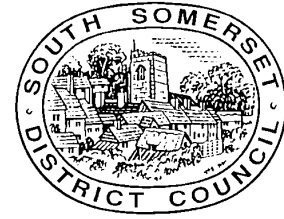


South Somerset District Council

Notice of Meeting



Licensing Sub Committee

Making a difference where it counts

Thursday 18th April 2019

10.00 am

**Council Chamber
Council Offices
Brympton Way
Yeovil BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please contact the Case Services Officer (Support Services) on 01935 462055 or democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 10 April 2019.

Alex Parmley, Chief Executive Officer



This information is also available on our website www.southsomerset.gov.uk or via the mod.gov app

Licensing Sub Committee Membership

Val Keitch

David Norris

Linda Vjeh (Chair)

South Somerset District Council – Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

Members Questions on reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

Information for the Public

The Statutory Licensing Committee has responsibility for all activities under the Licensing Act 2003 and the Gambling Act 2005 except for policies and fees. Established under the Licensing Act 2003, It exercises the functions of the Licensing Authority which itself is the Council.

The Other Licensing Committee can be responsible for all other licensing matters. Established by the Council under discretionary power contained in section 101 of the Local Government Act 1972.

It is lawful for the membership of the two committees to be the same, but they are differently constituted and run under different powers.

Meetings of the Licensing Sub Committee are held as required in the Council Offices, Brympton Way.

Licensing Sub Committee agendas and minutes are published on the Council's website www.southsomerset.gov.uk

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator on (01935) 462055.

Licensing Sub Committee

Thursday 18 April 2019

Agenda

Preliminary Items

1. Declarations of Interests

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

2. Procedure to be followed when considering licensing applications under the Licensing Act 2003 (Pages 4 - 7)

3. Representation following the Application for a New Premises Licence at Kiki Lounge, 29 Princes Street, Yeovil, BA20 1EG (Pages 8 - 45)

Agenda Item 2

Procedure to be followed when considering Licencing Applications under the Licensing Act 2003

Pre meeting Prior to the start of the Hearing the Committee Administrator will check that any person wishing to address the Sub-Committee is either an Interested Party or an authorised representative of an Interested Party or a Responsible Body and is entitled therefore to do so.

Where there is any doubt about the person's eligibility to address the sub-Committee, the Committee Administrator will seek advice from the Legal Officer(s).

1. **The Chairman will introduce:**

- members of the Sub-Committee (which will be made up of three District Councillors);
- the officers present;
- the Parties and their representatives (if any).

The Chairman will ask, before starting the Hearing, if any representations are being withdrawn.

2. At the start of the hearing **the Chairman will advise:-**

- all Parties of the reason for the Hearing and the procedure to be adopted;
- that where a Party wants another person to appear at the Hearing they must ask permission (under Regulation 8(2)) although such permission will not be unreasonably withheld. No permission is needed where the other person is acting only as the Party's representative;
- that if any Party wishes to ask the Sub-Committee to consider documentary or other information at the hearing, which was not provided before the Hearing, then all Parties must consent;
- that if any Party does not attend or is not represented at the hearing, the Hearing can go ahead but the Sub-Committee will consider any application, notice or written representations received by the relevant deadline from that Party;
- that in some circumstances, the Hearing may be adjourned, where the Sub-Committee consider the public interest demands it.

3. **The Chairman will ask each Party to confirm receipt** of the following documents:-

- Officer's report relating to the case;
- The procedure to be adopted during the Hearing;
- The documents, which the authority is required to provide under the Regulations – this varies according to the type of application but normally this means checking that the applicant has received copies of all the representations made in response to the application notices.

Any queries on the procedure or the factual content of the Licensing Officer's report should be dealt with at this point, with the assistance of the legal officer(s), as required.

4. **The Chairman will then ask** the Licensing Officer to present their report on the application. The report will include confirmation that the requirements as to advertising the application and the serving of notices have been met.
 5. **The Chairman will inform all present - prior to receiving representations** - that each Party will be given an equal amount of time to make their representations. This will normally be a maximum of five minutes. However, the Chairman has discretion about the time given to each Party and may vary the time limit where reasonable to do so although reasons will be given and fairness maintained.
 6. **The Chairman will invite any Responsible Bodies present** e.g. representatives of Police/Fire Service/ Environmental Services to address the Sub-Committee on any relevant representations they have made.
 7. **The Chairman will then invite:**
 - Parties or their representatives speaking in support of the application (including the applicant for the review) to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage;
 - Parties or their representatives, speaking in opposition to the application for review, to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage.
- The Chairman** will permit a Member to seek immediate clarification of a point made by a Party, their representative or any another person permitted to attend where, prior to this point in the Hearing, circumstances arise which make it desirable to do so, provided that the question is relevant and helps the proper conduct of the Hearing. The rules of natural justice will be followed.
- No Cross examination will be permitted without the consent of the sub-Committee and this will only be given where Committee considers that cross-examination is required for it to consider the representations, application or notice.
8. **The Chairman will ask** whether anyone has any further relevant comments to make and whether each Party is satisfied with the conduct of the Hearing.
 9. **The Chairman will then invite** Members of the Sub-Committee to ask any questions of any of the Parties or any other person permitted by the Sub-Committee to appear at the Hearing.
 10. **The Chairman will check with the legal adviser(s) that all relevant points have been addressed before asking the Parties to leave the room while** the Sub-Committee consider its decision in private. Only the clerk and the legal adviser(s) will remain with the Sub-Committee although only the sub-committee will be making the decision.

11. **Once in private the Chairman will advise the other Members** that they must consider all the information before them in making their decision but will disregard any information which is not relevant to the application, representations or notice and which does not relate to promoting the Licensing Objectives. Members will take account of the Statutory Guidance and the Council's Statement of Licensing Policy but shall be free to depart from it where the merits of the case warrant it. Full reasons shall be given for any such departure. If Members require further information from any Party or any further evidence, they will reconvene the hearing with all Parties able to be present.
12. **The Chairman will ensure, on the Parties return to the Hearing room,** that any legal advice given to the Sub-Committee in private is summarised to the Parties.
13. **The Chairman will notify** all Parties of their decision and the reasons for the decision. The decision will normally be given orally, at the Hearing, in a plain English format to help those attending the Hearing to understand it more easily. This is not the official written Notice of Decision which be sent to all of the Parties shortly afterwards.

Where the Sub-Committee is unable to give a decision at the meeting, **the Chairman will advise all Parties when a decision can be expected.** The decision will be sent to all Parties within the timescales set down in the Regulations.

14. **The Chairman will inform all Parties** of their possible rights of appeal (if any).

NOTES

1. A Party is anyone who has submitted an application or made a relevant representation or served a notice.
2. Where an adjournment is granted the Sub-Committee will notify the Parties forthwith of the date, time and place to which the Hearing has been adjourned.
3. Under no circumstances must the Parties or their witnesses offer Members of the Sub-Committee information in the absence of the other Party. Similarly, Members will not attempt to illicit information from any Party to the Hearing in the absence of the other. Members will not make pronouncements on the merits of the case until all the evidence has been heard. These are essential elements of the rules of natural justice.
4. The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice.
5. The Hearing will take place in public. However, the public can be excluded from all or part of the hearing where the Sub-Committee considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

The Sub-Committee may also require a Party to leave the hearing if that Party is behaving in a disruptive manner. The Sub-Committee can refuse to readmit the Party or readmit upon conditions but the Party can nevertheless submit to the Sub-Committee before the end of the Hearing any written information it would have

been entitled to submit orally at the Hearing.

6. District Councillors representing the area (District Council Ward) to which the application refers, or have declared an interest, will not form part of the Sub-Committee.
 7. Where any irregularity is brought to the attention of the Sub-Committee during the hearing, the Sub-Committee may, if it feels that a Party has been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure that irregularity before it makes its determination. However, any irregularity from a failure to follow this procedure shall not of itself render the proceedings void and any clerical errors may be corrected.
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Agenda Item 3

Representation following the Application for a New Premises Licence at Kiki Lounge, 29 Princes Street, Yeovil, BA20 1EG

Director: Martin Woods – Service Delivery
Report Author: Anita Legg – Licensing Officer
Contact Details: anita.legg@southsomerset.gov.uk or 01935 462134

Purpose of the Report

To inform members that an application has been received from Mr Jordan Frost, for a premises licence to be granted under the Licensing Act 2003 at Kiki Lounge, 29 Princes Street, Yeovil, BA20 1EG.

Recommendation

To determine the granting of the premises licence in accordance with the options detailed later in the report.

Background

The Council is the authority responsible for the issue of Premises Licences issued under Section 18 of the Licensing Act 2003.

The Licensing Manager has delegated authority to determine a Premises Licence application, subject to no objections being received from a Responsible Authority or “Other Persons”. In this case, relevant representations were received from two Responsible Authorities – (both of which have subsequently been withdrawn) and Two “Other Persons” it is therefore necessary to convene a hearing to determine the application.

Licensing Objectives

The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process. An application will not be refused in whole or part or any conditions attached except those offered by the applicant or required by law except where appropriate to promote the licensing objectives.

Application

A copy of the application form is enclosed with the agenda; it does not however include a copy of the plan of the premises, which is available for inspection at the Council offices, Brympton Way, Yeovil.

The details of the application are summarised as follows:

- Applicant: Mr Jordan Frost

Licensable activities applied for:

Live Music (E) Indoors Only

Day	Start Time	Finish Time
Friday	21:00	00:00
Saturday	21:00	00:00
Sunday	14:00	00:00

Seasonal Variations: None

Non-Standard Timings: None

Please note: This activity has now been withdrawn; however due to amendments to the Licensing Act 2003, live amplified music could still take place at the premises from 08:00 to 23:00 providing the premises are open for the supply of alcohol 'On' the premises AND it takes place before an audience of no more than 500. Further, any conditions added on a determination of an application for a premises licence which relate to live music remain in place, but are suspended between the hours of 08.00 and 23.00 on the same day.

Late Night Refreshment (I) Indoors Only

Day	Start Time	Finish Time
Friday	23:00	00:00
Saturday	00:01	01:00
Saturday	23:00	00:00
Sunday	00:01	01:00

Seasonal Variations: None

Non-Standard Timings: None

Supply of Alcohol (J) – Consumption 'On' The Premises ONLY

Day	Start Time	Finish Time
Monday	11:00	23:00
Tuesday	11:00	23:00
Wednesday	11:00	23:00
Thursday	11:00	23:00
Friday	11:00	00:00
Saturday	00:01	01:00
Saturday	11:00	00:00
Sunday	00:01	01:00
Sunday	11:00	23:00

Seasonal Variations: None

Non-Standard Timings: None

Please note: the proposed hours for the supply of alcohol have now been amended as follows:

Day	Start Time	Finish Time
Monday	11:00	23:30
Tuesday	11:00	23:30
Wednesday	11:00	23:30
Thursday	11:00	23:30
Friday	11:00	23:30
Saturday	11:00	23:30
Sunday	11:00	23:30

Seasonal Variations: None
Non-Standard Timings: None

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children. **(K)**

None.

Hours premises open to the public (L) – Not a licensable activity, but shown as part of the application.

Day	Start Time	Finish Time
Monday	11:00	23:30
Tuesday	11:00	23:30
Wednesday	11:00	23:30
Thursday	11:00	23:30
Friday	11:00	00:00
Saturday	00:01	01:30
Saturday	11:00	00:00
Sunday	00:01	01:30
Sunday	11:00	22:30

Seasonal Variations: None
Non-Standard Timings: None

Please note: the proposed hours open to the public have now been amended as follows:

Day	Start Time	Finish Time
Monday	11:00	00:01
Tuesday	11:00	00:01
Wednesday	11:00	00:01
Thursday	11:00	00:01
Friday	11:00	00:01
Saturday	11:00	00:01
Sunday	11:00	00:01

Seasonal Variations: None
Non-Standard Timings: None

Additional steps put forward by the applicant to comply with licensing objectives. Please see Section M (page 18) of the application form and the additional document; (these where appropriate, will become conditions of the licence, subject to the licence being granted, and are in addition to any further conditions imposed by the Licensing Committee).

Evidence that advertising/notice requirements have been complied with:

- The applicant has confirmed that notice was displayed at the premises for the requisite period.
- A further notice was placed in the Western Gazette newspaper on 07 March 2019 of which we have a copy.

Representations – Responsible Authorities

- A representation was received from Mr Brett Warren on behalf of the South Somerset District Council – this has been withdrawn as there will not be any live music after 11pm and kitchen [odour] extraction is not required, as hot food will not be served at the premises.
- A representation was received from Mrs Nicola King on behalf of the Chief of Police for Avon and Somerset Constabulary – this has been withdrawn as the applicant has amended his operating schedule to add the following additional steps to promote the Licensing Objectives:
 - ❖ The hours requested for premise open to the public to be reduced to 1100-0001 Monday to Sunday.
 - ❖ The hours requested for the sale of alcohol to be reduced to 1100-2330 Monday to Sunday.
 - ❖ Live music provision to be removed from the application at the request of the applicant.
 - ❖ CCTV equipment shall be installed, operated and maintained at the premises in accordance with the current version of Avon & Somerset's policy "Surveillance Camera Systems within Licensed Premise Operational Requirement Guidance" as endorsed by the Licensing Authority. The CCTV shall be maintained in working order and continually record when licensable activity takes place.
 - ❖ Recordings relating to the CCTV cameras shall be kept for a minimum of 31 days and made available to Avon and Somerset Constabulary and Licensing Authority in accordance with the Data Protection Act 1998. The Premises Licence Holder shall ensure that a staff policy and sufficient training are put in place to provide that all staff are familiar with the operation of the CCTV equipment and that members of trained staff at the premises during operating hours are able to provide viewable copies upon request to the Police or authorised local authority officers as soon as is reasonably practicable and in accordance with the Data Protection Act 1998.
 - ❖ The Premises Licence Holder shall operate Challenge 25 and ensure that a bound refusals register is available at the premises and measures are in place so that it is completed with details of all alcohol sales which are refused for any reason. Measures shall also be in place for the Designated Premises Supervisor to review

the refusals register. The refusals register shall be made available to Responsible Authorities upon request.

- ❖ The Premises Licence Holder shall ensure that measures are in place so that all staff involved in the sale of alcohol are fully trained to ensure that no person who is knowingly drunk or disorderly or appears to be under the age of 18 is served with intoxicating liquor. The training shall also include the requirement for persons who appear to be under 25 to be asked for photographic evidence of age by way of passport, drivers licence, PASS card or a Government approved scheme. The training records shall be retained and made available to the Licensing Authority or Police Officers upon request.
- ❖ The Premises Licence Holder shall ensure that a written or electronic incident log is kept at the premises and measures shall be in place to record all incidents of crime and disorder at the premises. Measures shall also be in place for the log to be reviewed by the Premise Licence Holder in association with the Designated Premises Supervisor. The log shall be made available to the Licensing Authority or Police Officer upon request.
- ❖ SIA Door Supervisors shall be employed on Friday and Saturday from 2100 until closure of the premise and for ½ hour until the immediate area outside of the premise has been cleared. Door Supervisors will also be employed for all bank holidays when those bank holidays do not fall on a Friday or Saturday. This will include New Year's Eve. The ratio of Door Supervisors shall be set at 1:75.
- ❖ The premises licence holder will ensure that where door supervisors are employed at the premises, they enter in a register kept for the purpose their full name, badge number (including expiry date) and time they began their duty and the time they completed their duty, immediately after doing so. This register is to be kept at the premises at all times and should be so maintained as to enable a police or licensing officer to establish the particulars of all door supervisors engaged at the premises during the period of not less than 21 days proper to the request and shall be open to inspections by officers of the licensing authority or police officers upon request.
 - b. Any female customer who needs to be searched will be searched by a female door supervisor or a female member of staff.
- ❖ The premise licence holder will co-operate with the responsible authorities in relation to dealing with the issues of drugs on the premises. A drug policy will be drawn up and agreed with the Police. This Policy to be reviewed 6 monthly.
- ❖ A Smoking Policy to be drawn up and agreed with the Police and Licensing Authority. This policy shall be reviewed 6 monthly by the Premise Licence Holder.
- ❖ The premise shall be an active member of the Yeovil Pubwatch Scheme or any other similar initiative that operates within Yeovil.
- ❖ The applicant will have a Safeguarding policy in place which shall be to the satisfaction of Avon and Somerset Constabulary and reviewed 6 monthly by the PLH.
- ❖ All drinks to be served in polycarbonate or toughened/shatterproof glasses.
- ❖ The premise licence holder shall ensure that all glasses or bottles are removed from persons leaving the venue.

- ❖ The premise licence holder shall ensure than no drinks are taken into the smoking area.
- ❖ A personal licence holder to be on the premise at all times when licensable activity is taking place.
- ❖ No persons under the age of 18 shall not be allowed to remain on the premise after 2100hrs.
- ❖ There shall be no events to take place at the premise for those persons under the age of 18.
- ❖ There shall be no tables and chairs outside of the premise.

Representations – Other Persons

Two Representations were received from ‘Other Parties’, which relate to the potential for noise.

Relevant Observations

None

Further Information

Mr Frost will need to apply for planning permission to change the use of the premises however the premises licence application and planning are dealt with separately. Should the Licence be granted, it can't be used until the planning matter is resolved.

In determining the application with a view to promoting the licensing objectives in the overall interests of the community, the Committee must have regard to and give appropriate weight to the following considerations:

- Any relevant and valid representation (including supporting documentation received)
- The Latest Guidance issued under s182 of the Act
- The Statement of Licensing Policy issued in January 2014.
- The steps appropriate to promote the licensing objectives as set out in s18(4)
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

Options

The options available to the committee are stated at section 18 of the Licensing Act 2003 and are as follows:

- Grant the licence subject to such conditions which are consistent with the operating schedule modified to such extent as the Authority considers appropriate for the promotion of the Licensing Objectives and any condition, which must under s19-21, be included in the licence s18(4)(a)(i)(ii) together with the current mandatory conditions.

- Exclude from the scope of the licence any of the licensable activities to which the application relates s18(4)(b)
- Refuse to specify a person in the licence as the premises supervisor s18(4)(c)
- Reject the application s18(4)(d).

Right of Appeal

Schedule 5 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the Licensing Authority has rejected an application for a premises licence, the applicant may appeal to the Magistrates' Court against the decision to reject.

Where the Licensing Authority has granted the licence, the holder of the licence may appeal to the Magistrates Court against any decision to impose conditions on the licence that are consistent with the operating schedule or imposed where having regard to any relevant representations, are considered appropriate to promote the licensing objectives.

Where the Licensing Authority has granted the licence subject to the exclusion of any of the licensable activities or refused to specify a person as the premises supervisor, the holder of the licence may appeal to the Magistrates Court against the decision.

Where a person who made a relevant representation desires to contend that the licence ought not to have been granted, or that on granting the licence, the Licensing Authority ought to have imposed different or additional conditions, or ought to have taken a step to exclude a licensable activity or refused to have specified a person as the premises supervisor, he may appeal against the decision to the Magistrates Court.

The appellant commences the appeal by giving a notice of appeal to the designated officer for the Magistrates' court within 21 days beginning with the day on which the applicant was notified by the Licensing Authority of the decision appealed against.

On determining the appeal, the court may,

- Dismiss the appeal
- Substitute for the decision appealed against any other decision which could have been made by the Licensing Authority; or
- Remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court.

and may make such order as to costs as it thinks fit.

Background Papers

Licensing Act 2003

<http://www.legislation.gov.uk/ukpga/2003/17/contents>

SI 2005 No. 44 Licensing Act 2003 (Hearings) (Regulations) 2005

<http://www.legislation.gov.uk/uksi/2005/44/contents/made?text=%22licensing%20act%202003%22%20AND%20%22hearings%20regulations%22#match-1>

SI 2005 No. 42 Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

<http://www.legislation.gov.uk/uksi/2005/42/contents/made>

SI 2010 No.860 Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

<http://www.legislation.gov.uk/uksi/2010/860/contents/made>

The Latest Guidance issued under section 182 of the Licensing Act 2003.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

The Statement of Licensing Policy for South Somerset District Council January 2014.

https://www.southsomerset.gov.uk/media/1862/licensing_policy_2014.pdf

The Live Music Act 2012 (“2012 Act”) <http://www.legislation.gov.uk/ukpga/2012/2>

The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013

<http://www.legislation.gov.uk/uksi/2013/1578/contents/made>

The Legislative Reform (Entertainment Licensing) Order 2014 (“2014”)

<http://www.legislation.gov.uk/uksi/2014/3253/introduction/made>

The Deregulation Act 2015

<http://www.legislation.gov.uk/ukpga/2015/20/section/76/enacted>

S.SOM.DC
 26 FEB 2019
 POSTROOM

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/we JORDAN MICHAEL CHARLES FROST
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description			
KIKI LOUNGE 29 BRUNES STREET			
Post town	YEOWL	Postcode	BA20 1EQ
Telephone number at premises (if any)		07436 867777	
Non-domestic rateable value of premises		£ 15,000	

Part 2 – Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i) as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii) as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii) as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv) other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Frost			First names THOMAS WILLIAM URBAN		

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
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Surname		First names	
Date of birth	I am 18 years old or over	<input type="checkbox"/>	Please tick yes
Nationality			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY

0	8	0	3	2	0	1	9
---	---	---	---	---	---	---	---

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

A CAFE BAR SITUATED ON PRINCES STREET, COMPRISING OF GROUND FLOOR AREA TOILETS TO THE REAR, ALL ONE LEVEL. BAR & KITCHEN ALSO AT REAR.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

Supply of alcohol (if ticking yes, fill in box J)



In all cases complete boxes K, L and M

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4) AMPLIFIED LIVE MUSIC		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
	2100	0000			
Sat					
	2100	0000	N/A		
Sun					
	1400				
		0000			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place <u>indoors or outdoors or both -- please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
	2300	0100			
Sat					
	2300	0100			
Sun					

NOT FOOD & DRINK.

NA

WIA

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption — please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300			
Thur	1100	2300			
Fri	1100	0100			
Sat	1100	0100			
Sun	1100	2300			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
			N/A		
			N/A		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

JORDAN MICHAEL CHARLES FROST

□□□□

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

NIL

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)	
Day	Start	Finish		
Mon	1100		N/A	
		2330		
Tue	1100			
		2330		
Wed	1100			
		2330		
Thur	1100			N/A
		2330		
Fri	1100			
		0130		
Sat	1100			
		0130		
Sun	1100			
		2330		

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK
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M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

See sheet A

b) The prevention of crime and disorder

See sheet B

c) Public safety

See sheet C

d) The prevention of public nuisance

See sheet D

e) The protection of children from harm

See sheet E.

A General:

The recruitment and use of ^{1 or} trained door staff from 2100 - 0100 on Friday/Saturday. These door staff will use a register. We will have copies of their license(s).
1 door staff - SIA etc.

Staff will be trained on all aspects of licensing, a record of training will be kept and updated accordingly. These records will be made available to all the relevant authorities.

The installation of 4 CCTV cameras. 2 will be covering the inside of the property, 1 covering the front door and a further 1 covering the front of the property.

Challenge 25. All staff will be trained to I.D. those that appear to look under the age of 25. Those that cannot provide relevant I.D. or those that are under 18 will be removed. This will be recorded in the refusal book. A record of training for Challenge 25 will be kept.

B Crime and Disorder.

Written policies will be displayed with regards to Drunk & Disorderly Behaviour, Anti-social Behaviour and the use of illegal drugs.

An active member of Pubwatch with the use of a radio and attendance to all meetings.

The recruitment and use of ¹ door staff from 2100 - 0100 on Friday and Saturday as previously mentioned in "General"

C Public Safety:

Provision of emergency lighting in all public and private areas, displayed appropriately.

Capacity limit set to 60 persons.

First Aid provisions. A trained member of staff present at all times. Training records will be updated accordingly and certificates displayed.

Health and Safety standards will be adhered to and a training schedule will be kept with regard to these.

All staff will be trained on Challenge 25, a record of this will be kept and updated accordingly. An incident book, door register and a refusal book will be used. Electrical safety checks will be periodically performed and kept for inspection.

We will implement "Ask Angela". All staff will be provided with training for this.

D Prevention of Public Nuisance:

Background music will be kept at a minimum to avoid nuisance.

Litter will be cleaned from the front of the property throughout the day/evening.

All loading/deliveries will be made through the front of the property.

Doors and windows will be kept closed during opening hours.

Notices asking patrons to leave the premises quietly.

2. Protection of children from Harm:

Use of Challenge 25 (as per "General").

A limit on when children can be present on the premises. A sign will be displayed explaining this.

The use of a Refusal book, which will be used and updated accordingly.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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