



LICENSING SUB-COMMITTEE

To: Councillors Bird, Ratcliffe and Smart

Despatched: Friday, 18 November 2016

Date: Monday, 28 November 2016

Time: 2.00 pm

Venue: Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

Contact: Sarah Steed

Direct Dial: 01223 457013

AGENDA

- 1 Appointment of a Chair**
- 2 Declarations of Interest**
- 3 Meeting Procedure**
- 4 Charlies Coffee Company (Pages 7 - 38)**

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.

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.

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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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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: Yvonne O'Donnell
Environmental Health Manager

TO: Licensing Sub-Committee 28/11/2016

WARDS: Market

**CONSIDERATION OF AN APPLICATION TO VARY A PREMISES
LICENCE: Charlies Coffee Co Ltd, 44-45 Burleigh Street,
Cambridge, CB1 1DJ**

1 INTRODUCTION

- 1.1 An application under section 34 of the Licensing Act 2003 to vary the Premises Licence issued in respect of Charlies Coffee Company, 44-45 Burleigh Street, Cambridge, CB1 1DJ has been received from Charlie's Coffee Company Ltd. The application is attached to the report as Appendix A. The application was served on Cambridge City Council (the Licensing Authority) on 4th October 2016. A copy of the application was also served on each responsible authority. The current Premises Licence is attached to the report as Appendix B.
- 1.2 The applicant is seeking to vary the premises licence as per the

following extensions:

Supply of Alcohol (On the Premises)

Monday - Sunday 11:00 to 24:00
(currently Monday – Sunday 12:00 to 21:00)

Recorded Music (Indoors)

Monday - Sunday 08:00 to 23:00

The applicant did apply for Recorded Music from 08:00 to 00:00 but has agreed with Environmental Health to cease recorded music at 23:00.

Live Music

Monday – Sunday

09:00 to 23:00

The applicant did apply for live music from 09:00 to 00:00 but has agreed with Environmental Health to cease live music at 23:00.

Exhibition of Films

Monday – Sunday

08:00 to 23:00

The applicant did apply for exhibition of films from 08:00 to 00:00 but has agreed with Environmental Health to cease the exhibition of films at 23:00.

The applicant also wishes to remove condition 4 of Annex 2:

“There shall be no draft beers or draft lagers sold on the premises.”

Remove condition 5 of Annex 2:

“There will be no spirits sold on the premises save for those sold as part of a beverage mix such as coffee liquor or similar.”

Replace condition 12 of Annex 2:

“The external seating area will not be used for the consumption of alcohol, all tables and chairs will be removed and securely stored away at closing.”

With:

“The external seating area, located outside the front of the premises, shall not be used for the consumption of alcohol and will only be used between the hours of 08:00 to 22:00 after which time all tables and chairs will be removed and securely stored away.”

This condition has been agreed with Environmental Health.

As an advisory note, no licence is required for Live Music (amplified) and Recorded Music between the hours of 08:00 to 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500 under The Live Music Act 2012.

- 1.3 A list of conditions that will be added to the existing Premises Licence, should it be granted have been attached to the report as Appendix C. Members can add further conditions to this list if so minded.
- 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 2 November 2016.
- 1.5 Representations have been received from 1 Other Persons. The representation is attached to the report as Appendix D. No representations were received from any of the Responsible Authorities but Environmental Health have agreed conditions, which are included in Appendix C.
- 1.6 The application needs to be determined.

2. RECOMMENDATIONS

- 2.1 That Members' 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.
- 3.2 The Council's Statement of Licensing Policy contains information on the cumulative impact.
- 3.3 The Premises Licence has been in effect since 1st October 2014.
- 3.4 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
- Cumulative impact, section 5
- 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.

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

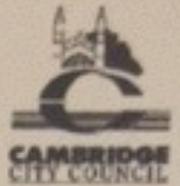
The author and contact officer for queries on the report is Luke Catchpole on extension 7818.

Report file:

Date originated: 15 November 2016

Date of last revision: 15 November 2016

Application to vary a premises licence 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 ANNA MARINO BRYSON
 (Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number	PRECAM 000676
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
PREMISES: 44-45 BURLEIGH STREET			
POSTAL: 43 BURLEIGH STREET			
Post town	CAMBRIDGE	Post code	CB1 1DJ

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£ 32,250

Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	43 BURLEIGH STREET		
Post Town	CAMBRIDGE	Postcode	CB1 1DJ

Part 3 - Variation

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day	Month	Year

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

- We would like to extend our opening times
- extend hours of alcohol sales
- have wider range of alcohol types
- host live music events for customers using local musicians
- host movie events during the day and evenings

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- | | |
|--|--------------------------|
| i) making music (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K) | <input type="checkbox"/> |

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

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8:00	24:00	Please give further details here (please read guidance note 3) We would like to host movie evenings for our customers or/and cartoons for children during the day. We will make sure that any movie or cartoon we show we have copyrights for	Both	<input type="checkbox"/>
Tue	8:00	24:00			
Wed	8:00	24:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	8:00	24:00			
Fri	8:00	24:00	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 (please read guidance note 5)		
Sat	8:00	24:00			
Sun	8:00	24:00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) We would like to host live music events during the day and evening for our customers using local musicians	
Mon	9:00	24:00		
Tue	9:00	24:00		
Wed	9:00	24:00		
Thur	9:00	24:00		
Fri	9:00	24:00		
Sat	9:00	24:00		
Sun	9:00	24:00		
			State any seasonal variations for the performance of live music (please read guidance note 4)	
			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 (please read guidance note 5)	

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	8:00	24:00	<u>Please give further details here</u> (please read guidance note 3) - Quiet background music player from iPad, PRS and PPL licence is already in place		
Tue	8:00	24:00			
Wed	8:00	24:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	8:00	24:00			
Fri	8:00	24:00	<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 5)		
Sat	8:00	24:00			
Sun	8:00	24:00			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7) <i>Only on the premises or on chairs & tables outside the premises</i>	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
Day	Start	Finish	Both <input type="checkbox"/>					
Mon	11:00	24:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)					
Tue	11:00	24:00						
Wed	11:00	24:00						
Thur	11:00	24:00				<u>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</u> (please read guidance note 5)		
Fri	11:00	24:00						
Sat	11:00	24:00						
Sun	11:00	24:00						

N

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 8)

N/A

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	8:00	24:00	
Tue	8:00	24:00	
Wed	8:00	24:00	
Thur	8:00	24:00	
Fri	8:00	24:00	
Sat	8:00	24:00	
Sun	8:00	24:00	

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 5)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

- ~~extended~~ ^{limited} time when alcohol can be served
- ~~allowance~~ for currently customers are not allowed to sit with their alcoholic drink outside on our tables and chairs

Please tick yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

P Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

- No sales to underaged customers
- Staff trained on ID checks
- no violent or aggressive behaviour accepted
- CCTV installed

b) The prevention of crime and disorder

- 8 CCTV cameras installed inside and outside the premises to prevent any crime activity
- notice of CCTV displayed
- no alcohol sold to drink customers

c) Public safety

- staff trained in environmental health requirements
- staff trained to keep the premises clean and well maintained including furniture, walkway, lighting, food and drink preparation equipment

d) The prevention of public nuisance

- staff instructed to avoid any disturbance during morning and closing hours
- we know neighbours above and we are property next door which means that any requests or complaints will be sorted by management immediately

e) The protection of children from harm

- we will follow „Challenge 25“ initiative
- CCTV footage available on request from local law enforcement
- anti-social behaviour not tolerated on the premises

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

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

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	[REDACTED]
Date	22/9/2016
Capacity	

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

GREGORY RAWINSKI

Post town	CAMBRIDGE	Post code	CB1 1DJ
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond by email	[REDACTED]	Address (optional)	[REDACTED]

Dear Sir/Madam,

We're writing with regards to variation of our existing premises licence. We would like to add some of the licensable activities which are:

- live music events
- showing films

We would also want to have a slight variation to our alcohol sales. Currently we sell alcohol from 12:00 to 21:00. We would like to extend it and serve it from 11:00 to 24:00 as we are extending our opening hours due to demand from our customers. We are hoping to add different alcohol types to our premises licence like spirits and draught beer.

In regards to showing films we had an idea to (for which we will acquire necessary copyrights) organise occasional for example weekly events for our customers and possibly show cartoons during the day as a lot of our customers are families.

We fully understand any concerns regarding disturbance for residents upstairs and next door in terms of live music event and films and we will make sure that premises are not causing any problems to our neighbours (we know and we work with residents upstairs and we own the property next door). If there were any complaints we as a management would deal with it immediately.

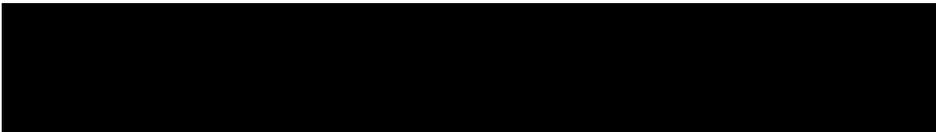
We took all the precautions to make sure the place is safe for those activities and CCTV is also operational (which is used on occasion by Police officers).

If you have any questions or require more details about our planned activities please feel free to contact me anytime.

Regards,

Charlie's Coffee Company Ltd.

Gregory Rawinski
Project Manager



Part A

Licensing Act 2003
 Format of premises licence
 CAMBRIDGE CITY COUNCIL



Premises licence number

PRECAM 000676

Part 1 – Premises details

Postal address of premises, or if none, Ordnance Survey map reference or description Charles Coffee Co Ltd 44-45 Burleigh Street	
Post town Cambridge	Post code CB1 1DJ
Telephone number 01223 478545	

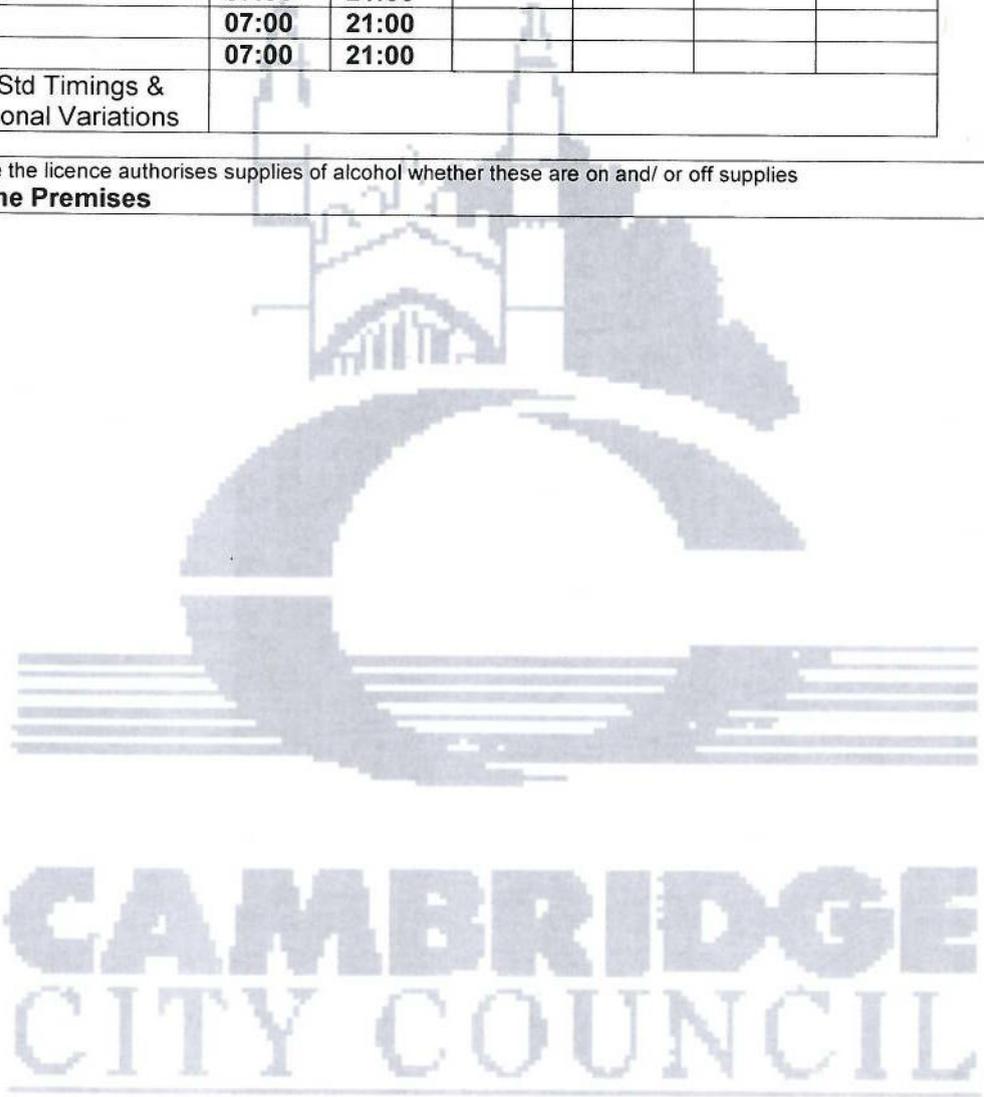
Where the licence is time limited the dates N/A

Licensable activities authorised by the licence Recorded Music, Supply of Alcohol

The times the licence authorises the carrying out of licensable activities				
Activity	Recorded Music - Indoors			
Day	Times			
Sun	07:00	21:00		
Mon	07:00	21:00		
Tue	07:00	21:00		
Wed	07:00	21:00		
Thurs	07:00	21:00		
Fri	07:00	21:00		
Sat	07:00	21:00		
Non Std Timings & Seasonal Variations				
Activity	Supply of Alcohol - On the Premises			
Day	Times			
Sun	12:00	21:00		
Mon	12:00	21:00		
Tue	12:00	21:00		
Wed	12:00	21:00		
Thurs	12:00	21:00		
Fri	12:00	21:00		
Sat	12:00	21:00		
Non Std Timings & Seasonal Variations				

The opening hours of the premises						
Day	Times					
Sun	07:00	21:00				
Mon	07:00	21:00				
Tue	07:00	21:00				
Wed	07:00	21:00				
Thurs	07:00	21:00				
Fri	07:00	21:00				
Sat	07:00	21:00				
Non Std Timings & Seasonal Variations						

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies
On the Premises



Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Charlie's Coffee Company Ltd
43 Burleigh Street
Cambridge
CB1 1DJ

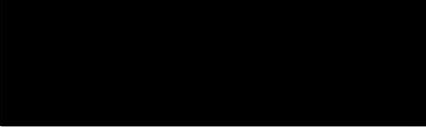
01223 478545

Registered number of holders, for example company number, charity number (where applicable)

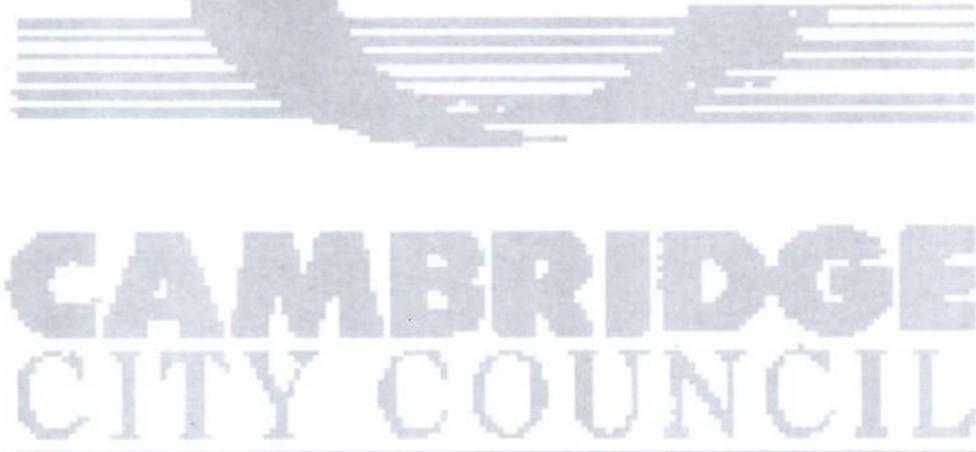
08985468

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Charles Sinclair Bryson



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol



Annex 1 - Mandatory Conditions

- 1. No supply of alcohol may be made under the premises licence -**
 - (a) at a time when there is no designated premises supervisor in respect of the premises, or**
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.**
- 2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.**
- 3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-**
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-**
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);**
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;**
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;**
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;**
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).**
- 4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.**
- 5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.**
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.**
 - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-**
 - (a) a holographic mark, or**
 - (b) an ultraviolet feature.**
- 6. The responsible person must ensure that-**
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-**
 - (i) beer or cider: ½ pint;**
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and**
 - (iii) still wine in a glass: 125 ml;**
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and**
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."**

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

8. For the purposes of the condition set out in paragraph 7-

(a)"duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b)"permitted price" is the price found by applying the formula-

$$P = D + (D \times V)$$

where-

(i)

P is the permitted price,

(ii)

D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii)

V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c)

"relevant person" means, in relation to premises in respect of which there is in force a premises licence-

(i)

the holder of the premises licence,

(ii)

the designated premises supervisor (if any) in respect of such a licence, or

(iii)

the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d)

"relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e)

"valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

9. Where the permitted price given by Paragraph (b) of paragraph 8 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

10. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 8 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the operating schedule

No 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 shall be permitted in the premises at any time.

General

Prevention of crime and disorder

1. Alcohol sold for consumption on the premises will be limited to the internal ground floor area only and shall only be to customers seated at a table, bench or counter consuming a meal.
2. There will be no off sales
3. No alcohol will be available for customer self-selection and all alcohol will be dispensed by staff.
4. There shall be no draft beers or draft lagers sold on the premises.
5. There will be no spirits sold on the premises save for those sold as part of a beverage mix such as coffee liquor or similar.
6. Food shall be available at all times the premises are open to the public.
7. Non-alcoholic beverages shall be available at all times the premises are open to the public.
8. A CCTV system will be installed and maintained in working order.
 - a) The system will incorporate a camera covering the entrance doors and counter area and will be capable of providing an image which is regarded as identification standard. The precise positions of the cameras may be agreed; subject to compliance with Data Protection legislation; with the police from time to time.
 - b) The system will incorporate a recording facility and any recording shall be retained and stored in a suitable and secure manner for a minimum of 31 days and shall be made available to the police or an authorised officer from the local authority for inspection on request
 - c) The system will display on any recording the correct time and date in line with GMT.
9. Records will be kept of all training and available for inspection by the police or an authorised officer from the local authority on reasonable request.
10. Staff will take all necessary steps to ensure that customers do not take partly consumed alcoholic products or drinking receptacles away from the premises and all empties will be collected as soon as reasonably practicable.
11. When the DPS is not available a senior members of staff will be on site during peak periods on Friday & Saturday.
12. The external seating area will not be used for the consumption of alcohol, all tables and chairs will be removed and securely stored away at closing.
13. Staff will actively monitor the external seating area whilst it is in use.
14. Clear and noticeable information shall be displayed showing the hours during which alcohol will be sold.
15. No alcohol shall be sold to drunk customers.
16. Staff shall be trained to report any anti-social behaviour to the manager and inform the local police.

Public safety

The prevention of public nuisance

17. Collections from and or deliveries to the premises, shall only take place between the hours of 07:00 and 23:00. This shall include the placing of waste, including bottles, into waste receptacles outside the premises and the emptying of waste receptacles outside the premises and the emptying of waste receptacles by a waste contractor.
18. Staff shall be instructed to avoid any disturbance during morning opening hours and late closing hours.
19. Notice's shall be displayed asking customers to respect neighbours and not cause any disturbance to residents.

The protection of children from harm

20. The licence holder will ensure that prior to commencing customer facing duties all staff will undertake in-house training in relation to their responsibilities in the sale of alcohol, in particular with regard to drunkenness and underage persons and to the use of Challenge 25 policy correctly and effectively.
21. The premises shall follow "Challenge 25" initiative and display notices on the premises.

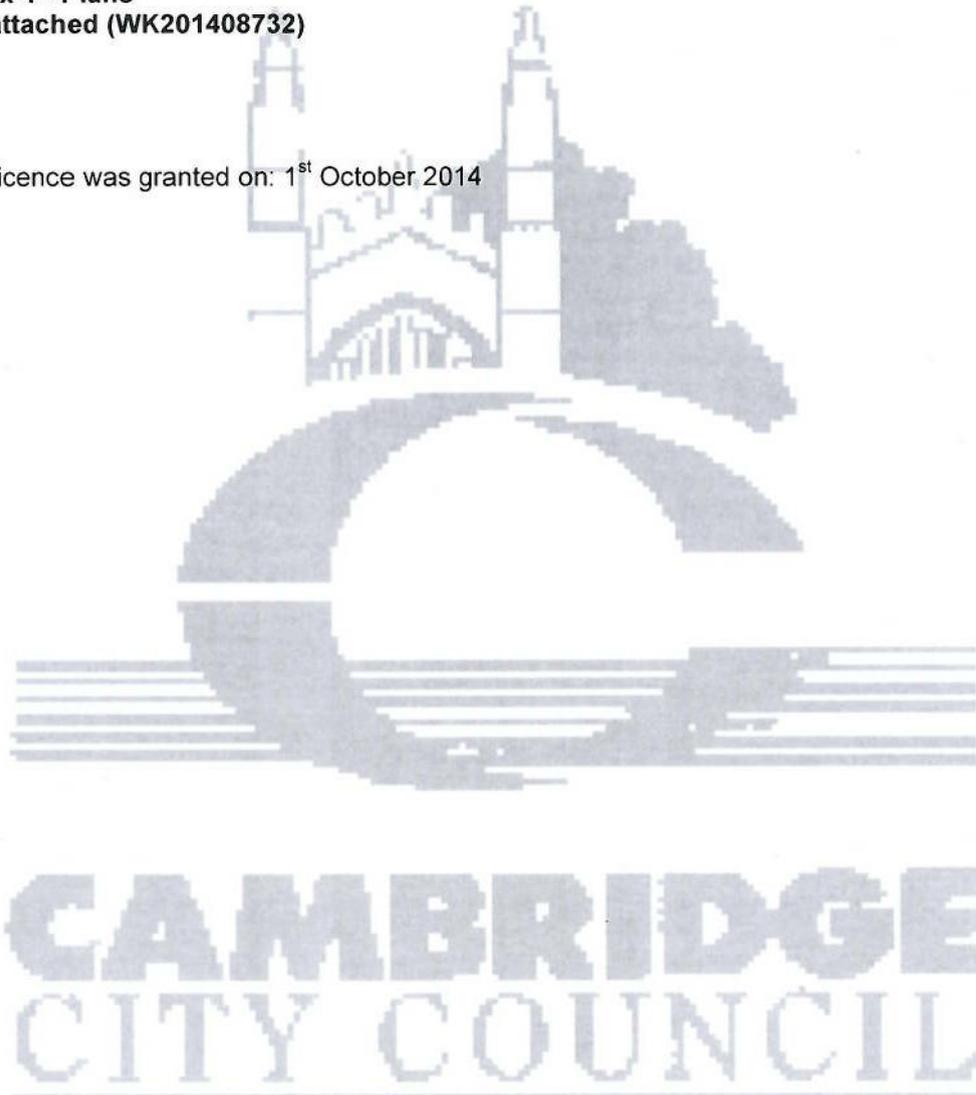
22. Staff shall be trained to ask for ID and know what types of ID are acceptable.
23. Managers log book with training notes, incidents, health and safety checks will be available on request during any inspections together.

Annex 3 - Conditions attached after a hearing by the licensing authority

Annex 4 - Plans

See attached (WK201408732)

This licence was granted on: 1st October 2014



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Appendix C

The following changes to the application have been agreed between Environmental Health and the applicant:

- Limit the provision of live/recorded music and screening of film to 11pm (currently 12:00am as provided in the application form)

The following conditions have been agreed between Environmental Health and the applicant and will be added to the current Premises Licence if the application to vary the premises licence is granted:

- Change condition 12 from:

“The external seating area will not be used for the consumption of alcohol, all tables and chairs will be removed and securely stored away at closing” to:

“The external seating area, located outside the front of the premises, shall not be used for the consumption of alcohol and will only be used between the hours of 08:00 to 22:00 after which time all tables and chairs will be removed and securely stored away”

- *When regulated entertainment is provided all doors and windows will be kept closed with the exception of the main entrance doors (used for ingress and egress) that will be kept closed as reasonably practicable*

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To Whom It May Concern,

[REDACTED]
[REDACTED] If I can hear their music from here then what is it going to be like when Charlie's Coffee Company host regular movie screenings and live music and have extended opening hours. I understand that the proprietors have considered their neighbours but I feel that this will not be enough. Currently, Charlie's have been hosting music nights on a regular basis. These are OK but still not the best as I can still hear music when my windows are shut. My other concern is the possibility of them having draught beer and spirits. When exactly does a café become a pub!

Please consider this when finalising your decision.

Thanks

[REDACTED]

THE LICENSING ACT 2003
REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
(living in the 'vicinity' of the premises detailed below)

Your name / Company name	
(Name of Body you represent) Please tick one: <input checked="" type="checkbox"/>	
i) a person living in the vicinity of the premises <input checked="" type="checkbox"/> ii) a body representing persons who live in that vicinity <input type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/>	
Postal Address (inc post code)	
Contact telephone number:	
Mobile Number:	
Email address:	

Name of Premises you are making a representation about:	Charlie's Coffee Company
Address of the premises you are making a representation about:	44-45 Burleigh Street, Cambridge

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary. Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.

The prevention of crime and disorder When is a person determined to be "drunk" . Allowing Extended opening hours and service of draught beers spirits will only add to this problem.	Public safety
The prevention of public nuisance There are already a number of licenced premises selling draught beers and liquors which leads to noise nuisance and disorderly behaviour.	The protection of children from harm

Suggested conditions that could assist the licensing authority in determining this application, or other suggestions you would like the licensing authority to take into account

Loud music and amplified voice/live music will be disturbing, unless highly efficient sound insulation is provided

[REDACTED]

[REDACTED] and feel that I will suffer sleep deprivation . I have lived at this address for [REDACTED] and have had to already complain to council about various noise issues from licenced and unlicenced premises.

The term 'vicinity' is used in the Licensing Act 2003, in particular with reference to those 'interested parties' (see definition in guidance attached) who may lodge objections to applications for premises licences and who may make representations concerning existing premises licences. The Act does not define the term 'vicinity' but its ordinary meaning is 'near to'.

If the licensing authority considers that relevant representations are made the licensing section may consider arranging a mediation meeting between the relevant parties (if all agree) to try and

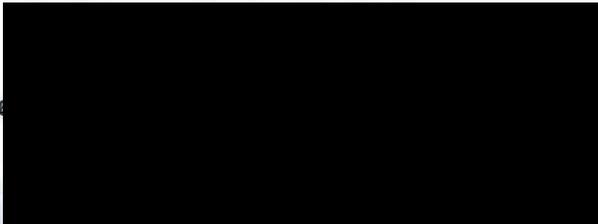
reach a settlement. If this informal process is unsuccessful a hearing before the Licensing [Sub-] Committee will follow, unless the interested parties withdraw their representations.

All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence and the members of the [Sub-] Committee, so that they can make an informed decision on the application.

I do/ ~~do not~~* object to my name and address being made public in the report to the [Sub-] Committee.

* Please delete as appropriate

Signature



Date

31/10/16

Please return this form along with any additional sheets to:

Licensing
Environmental Services
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH

Telephone: 01223 457899/457879

Email: alcent.licensing@cambridge.gov.uk

This form must be returned within the Statutory Period, which is 28 days from the day after the day on which the application was given to the licensing authority by the Applicant.

However, because of the tight timescales involved, and to assist in the determination of the application process, any representations should be forwarded to the licensing authority AS SOON AS POSSIBLE and preferably within 14 days of notification of the application.

If in any doubt, please contact the Licensing Team on the above telephone number.

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