

Our Ref CGPELH/02761/21

Tarland Welfare Trust  
Per Nigel Healey  
Lianag  
Aberdeen Road  
Tarland  
AB34 4UA

Legal and People  
Viewmount  
Arduathie Road  
Stonehaven  
AB39 2DQ

[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

Email [licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk)

23 December 2021

Dear Licence Holder

**LICENSING OF: PUBLIC ENTERTAINMENT - HALL**  
**LICENCE NUMBER: PEL/H/S59**  
**PREMISES: MACROBERT MEMORIAL HALL**  
**LICENCE HOLDER: TARLAND WELFARE TRUST**

We refer to your application for the above and now write to advise that your application for a licence has been granted.

We enclose your Licence which you should have prominently displayed within your premises at all times.

Please note the Conditions attached to the Licence and see that they are adhered to.

If you no longer require your licence before it expires, please return it to the Council at the address at the top of this letter.

Please note that it is your responsibility to check if other permissions are required for you to carry out your licensed activity. This could include consent from our Planning, Roads, Building Standards or Environmental Health Services.

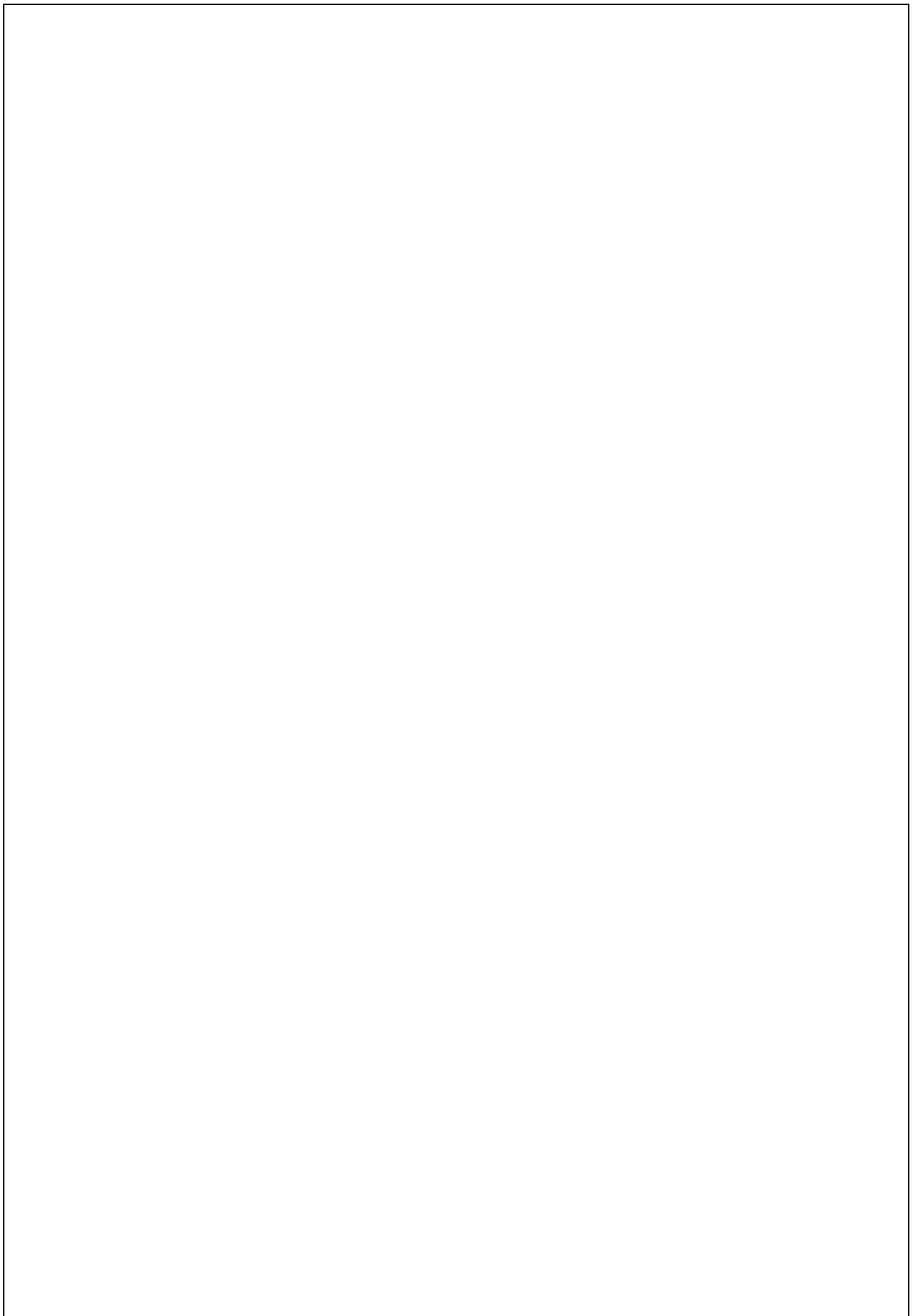
Please quote our reference in all correspondence.

Yours sincerely

**The Licensing Team**

**If you have difficulty reading this document, please contact**  
**[licapps@aberdeenshire.gov.uk](mailto:licapps@aberdeenshire.gov.uk)**

*Serving Aberdeenshire from mountain to sea – the very best of Scotland*



Licence No: PEL/H/S59

## **Civic Government (Scotland) Act 1982**

### **PUBLIC ENTERTAINMENT LICENCE PUBLIC HALL**

#### **Licence Holder**

Tarland Welfare Trust  
Per Nigel Healey  
Lianag  
Aberdeen Road  
Tarland  
AB34 4UA

#### **Day to Day Manager**

Nigel Healey

The above-named is hereby licensed to use the premises

#### **Address of Premises**

**Macrobert Memorial Hall  
The Square  
Tarland  
Aboyne  
AB34 4YL**

as a place of public entertainment from the specified premises.

This Licence is granted under the authority of Aberdeenshire Council and is conditional on the Licence holder complying with the provisions of the Civic Government (Scotland) Act 1982 and also with the conditions contained in the Schedule attached to this licence.

The maximum occupant capacity of the  
above premises is: -

**300**

The capacity breakdown of the premises is: -

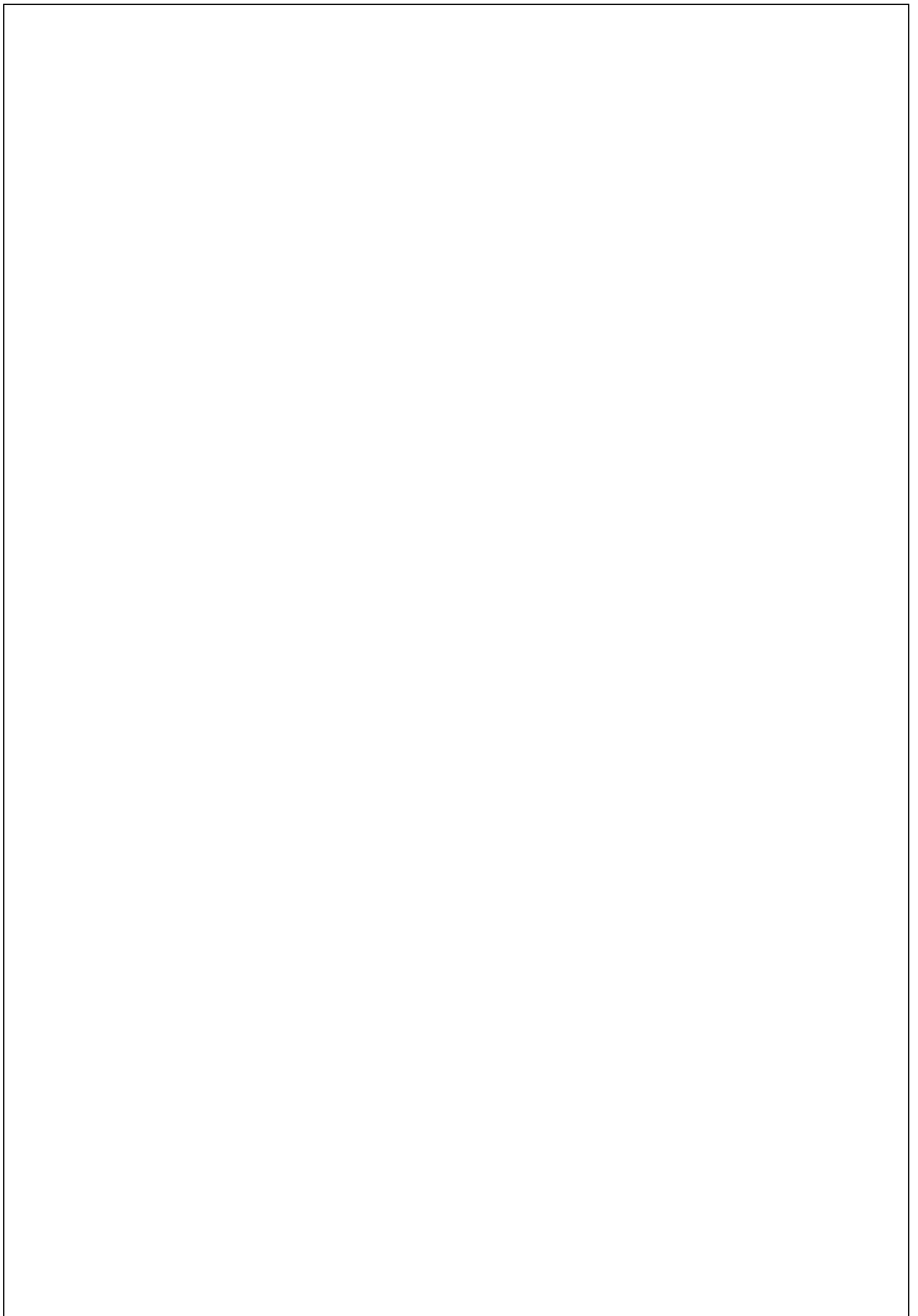
**Within the 300 total maximum  
occupancy to the first floor  
Upper Hall - 60**

The Licence shall expire on **6 December 2024**

Date: 23 December 2021

.....

**Authorised Signatory**



## **PUBLIC ENTERTAINMENT LICENCE CONDITIONS**

### **PUBLIC HALLS**

The Licence permits the use of the Premises specified therein as a place of public entertainment. It shows the type and maximum occupant capacity of the Premises. The Licence must be exhibited in the Premises in such a place and in such a manner as to be easily read by the public.

1. The Licence holders or, in the absence of the Licence holders, a responsible person authorised by them, must be in charge of the premises, must inspect them before the public are admitted and must not be engaged in duties which might prevent the exercising of general supervision of the premises. The licence holder or responsible person must be present at the premises at all times when it is open to the public.
2. No members of the public must be allowed to remain within the premises after 1.00a.m. on any day unless the Council has given prior written permission at least 48 hours beforehand, which permission will include any occasional licence or occasional permission granted by the Licensing Board.
3. The Licence holders shall be liable for any act or omission of their servants, agents or lessees in the contravention of, or non-compliance with, any of these Conditions.
4. The Licence holders shall ensure that the Premises are covered by a policy of Third Party Liability Insurance with a reputable company for not less than £5 million and shall exhibit to the Council, on demand, evidence that the premiums in respect of such policy have been timeously paid.
5. The Licence holders must determine the number of stewards, if any, required to be in attendance in addition to the licence holder or responsible person to ensure safe management of the premises or any event held therein. A minimum of one steward will normally be required for any event that attracts 50 persons or more. Any stewards must be fully instructed in all safety precautions, including fire safety precautions, to be observed in the premises and the action to be taken in the event of an emergency.
6. The arrangement of seating, tables and any other furniture or equipment must be such as to allow free and unobstructed access to all stairways, passageways, entrances and exits, including fire exits. Before admitting public access to the premises the licence holder or responsible person must ensure that all exits are unobstructed, unlocked and able to be opened.
7. The Licence Holders must carry out a Fire Risk Assessment and comply with the Fire (Scotland) Act 2005 as amended and all other relevant legislation, to the satisfaction of the Chief Officer.
8. The Licence holders shall ensure that all electrical installations at the premises are in safe working order and comply with all relevant statutory requirements at all times to the satisfaction of the Head of Protective Services.
9. All gas appliances, installations, pipework or flues installed shall be maintained in a safe condition, so as to prevent risk of injury to any person. Work on such appliances and installations shall be undertaken by suitably accredited engineers registered with Gas safe Register.
10. Where food is regularly stored, prepared and/or served in the Hall, and/or if external caterers are used for individual events then full compliance with Regulation (EC) 852/2004 - "The Hygiene of Foodstuffs" and The Food Hygiene (Scotland)

Regulation 2006 will be required. If raw and ready to eat foods together, are to be handled, prepared, cooked and/or served at an individual event the Licence Holder must notify the local Environmental Health Office of this proposed activity for advice.

11. Where toilet facilities are provided, the licence holder shall ensure that these are suitable, maintained in good working order and in a clean condition, all to the satisfaction of the Head of Protective Services.
12. The Licence Holders shall ensure that the necessary health and safety arrangements are in place at the premises, to include the carrying out of sufficient risk assessments, clarifying health and safety responsibilities and effectively co-ordinating the activities to ensure compliance with the Health and Safety at Work Act and any other relevant legislation, all to the satisfaction of the Head of Protective Services.
13. The Licence holders shall ensure that adequate medical/first aid provisions are made for events taking place within the premises.
14. The Licence holders shall ensure that necessary measures to prevent statutory nuisance, including noise nuisance to neighbouring occupiers of the premises are taken, all to the satisfaction of the Head of Protective Services.
15. On any occasion where disabled people are present on the premises, special arrangements as may be reasonable in the circumstances must be made to ensure their safety within the premises and also for their safe evacuation in the event of fire.
16. Except with the prior special permission of the Council, no exhibition, demonstration or performance of hypnotism within the meaning of the Hypnotism Act 1952 shall be given within the Premises.
17. The Head of Planning Services, the Head of Protective Services, the Chief Officer, any Police Officer, the Manager of any Gas, Electric or other Utilities company and their representatives, and any other person authorised by the Council must have access to the premises at any reasonable time for the purpose of inspecting and examining the same.
18. The Licence holders must surrender the Licence if and when called upon to do so by the Head of Service for the purpose of alteration in accordance with any decision of the Council.

19. Definitions.

“the Act” means the Civic Government (Scotland) Act 1982;

“the Council” means Aberdeenshire Council;

“Licensing Board” means the North, Central and South Divisional Licensing Boards within Aberdeenshire.

“Head of Protective Services” means the Head of Service of Protective Services and Waste Management of Aberdeenshire Council

“Head of Service” means the Head of Service of the Legal and People Section of the Corporate Service of Aberdeenshire Council;

“Head of Planning Services” means the Head of Service of the Planning and Environmental Section of the Infrastructure Service of Aberdeenshire Council;

“Chief Officer” means the Chief Officer of the Scottish Fire and Rescue Service;

“Licence Holders” means the person, persons, company, firm, public body or voluntary organisation named in the Licence;

“Premises” means the premises specified in the Licence.

### **COVID-19:**

The Licence Holder shall comply with any Covid 19 Policy, Legal or Guidance Requirements published, provided or enacted by the UK and Scottish Governments until such time as advised by the respective Governments that such requirements no longer apply.

### **Environmental Health Standard Conditions**

#### **General Safety Management:**

1. The licence holder shall ensure that every task associated with the preparation of the site and the staging of the event is fully assessed with regard to possible risks to health and safety of anyone associated with the staging of the event and members of the public attending the event.
2. Exits from the site shall not be secured in a manner likely to prevent or impede safe means of escape in the event of an emergency. Exits to entrances shall be clearly signposted.
3. The main entrance gates to the event shall be manned at all times by competent stewards with direct links to the main control point in order to efficiently sterilise the route for emergency access and egress. Entrances and exits to the site shall be clearly signposted.
4. A suitable public address system shall be available for the broadcast of information in the event of an emergency.

#### **Stewarding/Marshalling:**

5. There shall be competent stewards/attendants on duty during the whole time that the public are on the premises. These stewards shall receive suitable instructions as to their essential responsibilities in the event of a fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons and children.

6. The licence holder shall ensure that a minimum of one steward for any 100 members of the audience is provided within the site.

#### Electrical Installations:

7. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989. Installations must be installed, tested and maintained in accordance with the latest edition of the Institute of Electrical Engineers Regulations for Electrical Installations (The IEE Wiring Regulations), which also form BS 7671 The Requirements of Wiring Installations.

8. All temporary or permanent electrical installations must be carried out by or under the supervision of a competent electrician. Residual current protective devices shall be provided between any amplification or ancillary lighting system and the electricity supply. The protective device must have an adequate load rating and a 30 milliamp tripping circuit with a maximum operating time of 30 milliseconds. Any such protective device in use outside or in wet conditions shall have a minimum IP rating of 5/5.

9. All electrical equipment shall be installed so far as is reasonably practicable so that it cannot be interfered with by the public or unauthorised persons.

#### Gas Installations and Pipework:

10. The installation and work on gas appliances or fittings shall only be undertaken by competent persons such as gas suppliers or installers, registered with the Gas Safe Register and accredited to work on LPG Non-domestic gas appliances/installations.

11. Any LPG cylinders should be protected against unauthorised interference and accidental leakage. Full and empty cylinders should be kept in a safe position in the open air away from other flammable materials.

#### Sanitary Accommodation:

12. The licence holder shall ensure that adequate toilet provisions for use by both the public and by the said organisers, operators and attendants is made based on the maximum occupant capacity figure as stated on the licence application form.

Sanitary conveniences shall be provided as follows:

Female conveniences - 1 WC per 100 females



Male conveniences - 1 WC per 100 or less males  
2 WC s for 101 - 500 males  
1.5 metres of urinal accommodation per  
500 males.

Wash hand basins shall be provided in the following ratio:

1 per 5 sanitary conveniences (WC s and urinals)

First Aid Provision:

13. A minimum of 2 first aiders shall be available at all times during the whole event.

14. Each first aid post shall be maintained in a clean and hygienic condition free from dust and adequately heated, lit and ventilated. They shall also have a supply of hot and cold running water and if this is not possible, in the case of an outdoor event, sterile water or sterile normal saline.

Noise:

15. It shall be the responsibility of the licence holder to ensure that no undue disturbance, in terms of noise emitted from the premises, is caused to nearby residents as a result of noise created during an activity or event held within the said licensed premises, or before or immediately after such activity or event.

Inflatable Play Equipment:

16. Inflatable play equipment, including bouncy castles shall remain under close supervision of either the operator or competent stewards at all times whilst in operation.

17. All inflatable play equipment shall be certificated and tagged in accordance with the PIPA scheme administered by the Performance Textile Association (PERTEXA).

Waste and Litter:

18. The site licence holder shall be responsible for making arrangements for the uplifting and removal of refuse and for ensuring the area is litter free. Waste from events is commercial waste and any waste collection should be made in accordance with the Duty of Care regulations.

19. Prior to leaving the site at the end of each day the licence holder shall ensure that it is left in a clean and tidy condition. Sites should be cleaned in accordance with the Code of Practice for Litter and Refuse (2006) issued under section 89 of the Environmental Protection Act 1990.

20. If no arrangements are made and the site is not left in a clean and tidy condition at the end of the event, Aberdeenshire Council or its appointed contractor may carry out the necessary works to return the site to the required standard. The costs of this clean-up will then be recovered from the Licence holder.

#### E-Coli Controls:

##### Prior to the event -

21. At least 3 weeks prior to the event, all livestock shall be removed from areas to be used during the licensed event. All obvious animal droppings shall be removed and disposed of hygienically.

22. Grassed areas on which animals have been in contact shall be closely mown and clippings collected and disposed of hygienically. These areas shall remain free from livestock leading up to the event.

##### After the event -

23. All obvious animal droppings shall be removed and disposed of hygienically.

24. Grassed areas on which livestock have been in contact shall be closely mown immediately after the event and cuttings collected and disposed of hygienically.

25. Grassed areas with which livestock have been in contact shall be fenced off for a period sufficient to allow the decay of possible residual E. coli 0157 contamination. This period, however, shall not be less than 3 weeks following the event.

26. Warning signs shall be erected at the aforementioned fenced off areas informing members of the public of the risks and instructing them not to enter the said areas.

27. If the land is Council owned, the applicant will require to liaise with Aberdeenshire Council's Principal Landscape Services Officer regarding the above issues.

## General E-Coli controls -

28. Hand washing facilities shall be provided at all penned areas for the duration of the licensed event.

29. Areas where both livestock enter and leave the show ring and over which the public are permitted to walk shall be kept clear of droppings so far as is reasonably practicable.

## Livestock and Horse Events:

30. Livestock shall be kept separate from the public so far as is reasonably practicable by means of physical barriers or distance and the stock movement routes shall be cleared of members of the public, prior to use.

31. Clear defined access shall be provided from the collecting/penned areas to the main show ring which ensures safe passage and complete segregation from members of the public.

32. Competitors and participants in the horse riding/jumping events shall wear the recommended approved protective headwear and body protectors. Such protective wear shall be fastened at all times during participation.

33. The collecting areas and show rings shall be of suitable design, construction and dimensions in order to accommodate the relevant number of participants etc.

## Stage and Platforms:

34. The temporary stage construction shall be so designed and constructed as to be capable of bearing the loads placed upon it.

35. In order to assess stability as regards the load bearing capacity, consideration requires to be given to dead loads including self-weight of the structure and all equipment on it, together with the live loads of persons using or working on it.

36. The stage shall be blanked off or suitably screened to prevent access to areas underneath the stage by unauthorised personnel.

## Stage Lighting:

37. All suspended apparatus shall be fitted with a safety chain and an independent secondary means of suspension.

38. No stage lighting equipment shall be suspended over parts of the site occupied by members of the public unless fitted with a safety chain and an independent secondary means of suspension.

#### Food Safety:

39. Any operation involving the transportation of food to the event, the storage, preparation, packing, labelling, cooking, hot holding, service and/or sale of food for human consumption at the event must be carried out in compliance with current food law requirements.

40. Any food operation to be carried out at the event shall be maintained under the supervision, at all times, of at least one person holding a food hygiene qualification at an appropriate level commensurate with the food activity.

41. The proposed catering companies must provide the following to the satisfaction of the Environmental Health service at least 28 days prior to the date of the event:

a. Details of the Local Authority where they are registered as a food business in accordance with Article 6(2) of Regulation (EC) 852/2004 - The Hygiene of Foodstuffs

b. Evidence of a "Pass" result achieved at the last food hygiene inspection of the premises under the Food Hygiene Information Scheme or evidence of a Hygiene Rating of 3 or above under the Food Hygiene Rating Scheme.

(The requested evidence will verify that the catering businesses are registered food businesses and have been assessed as broadly compliant at their last food hygiene inspection in accordance with food law.)

Note: Under certain conditions food vendors may be exempt from either or both requirements of paragraph 41 dependent on the degree of organisation and/or the continuity of activity of the business. This exemption can only be confirmed by prior consultation with the Environmental Health service, each case to be taken on its own merits.

#### Private Water Supplies:

42. If it is proposed to utilise water from a private source for drinking, catering or washing, including hand washing in toilets, then the supply shall be on the Council's records, have been risk assessed and be in regular use. Additionally suitable

microbiological treatment requires to be provided at the event site to treat the water. (Note suitable microbiological treatment means a ultra-violet or equivalent system sized to cope with the expected usage).

43. The water supply, including microbiological treatment plant shall be in place at least 5 working days before the event and the Environmental Health Service notified at that time in order that they may sample the water. The cost of the analysis will require to be borne by the licence holder.

**Additional Fire Service Conditions:**

As required under the Fire (Scotland) Act 2005 "as amended", any person who has control to any extent of the premises shall carryout a fire risk assessment for the purpose of identifying any risks to the safety of all relevant persons in respect of harm caused by fire. The risk assessment should also ensure all reasonable steps are taken to ensure suitable fire safety measures are implemented to protect relevant persons from harm caused by fire.

The process of risk assessment should be ongoing and hereafter where there is reason to suspect that the current fire risk assessment is:

- (a) No longer valid; or
- (b) There has been a significant change in the matters to which it relates;

The assessment should be reviewed and any required changes must be made to ensure continued compliance with the fire safety legislation.

Failure to ensure suitable fire safety measures are in place as necessary, may place relevant persons at risk in the event of fire.

Further information can be found at [www.gov.scot/firelaw](http://www.gov.scot/firelaw)