recorded Music – <b>see 5(g)</b> <b>(This includes</b> <b>background</b> <b>music)</b>			
Live performances – <b>see 5(g)</b>			
Dance facilities			
Theatre			
Films			
Gaming			
Indoor/outdoor sports <b>(This includes</b> <b>darts, pool,</b> <b>dominoes etc)</b>			
Televised sport			
<b>5(d) Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core</b> <b>licensed hours –</b> <b>please confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core</b> <b>licensed hours</b> <b>please confirm</b> <b>YES/NO</b>
Outdoor drinking facilities			
<b>5(e) Activity</b>	<b>Please confirm</b> <b>YES/NO</b>	<b>To be provided</b> <b>during core</b> <b>licensed hours –</b> <b>please confirm</b> <b>YES/NO</b>	<b>Where activities are</b> <b>also to be provided</b> <b>outwith core</b> <b>licensed hours</b> <b>please confirm</b>

			<b>YES/NO</b>
Adult entertainment			

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

**This box should only be completed where 'YES' has been entered for any activity in the fourth column of the above table.**

**Please specify for each activity whether that activity takes place before core hours, after core hours, or both. More detail should be provided on what is taking place, when, and where appropriate, any control or restriction that is to be in place.**

**Where the activity is to take place in later licensed hours as set out in Answer 5(f) below, please briefly relate the activity to those hours.**

**Please note that alcohol cannot be sold and consumed out with core hours unless within the later hours set out in Answer 5(f) below. However, an activity may take place outwith core hours without alcohol being available.**

**Examples are:**

- Restaurant facilities and bar meals may take place from 9am. Restaurant facilities may also take place after core hours during restaurant hours.**
- Receptions and club or other group meetings may take place from 9am.**
- Recorded music may be played both before core hours and after core hours during function hours but will not be played in the outdoor area.**
- Recorded music, live performances and dance facilities may take place after core hours during function 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.

**This box should be used for (i) setting out what later hours you wish, namely, the later restaurant hours, function hours, or entertainment (nightclub) hours set out in the Board's Licensing Policy Statement at paragraphs 7.5, 7.6 and 7.7. Those paragraphs and Section 6 for entertainment (nightclub) premises also set out when those hours may be appropriate including what is considered to be a function or entertainment; (ii) dealing with specific areas of policy, namely residents; pavement cafes; and off sales deliveries and (iii) listing activities that may take place on the premises but are not covered by table 5 above.**

**(i) Later Hours**

Where later hours are sought, please do not enter specific times unless there is good reason to do so. By referring to Board policy, if there is a change in policy hours, then you should automatically be entitled to those. However, if you enter specific times, those can only be altered by way of a major variation application at cost.

Please select which apply and enter:

- Restaurant hours per Board policy. After social demand hours and during restaurant hours, the provision of alcohol is ancillary to a table meal taken by customers on the premises.
- Function hours per Board policy. The provision of alcohol is ancillary to the function. No general public entry is permissible and entry is limited and controlled. (*and where the area used is multi-use, i.e. there is no dedicated function room*) The bar for the premises or parts of premises utilised for a function shall be closed such that no alcohol is sold 30 minutes prior to the commencement of the function.
- Entertainment (nightclub) hours per Board policy. The provision of alcohol is for consumption on the premises only. The provision of alcohol is ancillary to the entertainment provided. The entertainment provided must be on a continuous basis with breaks of not more than 15 minutes in any one hour. There shall be a minimum entry charge which shall be fixed by the Licensing Board each year for the year beginning 1<sup>st</sup> July and ending 30<sup>th</sup> June. For the purposes of fixing the minimum entry charge the Board shall take into account any representations from the licensees of such premises.

Please note that if function hours or entertainment (nightclub) hours are sought, the mandatory late night opening conditions will apply, at least in part.

**(ii) Specific Areas of Policy**

Residents and their guests (not the public generally) may drink alcohol at any time, however, some applicants do not wish this and may state, along the lines of:

- Residents permitted alcohol in the lounge bar until 2am, or
- Residents permitted to order alcohol until 2am. Room service applies.

Pavement cafés are part of the adopted roadway including the pavement. Beer gardens are not pavement cafes as they are on private ground. To operate a pavement café planning permission and roads consent is required. Board policy on pavement cafes is set out in the Board's Licensing Policy Statement, Section 12.



The full terms of paragraph 12.3 (first two paras) can be entered here, however, a more flexible wording is:

- The outside seating area shall be operated in accordance with the Licensing Board's Policy on Pavement cafes.

Where off sales is sought and there is to be a delivery service to the customer, please state that this takes place. This includes delivery by the premises; delivery through the use of a courier; or delivery through the use of a third party organisation. Please see the Board's Licensing Policy Statement, paragraph 5.22 for further details. If this applies, please enter along the lines of:

- Deliveries of alcohol take place by (state method of delivery), or
- Internet sales of alcohol take place. Deliveries take place by (state method of delivery).

**(iii) Listing Other Activities**

If you carry out any activities that are not covered by table 5 above, tell us about them here, including where they take place before and/or after core hours.

For example,

- Quiz nights, charity nights or similar social activities may take place.
- The sale of food, non-food items and other household goods and the provision of ancillary customer services take place from 6am.

5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing either live or recorded music, will the music level exceed 85dB?	YES/NO*
When fully occupied, are there likely to be more customers standing than seated?	YES/NO*
*Delete as appropriate	<b>(Remember to score out what is not applicable)</b>

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

CHILDREN AND YOUNG PERSONS

**For those applying for off sales only, please go to Question 7.**

**Children are under 16, young persons are 16 and 17.**

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	<b>(Remember to score out what is not applicable).</b>

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

**Please state here if children and young persons are allowed entry accompanied by a person over the age of 18 or unaccompanied. You may allow for different terms of entry depending on their age, e.g. Children must be accompanied by a person over 18. Young persons may be unaccompanied.**

**Where there is residential accommodation, please consider splitting them between non-resident children and young persons; and resident children and young persons.**

**Please note that unless there is a specific reason to do so, the ages of children and young persons; the times of entry; and the part of the premises they have entry to should not be entered here. That information should be entered in Answers 6(c), 6(d) and 6(e) below.**

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

**Please state the ages of children and young persons allowed entry, e.g.:**

- **All ages; or**
- **5 to 17 years.**

**Please note that if children 5 or under are to be permitted, the Board expects various facilities to be provided as set out in paragraph 5.10 of the Board's Licensing Policy Statement.**

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

Please state the times of entry allowed, e.g.:

- All times, or (for example)
- Children are allowed entry in the bar until 9pm. Young persons allowed at all times; or
- Children and young persons are allowed entry until 9pm unless attending a private function when they are permitted to the end of that function.

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

- All public areas, or

List specific areas (for example):

- Children and young persons have access to the restaurant area, corridor and toilets.

Where there is residential accommodation, please consider splitting them between non-resident children and young persons, and resident children and young persons. For example:

- Non-resident children and young persons have access to the restaurant, corridor and toilets. Resident children and young persons have access to all public areas including the bedrooms.

## Question 7

### CAPACITY OF PREMISES

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

For on-sales capacity please enter the total number of persons permitted, i.e. 'On sales – 50 persons'. A breakdown of the capacity per area can also be provided.

If you wish an off sales facility but have no off-sales display area, please enter, 'Off sales – Nil'.

Where there is an off sales alcohol display area, please enter 'Off sales – x m<sup>2</sup>'. The length, height and depth of each part of the alcohol display area should be marked on the layout plan but for the purpose of calculating the off sales capacity, it should be the total of length x width in metres for the display area (not including floor space where

customers may stand).

**Question 8**

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

Personal details

8(a) Name

**A person cannot be named as the premises manager for more than one premise.**

8(b) Date of birth

8(c) Contact address

8(d) Email address

8(e) Personal licence

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

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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.**

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

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

Date .....

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.