

EVU V8.9.x.0

REPORT PREPARED ON 18/ 6/26 AT 15:23

NAME AND ADDRESS DETAILS

PREMISES REF: LIC6\*\*157-/2                      TRADER:      LICENSED PREMISES

ADDRESS: 157-159 West Port  
Edinburgh  
EH3 9DP

WARD: City Centre

EASTING: 325049  
NORTHING: 673210

PRINCIPAL USAGE:                      LIC    - LICENSING PREMISES  
PREMISES TYPE:                        6      - PROPERTY

ACTION DETAILS

ACTION TYPE:                              AAA    - Action taken  
SOURCE DATABASE:                        LEGISLATION VISITS  
Record number 086833  
UNIT:                                        PLO    - Licensing Standards Officers  
INVESTIGATING OFFICER:                [REDACTED] [REDACTED]

DATE ACTION OPENED:                    01/07/2025

ACTION EVENT DETAILS

<u>ITEM</u>	<u>EVENT</u>	<u>DESCRIPTION</u>	<u>SCH. DATE</u>	<u>ACT. DATE</u>	<u>OFF</u>	<u>ACTIVITY</u>
1	G15	Visit to Concern LC Completed Staff records not produced. Premises Manager advised the staff serving alcohol have personal licences. Minor variation required to reflect correct DPM details.		01/07/2025	KHO	
2	G10	Email sent Hello [REDACTED]  I have included below the email I sent you last year regarding your alcohol licence. You advised you would action points of non-compliance. I have checked our system and I can see no evidence you have contacted our licensing team to submit a minor variation. If you have, please provide details.  If you are the premises manager the documents should show your details. This requires a minor variation to be submitted. You must also be able to show training records for staff to ensure they have received a minimum of 2 hours training before they are permitted to		02/07/2025	KHO	

<u>ITEM</u>	<u>EVENT</u>	<u>DESCRIPTION</u>	<u>SCH. DATE</u>	<u>ACT. DATE</u>	<u>OFF</u>	<u>ACTIVITY</u>
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serve alcohol.

To avoid a compliance notice being served on the premises prohibiting the sale of alcohol please ensure a minor variation is submitted within the next 24 hours with the current Premises Manager's details. You may wish to seek legal advice. In addition, you will need to ensure staff training is carried out and records are kept on the premises before any alcohol is served. I have attached guidance on staff training. If your staff have personal licences please provide the licence numbers. I will return to inspect your training records. If there is no evidence staff have been trained I will issue a compliance notice prohibiting the sale of alcohol until the training is completed and records are updated.

If you require any further guidance or clarification please let me know.

Yours sincerely,

[Redacted signature]

3	G05	Email received with details of staff personal licences Hello [Redacted]		02/07/2025	KHO	
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Thank you for sending through the Personal Licences of your staff. Do all bar staff have a personal licence? I will need to see your original licence when I visit next Thursday. Please keep copies of the staff licences on the premises. If the staff are working they should have their personal licence with them.

Please also ensure the SEV welfare pack includes details of how to report a crime. I will also need to see your welfare policy as this was missing during the SEV compliance inspection. If you look at conditions 45 and 46 it will give you guidance on what a welfare policy should include.

I received the amended drawings from Format Design which were created on the 24th June 2025. These have not been submitted to Building Standards to obtain a Building Warrant. If this does happen let me know.

I will check with Licensing tomorrow to confirm a minor variation has been submitted to change the Premises Manager.

Yours sincerely,

[Redacted signature]

From: [Redacted]

<u>ITEM</u>	<u>EVENT</u>	<u>DESCRIPTION</u>	<u>SCH. DATE</u>	<u>ACT. DATE</u>	<u>OFF</u>	<u>ACTIVITY</u>
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Sent: 02 July 2025 18:48

To: [REDACTED]

Subject: Re: FW: Alcohol Licence - Compliance Inspection

Hi [REDACTED], I've just read your email, and going back into bar, I'll forward pics of staff records etc, I'll try calling if ???  
External email

Hi Kate,,

I've just read your email, and going back into bar, I'll forward pics of staff records etc, I'll try calling if you still in office.

Thanks [REDACTED]

Kind Regards,

[REDACTED]

4	G05	Email received from licensing - minor variation to change dpm received Perfect. Thank you!		03/07/2025	KHO	
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[REDACTED]

From: [REDACTED]

Sent: 03 July 2025 17:12

To: [REDACTED]

Subject: RE: 08/17153

Hi [REDACTED]

Looks like variation was received at exactly 12.00 today.  
Not yet on the system.

Thanks

[REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 03 July 2025 16:21

To: [REDACTED]

Subject: 08/17153

ITEM EVENT DESCRIPTION SCH. DATE ACT. DATE OFF ACTIVITY

Hello [REDACTED]

RE: WESTERN BAR - 157-159 WEST PORT - 08/17153

Would you be able to confirm if a minor variation to change the DPM has been received today for the above premises?

Many thanks,

[REDACTED]  
gh | EH8 8BG | E-mail  
kate.burston@edinburgh.gov.uk

5 G05 Email received from [REDACTED] 03/07/2025 KHO  
Hello [REDACTED]

I've received confirmation the minor variation has been received by our Licensing Team.

I'll see you next Thursday to complete the outstanding action points for both the SEV and alcohol licence.

With regard to the building warrant. Licensing Standards Officers are impartial. We record what we have witnessed and do not make decisions on whether a licence is granted.

The alterations apply to condition 40. The previous licence was granted "subject to the suspension of condition 40 and an undertaking from the applicant that the work proposed is carried out as soon as possible." Condition 40 states:

" Performers shall be provided with unrestricted access to secure and private changing facilities. Such changing facilities shall be secured so as not to be accessible to members of the public. Condition suspended by the Licensing Sub- Committee 8 September 2024 for the duration of the licence."

Many thanks,

[REDACTED]

From: [REDACTED]  
Sent: 03 July 2025 13:36  
To: [REDACTED]  
Subject: Re: Fw: WESTERN BAR BUILDING WARRANT.

Hi [REDACTED] As indicated by Format design, setback to amended plans of building warrant process of requested sprinkler syst???  
External email

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Hi [REDACTED]

As indicated by Format design, setback to amended plans of building warrant process of requested sprinkler system throughout both floors of bar (substantial additional works). The up to date situation seems bizarre as we had original substantial works in 2008 of digging up basements foundations to give basement height in providing the the then rules of providing performers with facilities of shower room/kitchen and changing room with the permission and floor layout plan incorporating changing room as area of licensed performances.

Im presently going through the latest drawn up architects plans that accommodate the latest BUILDING WARRANTS request of SPRINKLER SYSTEMS.

I will keep you updated on further developments.

Many Thanks [REDACTED],

Kind Regards,

[REDACTED]

6	G31	Review - revisit required		03/07/2025	KHO	
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7	G10	Email sent Hello [REDACTED]		03/07/2025	KHO	
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Thank you for meeting earlier to go through your SEV documents.

There were a couple of points to follow up.

- The alteration work downstairs hasn't started and is still awaiting a building warrant. I spoke to a company called Format on the phone who confirmed they would send further details. Specifically, when the Building Warrant was applied for and the reasons for the delay in approval.
- A plan of the premises with the areas permitted for performance was only available on email. Guidance was given to obtain a certified copy of the plan to be kept on the premises
- Curtains remain on the booths. This is contrary to condition 37
- Condition 43 - Details of how to report a crime to the relevant authority should be included in the information pack
- Condition 45 - The licence holder shall have a Performers Welfare Policy in place at the premises
- Condition 46 - This details the minimum requirement of a Staff Welfare Policy.

I do need to complete a Compliance Inspection on your alcohol licensing documents. You will need to obtain up to date certified documents from your legal agent. I have attached a list of the documents we ask to see.

I will return to complete the alcohol licence compliance inspection on Thursday 10th July at 3pm. If you have any questions let me know.

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Yours sincerely

[REDACTED]