

Memorandum

From [REDACTED]
Regulatory Team Leader
Licensing Standards

To Licensing

Our ref 571355

Date 23 February 2026

Your ref 571355

Dear Sir/Madam

THE LICENSING (SCOTLAND) ACT 2005 – OCCASIONAL LICENCE APPLICATION

**LOCATION: HIGHLAND, LOWLAND, CENTRAL HALL AND EXTERNAL AREA,
ROYAL HIGHLAND CENTRE, INGLISTON, EDINBURGH EH28 8NB**

APPLICANT: [REDACTED]

PERSONAL LICENCE NUMBER: 493806

DATE AND TIME: 18 and 19 APRIL 2026 12.00 hours to 23.00 hours

I write with regard to the above application.

The application is in relation to the provision of alcohol by way of on-sales only from a number of bars at the Terminal V Easter Music Festival. The event is to take place within the Highland, Lowland and Central Halls and an External Area at the Royal Highland Centre, Ingliston, Edinburgh EH28 8NB.

The event is to take place on Saturday 18th and 19th April 2026 from 12.00 hours to 23.00 hours on both days.

[REDACTED], Higher Enforcement Officer, Licensing Enforcement,
City of Edinburgh Council, Business Centre G.1,
Waverley Court, 4 East Market Street, Edinburgh EH8 8BG.

Tel: [REDACTED] Email: [REDACTED]@edinburgh.gov.uk



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The applicant is an employee of the company, Paradise Palms, which has operated the bars at previous events held by the event organisers at this location. I am not aware of any issues relating to the bar operation previously.

The daily capacity for this event is 20,000

A Temporary Public Entertainment Licence has been applied for by Highland Centre Ltd who have taken responsibility for the safety and control of the event.

There has also been an application for a Temporary Market Operator Licence.

The event is subject to the EPOG process.

The event is for over 18's only.

Licensing Standards has no objections to the granting of the licence but would ask that the pool conditions contained within the following appendix be attached to the licence.

These comments are provided for your consideration. If you have any questions regarding this representation please contact [REDACTED] on [REDACTED] or email [REDACTED]@edinburgh.gov.uk.

APPENDIX

Pool Conditions Requested:

1. 1. The applicant or another suitably trained person with managerial responsibility is present throughout the event and when alcohol is served. A contact phone number will readily be available at all times.
2. The applicant will ensure that their contact details including a contact phone number will be readily available at all times for Police, Licensing Standards Officers or other Authorised Officers.
3. The occasional licence and/or public entertainment licence if applicable is to be kept on the premises and made available for inspection when requested by a Licensing Standards officer, Police Officer or other Authorised officer and any reasonable request by them is complied with.
8. All Staff employed in a position involving the sale or service of alcohol to undergo a minimum of two hours training prior to commencing duty (as defined in the Licensing (training of Staff)(Scotland) Regulations 2007) with a record of this training being kept at the location and available for inspection by Police or Licensing Standards Officers.
11. Appropriate signage must be clearly displayed, at every point of sale of alcohol, relative to age restrictions, alcohol provision and the relevant conditions of the licence. Signage should clearly identify:
 - ☐ No under 18s served alcohol
 - ☐ A Challenge 25 policy
 - ☐ The closing time of individual bars
 - ☐ Responsible drinking message
 - ☐ Be clearly legible
12. Appropriate stewarding to be provided to supervise admission, monitor occupant capacity and ensuring control of all patrons on the premises. All those persons engaged in such duties to be registered as door stewards with the Security Industry Authority, and authorisation must be clearly displayed.
- 15 All amplified music and vocals to be controlled to the satisfaction of the Director of Place.
- 31 A personal licence holder is present for supervision at all times when open for trade.
- 32 A site plan (specific to name of event) showing the licensed area is provided to the City of Edinburgh Council Licensing Board and there are no changes to this prior to, or during, the event.
- 33 Appropriate steps must be taken to ensure that the number of patrons within the public area does not exceed the agree capacity of the premises.
- 34 The Alcohol Management Plan, Drug Awareness Policy, Medical Plan, Event Plan and Stewarding Plan submitted prior to the event will be adhered to for the duration of the event.

- 35 Appropriate stewarding will be in place to provide adequate control of the premises and is to be in accordance with the Stewarding Plan submitted to the EPOG for the event. The said Stewarding Plan will be adhered to for the duration of the event.
- 36 Appropriate supervision is to be made in order to care for persons refused entry to the event due to intoxication or being under the influence of other substances – such persons are not to be left unattended.
- 38 All reasonable requests, which do not have an operational impact, made by the Police or other council official should be complied with. All requests of an operational nature must be directed through the MACC (JACC).