

Public Document Pack



Cambridge City Council

LICENSING SUB-COMMITTEE

To: Councillors Gawthrope, Owers and Pippas

Despatched: Friday, 29 May 2015

Date: Monday, 8 June 2015

Time: 10.00 am

Venue: Committee Room 1 & 2 - Guildhall

Contact: Toni Birkin

Direct Dial: 01223 457086

AGENDA

- 1 **Appointment of a Chair**
- 2 **Declarations of Interest**
- 3 **Meeting Procedure**
- 4 **The Old Bicycle Shop, 104 Regent Street, Cambridge, CB2 1DP (Pages 7 - 36)**

Information for the Public

Location The meeting is in the Guildhall on the Market Square (CB2 3QJ).

Between 9 a.m. and 5 p.m. the building is accessible via Peas Hill, Guildhall Street and the Market Square entrances.

After 5 p.m. access is via the Peas Hill entrance.

All the meeting rooms (Committee Room 1, Committee 2 and the Council Chamber) are on the first floor, and are accessible via lifts or stairs.

Public Participation Some meetings may have parts, which will be closed to the public, but the reasons for excluding the press and public will be given.

To speak at a Licensing hearing, you must have made a representation during the consultation period on the relevant application and registered your intention to speak with Democratic Services prior to the hearing.

The Licensing department can be contacted on 01223 457000 or licensing@cambridge.gov.uk.

For general advice about speaking at committees please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.

Filming, recording and photography The Council is committed to being open and transparent in the way it conducts its decision making. The public may record (e.g. film, audio, tweet, blog) meetings which are open to the public.

Anyone who does not want to be recorded should let the Chair of the meeting know. Those recording meetings are strongly urged to respect the wish of any member of the public not to be recorded.

- Fire Alarm** In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.
- Facilities for disabled people** Level access to the Guildhall is via Peas Hill.
- A loop system is available in Committee Room 1, Committee Room 2 and the Council Chamber.
- Accessible toilets are available on the ground and first floor.
- Meeting papers are available in large print and other formats on request prior to the meeting.
- For further assistance please contact Democratic Services on 01223 457013 or democratic.services@cambridge.gov.uk.
- Queries on reports** If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or <http://democracy.cambridge.gov.uk/>
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- Mod.Gov App** You can get committee agenda and reports for your tablet by using the mod.gov app

Licensing Act 2003 - Licensing Sub-Committee: Hearings Procedure

Preliminary Matters

1. **The Chair** will commence the hearing by introducing him/herself, the other two members of the Sub-Committee and the officers present.
2. **The Chair** will ask the applicant(s)/the responsible authorities/the interested parties present, and their representatives (if applicable), to introduce themselves and identify their interest in the proceedings.

Failure of a party to attend the hearing

3. If a party has informed the licensing authority that he/she does not intend to attend or be represented at a hearing, the hearing may proceed in his/her absence.
4. If a party who has not so indicated fails to attend or be represented at a hearing, the Sub-Committee may –
 - (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
 - (b) hold the hearing in the party's absence.
5. Where the Sub-Committee holds the hearing in the absence of a party, the Sub-Committee will consider at the hearing the application, representations or notice made by that party.
6. **The Chair** will explain the procedure to be followed at the hearing and will confirm whether the Sub-Committee must reach its decision at the end of the hearing or within 5 working days of the hearing, depending on the application being heard.
7. **The Clerk to the Sub-Committee** will indicate whether any party has requested permission for any other person(s) (other than his/her representative) to appear at the hearing to assist the Sub-Committee in relation to the application, representations or notice of the party making the request. The Sub-Committee will decide whether to grant permission to allow any other person(s) to appear at the hearing on behalf of the party; such permission will not be unreasonably withheld.
8. **The Clerk to the Sub-Committee** will ask whether any party is seeking to introduce any document(s) or other information not previously disclosed to all the other parties to the hearing and the licensing authority. If all the other parties consent, the previously undisclosed document(s) or other information can be produced by a party in support of their application, representations or notice (as applicable).
9. The hearing will take the form of a discussion led by the Chair of the Sub-Committee. Cross-examination will not be permitted unless the Sub-Committee considers that cross-examination is required to consider the representations, application or notice as the case may require.
10. The Sub-Committee will consider any requests to permit cross-examination on

a case-by-case basis. When permission is given to one party, it will also normally be extended to all other parties.

11. The Sub-Committee will decide the equal maximum period of time that each party will have to present their case.

The Hearing

12. *The Licensing Officer will present the report to the Sub-Committee.*

13. Members may ask any relevant questions of the Licensing Officer.

14. *The applicant, or the party who has initiated the hearing, will present their case first.*

15. The party shall be entitled to:

- (a) give further information in support of their application, representations or notice (as applicable) in response to a specific request by the licensing authority prior to the hearing;
- (b) question any other party (if permission has been given by the Sub-Committee);
- (c) address the Sub-Committee.

16. If the Police are a party to the hearing, they will present their case. The Police have the rights listed in paragraph 15 (a) – (c) above.

17. If any other “responsible authority” are a party to the hearing, they will present their case in turn after the Police and have the rights listed in paragraph 15 (a) – (c) above.

18. Any other interested parties will then present their case in turn and have the rights listed in paragraph 15 (a) – (c) above.

19. Members of the Sub-Committee may ask questions of the/each party or any other person permitted to appear at the hearing in support of the party.

20. **The Chair** will invite the applicant, or the party who has initiated the hearing, and any parties making representations, to briefly summarise their points if they wish.

21. **The Chair** will ask the applicant, or the party who has initiated the hearing, and all parties making representations, that they are satisfied that they have said all they wish to.

The Decision

22. In considering any representations or notice made by a party, the Sub-Committee may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.

23. In reaching its decision, the Sub-Committee will disregard any information given by a party, or any person who has been permitted to appear at the hearing, which is not relevant to –

- (a) the application, representations or notice (as applicable) or in the case of another person, the application, representations or notice of the party

requesting their appearance, and

(b) the promotion of the licensing objectives or, in relation to a hearing to consider a notice given by the Police, the crime prevention objective.

24. The Sub-Committee may consider its decision in private and may move into private session where it considers that the public interest in so doing outweighs the public interest in that part of the hearing taking place in public. If the Sub-Committee do move into private session then all the parties and their representatives, any other person permitted to appear at the hearing, officers, the public and the press will be asked to leave the room whilst the decision is made.

The Chair will tell those present at the meeting the decision taken by the Sub-Committee and the reasons for the decision.

CAMBRIDGE CITY COUNCIL

REPORT OF: Jas Lally
Head of Refuse and Environment

TO: Licensing Sub-Committee

08/06/2015

WARDS: Market

**CONSIDERATION OF AN APPLICATION FOR A PREMISES LICENCE
TO BE GRANTED: THE OLD BICYCLE SHOP, 104 REGENT STREET,
CAMBRIDGE, CB2 1DP**

1 INTRODUCTION

1.1 An application under section 17 of the Licensing Act 2003 for a Premises Licence to be granted in respect of The Old Bicycle Shop, 104 Regent Street, Cambridge, CB2 1DP has been received from City Pub Company (East) Limited. The application and plans of the premises are attached to the report as Appendix A. The application was served on Cambridge City Council (the Licensing Authority) on 7th April 2015. A copy of the application was also served on each responsible authority.

1.2 The applicant is seeking a new premises licence for the following:

Supply of Alcohol (On & Off the Premises)

Mon – Sun

10:00 to 00:00

Late Night Refreshment

Mon – Sun

23:00 to 00:00

Opening Hours

Mon – Sun

08:00 to 00:30

1.3 The applicant has indicated in section 18 of the application form (Appendix A) that the following steps will be taken to promote the four licensing objectives:

1. The licence holder will train all members of staff for the sale of alcohol and refresher training will take place every six months. A training log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police.
2. An electronic log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of the Council at all times whilst the premises are open.
3. The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling a clear facial image of every person entering in any light conditions. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be made available immediately upon request of police or authorised officer throughout the proceeding 31 day period.
4. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show the Police or authorized Council officer recent data or footage and provide Police and/or Council officers with a copy of the recording with absolute minimum of delay when requested.
5. As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local Pubwatch or other local crime reduction scheme approved by the Police, and local radio scheme if available.
6. The venue shall provide information of local taxi firms and transport links to all patrons leaving the venue.
7. The premises licence holder shall devise and implement a dispersal policy to ensure that patrons do not congregate outside the premises and they disperse from the premises in an orderly and quiet manner so as not to disturb the residents within the vicinity.
8. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
9. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local

residents and use the area quietly.

10. The roof terrace will close before 22:00 each day.

11. A challenge 21 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport.

1.4 In accordance with the regulations of the Act, the application was advertised on the premises and in the Cambridge News to invite representations from responsible authorities and other persons. The last date for submitting representations was the 5 May 2015.

1.5 Representations have been received from 1 Responsible Authority and 1 Other Person. The representations are attached to the report as Appendix B. Cambridge Constabulary has not raised a representation in respect of this application. However, the Police Licensing Officer has indicated that a number of conditions have been agreed in principle, with the applicant. The police are asking the Sub-Committee, if it is minded to grant a licence, to attach those conditions in order to reduce the likelihood of a negative impact on the licensing objective of crime and disorder. The proposed conditions have been attached to the report as Appendix C. Licensing Officers have reviewed the proposed conditions to determine relevance and enforceability and suggest that, if the Sub-Committee are minded to grant the licence, they consider, in addition to any other conditions which they deem appropriate for the promotion of the licensing objectives, whether to impose a revised version of the police conditions, as follows:

1. Alcoholic drinks shall not be removed from the premises in open containers.
2. Persons in possession of open containers of alcoholic drink shall not be permitted to enter the premises.
 - A written or electronic log shall be kept of all refusals to admit persons. The log shall be kept and maintained at the premises and available to an authorised officer or police officer on request.
3. The licence holder or Designated Premises Supervisor shall undertake a written risk assessment to determine when door supervision is required to control access to the premises. The assessment shall take into account advice provided by the police, in particular with regard to specific dates or events and shall be reviewed and updated at least every six months. All staff undertaking door supervision must have accredited training and licensed by the Security Industry Authority.
4. Digital CCTV, with appropriate recording equipment, shall be installed, operated and maintained with sufficient cameras to cover

all public areas, including the roof terrace and external frontage of the premises.

- The system shall be operational and live at all times when licensable activity is taking place.
 - Images shall be recorded and shall display accurate dates and times (including changes at the start and end of British Summer Time) and shall be capable of recording a clear facial image of persons entering and leaving the premises under all light conditions.
 - Images recorded shall be retained for a minimum of 31 days and shall be made available to authorised officers or police officers immediately upon request.
 - Management arrangements shall ensure that a staff member who is fully trained and competent in the operation of the CCTV system is available at all times that the premises are open to the public.
 - Staff shall give full and immediate cooperation and technical assistance to authorised officers and police officers in the event that CCTV footage is requested for the purpose of the prevention or detection of crime or offences and show officers recent data or footage on request.
 - Staff shall also be trained and able to download images from the system on to other relevant media.
5. Substantial food refreshment shall be available at all times when the premises are open to the public.
 6. Clear written information shall be displayed within the premises regarding local taxi services and other public transport.
 7. Prominent and legible notices shall be displayed at all exits, requesting patrons to leave the premises and area quietly, so as to respect the needs of local residents. The licence holder shall devise and implement a policy for the dispersal of patrons who seek to congregate outside the premises and this shall include consideration as to when to seek police assistance.
 8. The Designated Premises Supervisor, or other suitable person nominated by the licence holder, shall join the CAMBAC Nightsafe scheme (whilst such a scheme is in existence) and shall be able to demonstrate active support for its work, including use of banning policies and regular attendance at meetings, either personally or by proxy.
 9. Effective supervision of all areas must be maintained at all times when the premises is open to the public, with special attention being paid to the external roof terrace, to ensure that no public nuisance is caused.
 10. At all times when the premises is offering alcohol for sale, a "Challenge 21" policy shall be operated actively to ensure that alcohol is not supplied to any person who is under age. Acceptable forms of identification shall be only identity cards with a "PASS"

accreditation, passports or a photo ID driving licence (or such identification cards as may be approved by central government).

11. All staff authorised to sell alcohol shall, before being authorised, have been trained regarding necessary precautions to prevent the sale of alcohol to persons under the age of 18 years.
 - Up to date written records of such training shall be maintained on the premises and available to an authorised officer or police officer on request.
 - A written or electronic log shall be kept of all refusals to sell alcohol. The log shall be kept and maintained at the premises and available to an authorised officer or police officer on request.
12. Children under the age of 16 years shall not be permitted to enter or remain in the premises after 22:00 when any licensable activity is taking place unless they are a resident, dining with an adult or attending a pre-booked function.

1.6 The application needs to be determined.

2. RECOMMENDATIONS

2.1 Members should determine the application on its individual merits having reference to the statutory licensing objectives and Cambridge City Council's Statement of Licensing Policy.

3. BACKGROUND

3.1 The premises are located within a cumulative impact area. It is therefore subject to a special policy on cumulative impact. The special policy creates a rebuttable presumption that applications within cumulative impact areas for new premises licences or variations that are likely to add to the existing cumulative impact will normally be refused if relevant representations are received about the cumulative impact on the licensing objectives, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact already being experienced. The cumulative impact policy has been referred to in the representation but has not been specifically addressed by the applicant.

3.2 The Council's Statement of Licensing Policy contains information on the cumulative impact.

3.3 In carrying out its licensing functions, the Licensing Authority must have regard to its Statement of Licensing Policy and additionally the

statutory guidance issued under Section 182 of the Licensing Act 2003. The relevant sections from the Council's Statement of Licensing Policy are:

- Objectives, section 2
- Fundamental principles, section 4
- Licensing Hours, section 6
- Licence Conditions, section 8

4. CONSULTATIONS

- 4.1 The Licensing Act 2003 requires applications made under section 17 of the Act to be served on the Responsible Authorities and also advertised on the premises and in a local newspaper circulating within the vicinity of the premises. During the consultation period, Responsible Authorities and Other Persons (any individual, body or business entitled to make representations to licensing authorities) may make a representation in respect of the application.
- 4.2 Statutory consultation has therefore taken place with Responsible Authorities and interested parties in accordance with the procedures set out in the Licensing Act 2003 and associated regulations made under the Act.

5. OPTIONS

- 5.1 Whilst having reference to the information provided by the applicant and the interested party and also Cambridge City Council's Statement of Licensing Policy, the Sub-Committee's decision must be made with a view to promoting one or more of the four licensing objectives, namely:
- (a) the prevention of crime and disorder;
 - (b) public safety;
 - (c) the prevention of public nuisance; and
 - (d) the protection of children from harm.
- 5.2 Members should take such steps that they consider are necessary for the promotion of the licensing objectives. The Sub-Committee may resolve:
- (a) to grant the licence subject to the mandatory conditions and those conditions offered by the applicant which may be modified to such extent as the authority considers necessary for the promotion of the licensing objectives,
 - (b) to exclude from the scope of the licence any of the licensable activities to which the application relates;
 - (c) to refuse to specify a person in the licence as the premises

supervisor;
(d) to reject the application.

5.3 Members must give reasons for their decision.

6. CONCLUSIONS

6.1 The Licensing Authority has a duty under the Licensing Act 2003 to promote the Licensing Objectives. Each objective has equal importance. In carrying out its licensing functions, the Licensing Authority must also have regard to its Statement of Licensing Policy, and the Statutory Guidance under the Licensing Act 2003 and it is bound by the Human Rights Act 1998. The Council must also fulfil its obligations under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in Cambridge.

7. IMPLICATIONS

a) Financial Implications

Cambridge City Council (the Licensing Authority) has a statutory duty to determine applications made under the Licensing Act 2003. The application fees associated with such applications are set by Central Government and are intended to cover the cost of administering the licensing regime.

There are no specific financial implications associated with this report.

(b) Staffing Implications

There are no staffing implications associated with this report.

(c) Equal Opportunities Implications

No Equality Impact Assessment has been conducted as the only consideration in reaching a decision is whether the granting of the application will undermine the statutory licensing objectives.

(d) Environmental Implications

Any environmental implications that need to be considered must specifically relate to the promotion of the statutory licensing objectives and will be contained in the representations made by the responsible authorities or interested parties.

(e) **Community Safety**

Cambridge Constabulary, Cambridgeshire Fire & Rescue Service, Cambridge City Council's Environmental Health Team, Cambridge City Council's Planning Service, Cambridgeshire County Council's Child Protection & Review Unit, Cambridgeshire County Council's Trading Standards Department and the Public Health Director were consulted as part of the application process and could have made representation if it was considered that the granting of the application would undermine one or more of the statutory licensing objectives.

Those making representations would have raised any relevant community safety implications.

8. BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

[Licensing Act 2003](#)

[The Licensing Act 2003 \(Premises licences and club premises certificates\) Regulations 2005](#)

[Guidance issued under section 182 of the Licensing Act 2003](#)

[The Council's Statement of Licensing Policy](#)

To inspect these documents either view the above hyperlinks or contact Luke Catchpole on extension 7818

The author and contact officer for queries on the report is Luke Catchpole on extension 7818.

Report file:

Date originated: 19 May 2015

Date of last revision: 19 May 2015

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

T00206/0011

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

 Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Mark

* Family name

McDermott

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

 Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is the applicant's business registered in the UK with Companies House?

 Yes No

* Registration number

07814568

* Business name

The City Pub Company (East) Plc

If the applicant's business is registered, use its registered name.

* VAT number

- none

Put "none" if the applicant is not registered for VAT.

* Legal status

Please select...

Continued from previous page...

* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

* Is your business registered in the UK with Companies House? Yes No

* Registration number

* Business name

If your business is registered, use its registered name.

* VAT number

Put "none" if you are not registered for VAT.

* Legal status

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

Section 2 of 19

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 19**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

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

Section 4 of 19**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

company

Address

Building number or name	ESSEL HOUSE 2ND FLOOR, 29
Street	FOLEY STREET
District	
City or town	LONDON
County or administrative area	
Postcode	W1W 7TH
Country	United Kingdom

Contact Details

E-mail	
Telephone number	
Other telephone number	

Add another applicant

Section 5 of 19

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end **Invalid date entered**
 / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

Pub

Continued from previous page...

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

Section 6 of 19

PROVISION OF PLAYS

Will you be providing plays?

- Yes No

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

- Yes No

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

Section 13 of 19

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Continued from previous page...

Section 14 of 19

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 10:00

End 00:00

Start

End

SUNDAY

Start 10:00

End 00:00

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text" value="Wandsworth"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 19

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

The premises may remain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

Section 18 of 19

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

The licence holder will train all members of staff for the sale of alcohol and refresher training will take place every 6 months. A training log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police.

An electronic log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the Police or an authorised officer of the Council at all times whilst the premises are open.

b) The prevention of crime and disorder

The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling a clear facial image of every person entering in any light conditions. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be made available immediately upon request of police or authorised officer throughout the proceeding 31 day period.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police or authorised Council officer recent data or footage and provide Police and or Council officers with a copy of the recording with the absolute minimum of delay when requested.

As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.

c) Public safety

d) The prevention of public nuisance

The venue shall provide information of local taxi firms and transport links to all patrons leaving the venue.

The premises licence holder shall devise and implement a dispersal policy to ensure that patrons do not congregate outside the premises, and they disperse from the premises in an orderly and quiet manner so as not to disturb the residents within the vicinity.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

Notice shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

The roof terrace will close before 22.00 each day.

e) The protection of children from harm

A Challenge 21 Proof of Age Scheme shall be operated at the premises where the only acceptable forms of identification of recognised photographic identification cards, such as a driving licence or passport.

Continued from previous page...

Section 19 of 19

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

The national scale of fees is set out below and also available on our website:

<http://www.cambridge.gov.uk/ccm/content/ehws/licensing/fees.en>

Please enter and pay the appropriate fee. If you are uncertain of the fee enter 0 in the amount field and the City Council will contact you to advise you of the fee. Please note the application will not be processed until the correct fee has been paid.

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="REDACTED"/>
* Capacity	<input type="text" value="SOLICITORS FOR AND ON BEHALF OF THE APPLICANT"/>
Date (dd/mm/yyyy)	<input type="text" value="07/04/2015"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cambridge/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

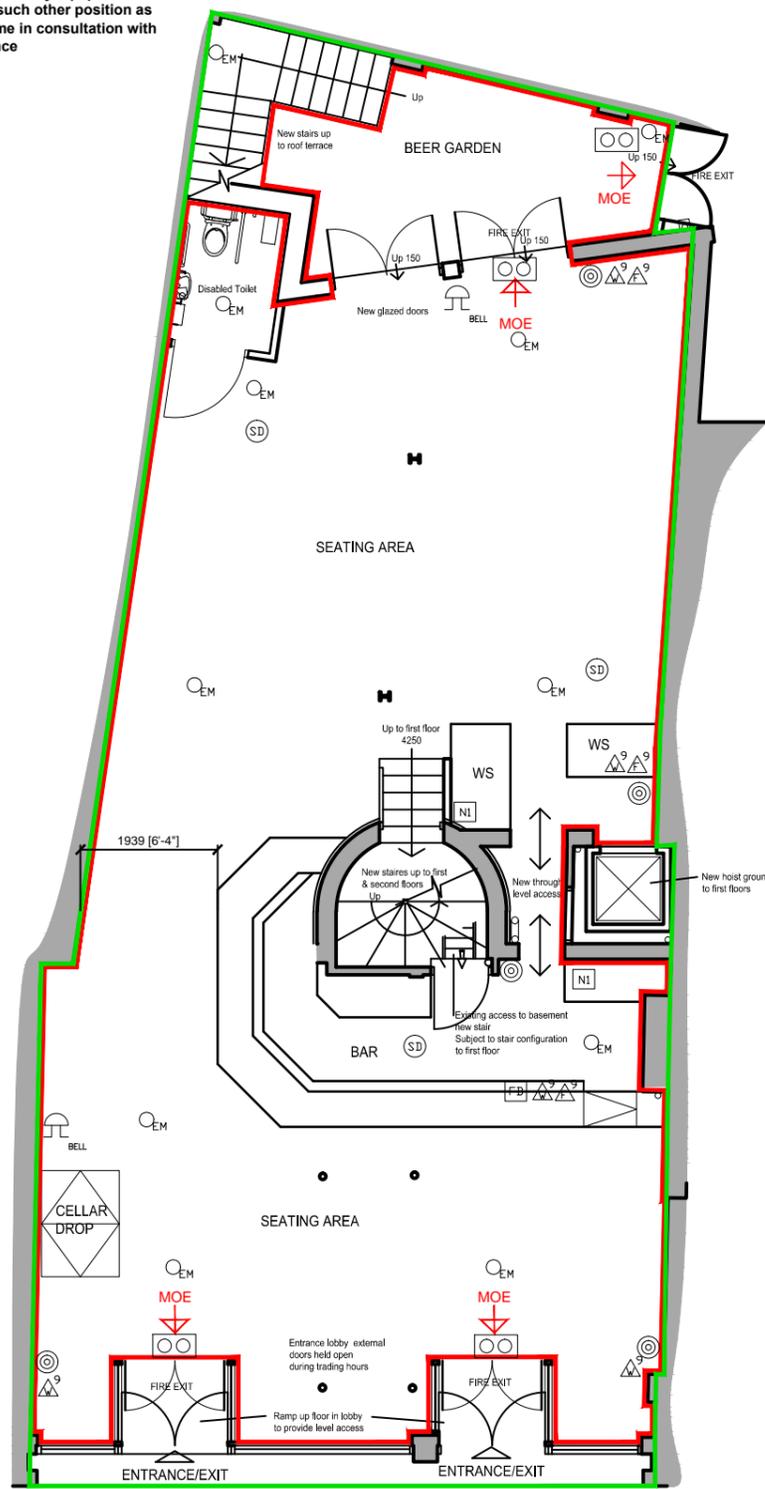
KEY	
	9L FOAM
	9L WATER EXTINGUISHER
	CARBON DIOXIDE
	EMERGENCY LIGHT FITTINGS
	SMOKE DETECTOR
	HEAT DETECTOR
	ILLUMINATED EMERGENCY EXIT SIGN (MAINTAINED)
	FIRE ALARM CALL POINT
	BELL
	FIRE PROCEDURE NOTICE
	FIRE BLANKET

The position of fire and safety equipment as shown on the plan or such other position as agreed from time to time in consultation with the fire authority, licence

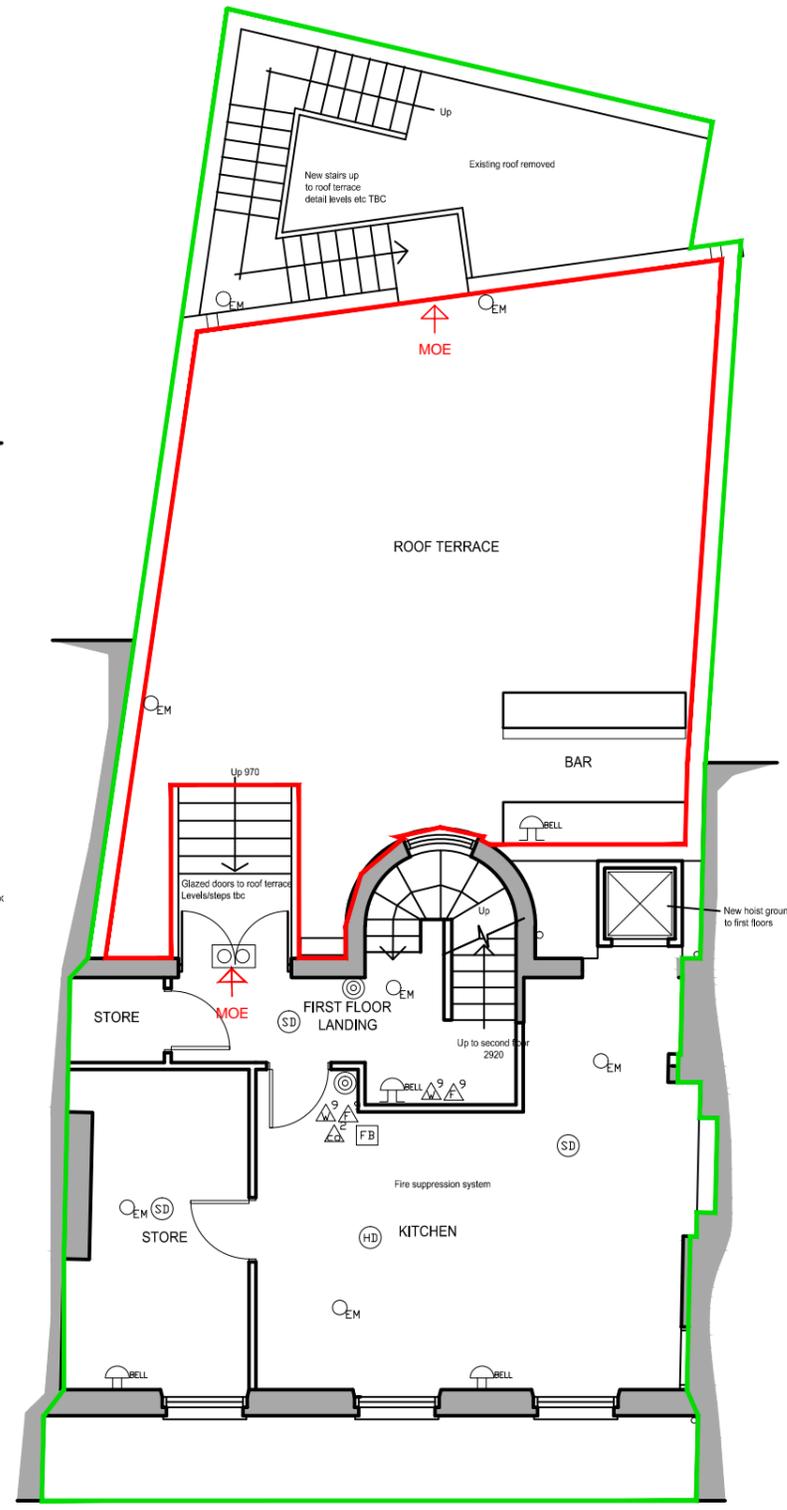
Denotes internal area to be used for the provision of regulated entertainment /provision of entertainment facilities/provision of late night refreshment/ sale by retail of alcohol

Denotes line of demise

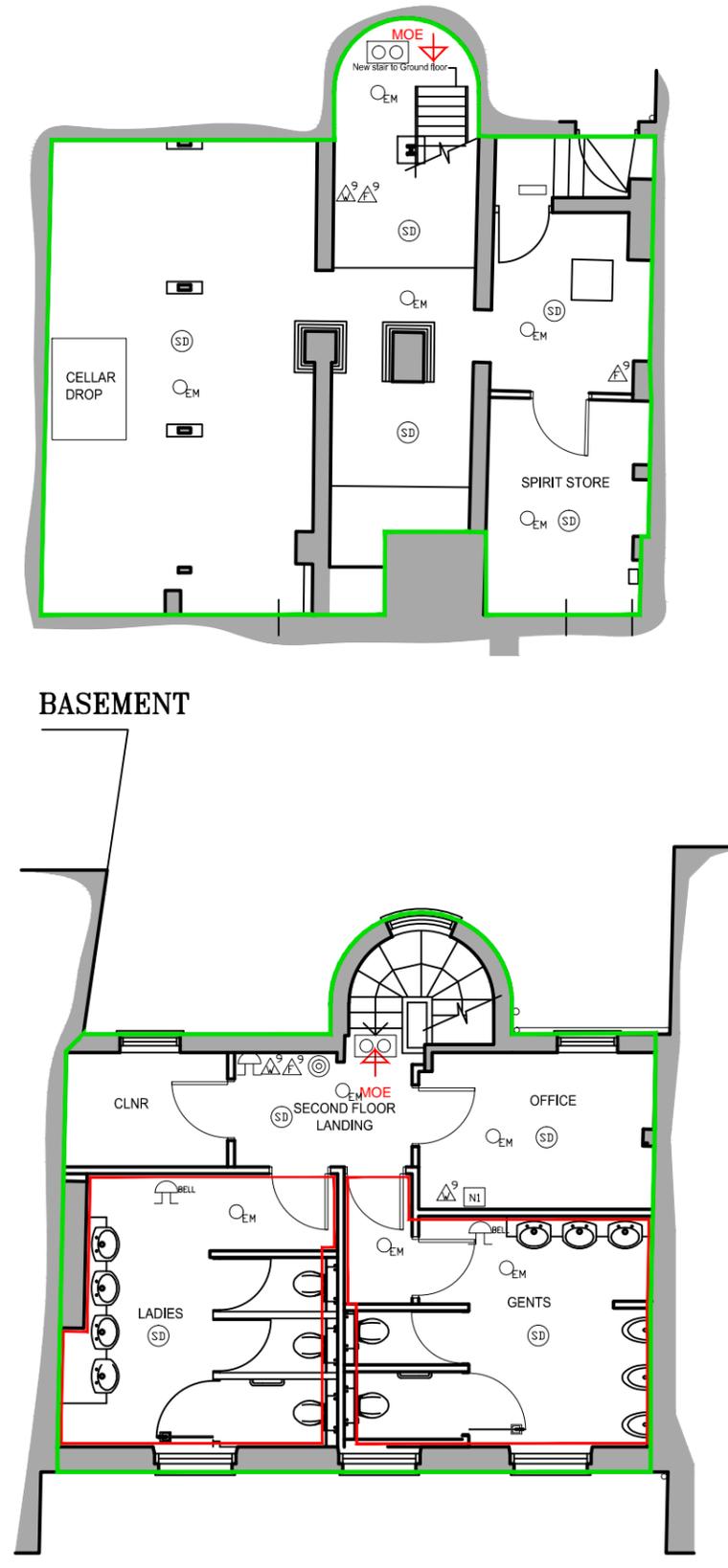
Denotes means of escape



GROUND FLOOR



FIRST FLOOR



SECOND FLOOR

Date 02.03.15

Rev: Drawing Number: 0000-80

Scale: 1:100 @A3

Project : CITY PUBS

Pembrook Design

Summit House, Horsecroft Road, The Pinnacles, Harlow, Essex, CM19 5BN

Tel: 01275 433888, Fax: 01275 433889

NOTE: CONTRACTORS ARE TO CHECK ALL SIZES AND DIMENSIONS BEFORE SETTING OUT ANY SITE OR SHOPWORK. ANY ERRORS OR DISCREPANCIES TO BE REPORTED AND RESOLVED BY THE SITE SPECIFIC PROJECT DESIGNER / BUILDER AND RESPECTIVE AGENTS.

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DOWNING COLLEGE CAMBRIDGE

27 April 2015

Senior Licensing Officer
Licensing Section
Refuse & Environment Service
Mandela House
4 Regent Street
CAMBRIDGE CB2 1BY

Dear Sirs,

APPLICATION FOR PREMISES LICENSE – 104 REGENT STREET

We note that an application has been made for a premises license to operate the former bicycle shop at 104 Regent Street as a restaurant and on- and off-License. This is allied with a Planning application (14/0821/FUL) seeking a change of use from A1 (Retail) to A3 (Restaurant); I must point out that Downing College was not advised of this change, despite being an immediate neighbour. We note that the planning permission restricts the use of the whole premises to operate within the hours of 7.00 am to 23.00 pm.

We have subsequently seen copies of a plan proposing more extensive changes than those in 14/0821/FUL, to include a ground floor external 'beer garden' and a first floor Roof Terrace with bar facilities, directly overlooking our grounds. This does not have planning permission under the change of use application and, as far as we are aware, no planning application has been submitted for these external works. In addition, we have been approached to grant approval to a fire exit from the building, through our listed boundary wall, into the Domus. This has been refused.

This building is within 50 metres of our main graduate student accommodation in The Singer Building; specifically the western edge of the proposed terrace is less than 30 metres from the nearest bedroom. Furthermore the Terrace provides a clear view across much of this part of our grounds, including into the Master's Private Garden.

Drinkers will, inevitably, congregate on the Terrace in good weather, creating noise, and potentially littering (eg cigarette butts, glasses, bottles) into our grounds. Use of the external areas would have a detrimental impact on students who live, study and sleep within close proximity of the premises, and would suffer from intrusive noise which would cause disturbance affecting their quality of life to an unreasonable degree. This would be a major disruption to our students, particularly during the summer months when many are preparing for exams, and thus in their rooms throughout the day as well as at night. The proposal to close the Terrace at 22.00 will not alleviate that since limitation does not cover the ground floor beer garden, which could be in use until past midnight.

Consequently, we strongly oppose this license application on the grounds of it creating major public nuisance, and urge you to refuse this application.

Yours faithfully,

[Redacted signature and name]

**LICENSING ACT 2003
ENVIRONMENTAL HEALTH REPRESENTATION FORM**

To: **Licensing & Enforcement Manager**

From: **Environmental Health Manager**

Premises: **The Old Bicycle Shop, 104 Regent Street, CAMBRIDGE**

Reference: **WK/201516078**

Environmental Health wishes to raise a representation against the application for a new premises licence for 104 Regent Street under the licensing objectives of:

- Prevention of Public Nuisance
- Public Safety

I note that Downing College, who are at the rear of the site of the proposed public houses, has raised a representation and refused access for the Fire Escape through the College's land. Planning has also raised a representation as the site has not got planning permission to be used as a public house.

City Pub Company (East) Plc currently operates two other public houses in the City, the Mill, Mill Lane and the Cambridge Brew House, King Street. These are well run with no significant issues. However, there have been complaints about noise from patrons on the terrace and odours from the kitchen at the Cambridge Brew House.

Prevention of Public Nuisance

I am concerned about noise from the roof terrace causing nuisance to the neighbouring residents.

Since the smoking ban terraces have been used for smokers. Terraces allow smokers to be retained within the curtilage of the premises. This minimises activity on the street, reducing the likelihood of patrons obstructing the highway, being hit by cars or entering in to conflict with people passing by. However, these terraces can cause complaints due to the noise of patrons talking.

The first floor smoking terrace overlooks the grounds and buildings of Downing College and I believe that there are residents living above the neighbouring shops.

The rear of 104 Regent Street and Downing College's site is quiet as they are protected from the noise of Regent Street by the terrace of Regent Street houses, which act as a noise barrier. This means that the new noise of people's voices on the proposed terrace will be noticeable and will disturb the neighbouring residents.

I have asked that the applicant provides a report of the likely noise impact. This will also assist any planning application.

Public Safety

The drawings submitted as part of the application show a Fire Escape at the rear going through Downing College. However, the College has confirmed in their representation that they have not given permission for this. The deletion of this rear Fire Escape means the only means of escape is through the front doors. There is no alternative means of escape

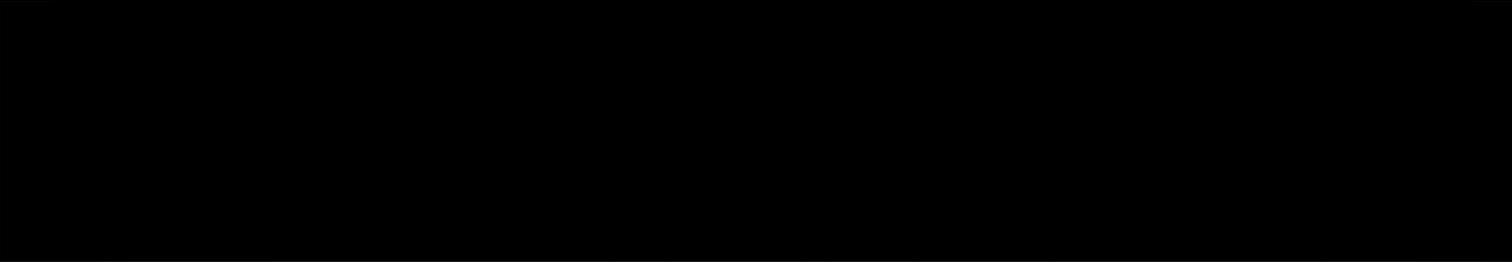
I met with the applicant, on site, on Friday 1 May to discuss these concerns with them.

Signed  Date 5 May 2015

Daniel S J Bayles
Environmental Health Officer

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Luke Catchpole

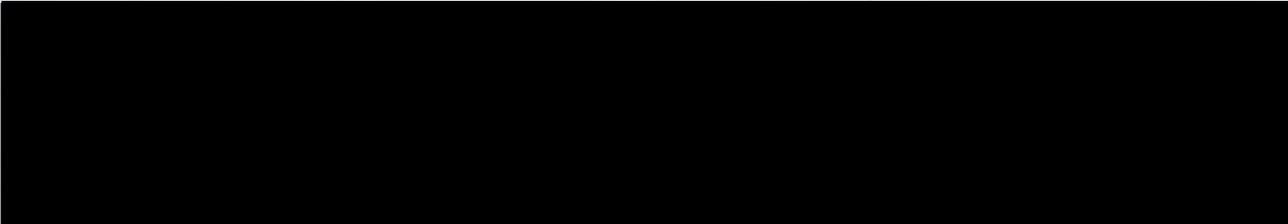


Morning Luke

Please see attached agreed conditions in relation to the Old Bike Shop application, on that basis the Police will not be submitting a representation.

I'm sure the applicant's representative will confirm the same on receipt of this email.

Regards, Peter



Mark/Niall

Further to our discussion at Parkside the Police have considered the application and have proposed conditions that I have set out below for discussion on Friday.

These put some more flesh on the bone and others are in addition to those offered that we consider necessary to reduce the likelihood of there being a negative impact within our cumulative impact area.

Regards, Peter

1. Alcoholic drinks shall not be removed from the premises in open containers save for consumption in external areas provided for that purpose.
2. No customers carrying opened bottles of alcoholic drink upon entry shall be admitted to premises at any time they are open to the public.
3. It is considered that for the nature of the operation door supervisors will not be required at all times, however a liaison system with the police licensing officer set up, whereby on certain occasions a year and where it is considered necessary a security officer/doorman will be employed by the licence holder based on a risk assessment and having regard to advice from the police. This will also include where it is considered necessary the suspension of the use of the outside area based on a risk assessment and having regard to advice from the police.
4. Any persons exercising security (as defined by paragraph 21a of schedule 2 of the Private Security Act 2011) shall be licensed by the Security Industry Authority.
5. At other times such person shall be employed at the premises at the discretion of the DPS/holder of the premises licence
6. Substantial food refreshment shall be available throughout the premises at all times when open to the public.
7. Digital CCTV with appropriate recording equipment shall be installed, operated and maintained throughout the premises internally to cover all public areas with sufficient numbers of cameras agreed with Cambridgeshire Police. This shall include cameras covering the roof terrace and external frontage of the premises. The system will be switched on and live during all times that the public have access to the premises for licensable activities. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy and will be changed when British Summer Time starts and ends. The CCTV at exit points will record a clear facial image of every

person entering in any light condition. Footage shall be stored for a minimum of 31 days. In the event that images are requested from a constable or authorised officer of a responsible authority the management will ensure a staff member who is conversant with the operation of the CCTV system shall be on the premises at all times the premises are open to the public. This staff member shall give full and immediate cooperation and technical assistance to them in the event that CCTV footage is requested for the prevention and detection of suspected or alleged crime or offence and be able to show a police officer or authorised Council officer recent data or footage. In order to comply with the above requirement management staff will be trained to download images from the system onto relevant media.

8. The venue shall provide information of local taxi firms and transport links to all patrons leaving the venue.
9. The premises shall devise and implement a dispersal policy to ensure patrons do not congregate outside the premises, and they disperse from the premises in an orderly and quiet manner so not as to disturb residents within the vicinity
10. The person nominated as the DPS will join the Cambac Nightsafe/Pub watch scheme and support its aims and objectives. This includes support of its agreed banning policy and attending meetings; personally or by sending an authorised representative of the venue. The condition is only binding whilst the Nightsafe/Pub watch scheme is in existence.
11. Patrons shall be discouraged from smoking on the pavement or the road.
12. Where appropriate prominent and legible notices shall be displayed at all exits requesting the public to respect the needs of the local residents and to leave the premises and area quietly.
13. The management will ensure effective supervision of the external area as marked on the plan. In the event that the police identify the area as a problem the management will take all reasonable steps necessary to prevent the problem from continuing.
14. Children under the age of 16 shall not be permitted to enter or remain at the premises after 22:00 unless resident, dining with an adult or attending a pre booked function.
15. On occasions when the venue is open for the sale and consumption of alcohol the DPS or relevant person will actively operate a "Challenge 21 Policy". This will include a voluntary agreement to only accept identity cards with a "Pass" accreditation, passports or photo ID driving licence, or any future identification card as approved by central government, as bona-fide recognised forms of identification.
16. Staff will be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18. Records will be kept of such training and will be immediately available for inspection by Cambridgeshire Police for inspection upon request.
17. A written or electronic log will be kept of all refusals including refusals to sell alcohol. The Premises Licence holder shall ensure that refusals log is checked on a regular basis. The log will be kept and maintained at the premises and will be available at all times whilst the premises are open for inspection immediately upon request by Cambridgeshire Police and any responsible authority