



## Cambridge City Council Licensing Sub Committee

**Date:** Monday, 25 June 2018

**Time:** 10.00 am

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

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457013

### Agenda

- 1 Appointment of a Chair
- 2 Declarations of Interest
- 3 Meeting Procedure
- 4 Charlies Coffee Hearing

(Pages 7 - 32)

**Licensing Sub Committee Members:** Bird, McQueen and R. Moore

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- Phone: 01223 457013

## 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.

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CAMBRIDGE CITY COUNCIL

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REPORT OF: Yvonne O'Donnell  
Environmental Health Manager

TO: Licensing Sub-Committee 25/06/18

WARDS: Market

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

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**1 EXECUTIVE SUMMARY**

- 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 was served on Cambridge City Council (the Licensing Authority) on 26<sup>th</sup> February 2018. However following advice that they needed to submit a full rather than minor variation an amended application was received on 23<sup>rd</sup> April 2018. A copy of the application was also served on each responsible authority. The application is attached to the report at Appendix A, the plan is attached as Appendix B and the current Premises Licence is attached to the report as Appendix C.
- 1.2 The applicant is seeking to vary the premises licence to extend the licensable area of the premises to include the outside seated area to allow the sale of alcohol to customers sat outside as detailed in the plan in Appendix B.
- 1.3 The list of conditions attached to the current licence at Annex 2 would be retained unchanged should it be granted. 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 Independent to invite representations from responsible authorities and other persons. The last date for submitting representations was 8<sup>th</sup> June 2018.

- 1.5 A representation was received from one other person attached to the report as Appendix D. No representations were received from any of the Responsible Authorities.
- 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 any new premises licence 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.
- 3.2 This is unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact already being experienced. The Council's Statement of Licensing Policy contains information on the cumulative impact.
- 3.3 The Premises Licence has been in effect since 1<sup>st</sup> October 2014 and the business has been in operation since 2014. We have not received any complaints about loud music or voices from the premises. However we received two complaints about the alarm in December 2014, a further two complaints in April 2015 and a further complaint in July 2017. A further complaint was received from a resident about late night building work at the premises in May 2015.
- 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 34 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 Alexander Nix on extension 7725.

The author and contact officer for queries on the report is Alexander Nix on extension 7725.

Report file:

Date originated: 12<sup>th</sup> June 2018

Late updated: 13<sup>th</sup> June 2018

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

I/ We **ANNA MARINO BRYSON / CHARLIE'S COFFEE COMPANY**  
(Insert name(s) of applicant)

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description		
44-45 BURLINGHAM STREET		
Post town	CAMBRIDGE	Postcode CB1 1DJ
Telephone number at premises (if any)	01223 313 604	
Non-domestic rateable value of premises	£ 32,250	

**Part 2 - Applicant details**

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

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

Mr	
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	Mrs	
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	Miss	
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	Ms	
--	----	--

	Other Title (for example, Rev)	
--	--------------------------------	--

Surname		First names	
Date of birth over	I am 18 years old or	Please tick yes	
Nationality			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

**(B) OTHER APPLICANTS**

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

Name	CHARLIE'S COFFEE COMPANY
Address	44-45 BURLEIGH STREET
Registered number (where applicable)	08885468
Description of applicant (for example, partnership, company, unincorporated association etc.)	INDEPENDENT FAMILY CAFE / PIZZERIA / LIMITED COMPANY
Telephone number (if any)	07 825 99 8050
E-mail address (optional)	GREGORY@WORLDSTUDYSOLUTIONS.COM

**Part 3 Operating Schedule**

When do you want the premises licence to start?

ASAP

DD	MM	YYY
		Y

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

DD	MM	YYY
		Y

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Please give a general description of the premises (please read guidance note 1)  
**LOCAL CAFE/PIZZERIA MAKING AND SERVING BEV'S & FOOD**

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>State any seasonal variations for the exhibition of films (please read guidance note 5)</p> <p>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 6)</p>	
Mon	8:00	23:00		
Tue	8:00	23:00		
Wed	8:00	23:00		
Thur	8:00	23:00		
Fri	8:00	23:00		
Sat	8:00	23:00		
Sun	8:00	23:00		

We would like to host movie evenings & Sunday mornings for our customers. We already hold licence for that.



E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors <input checked="" type="checkbox"/>	Outdoors	Both
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>State any seasonal variations for the performance of live music (please read guidance note 5)</p> <p>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 6)</p>			
Mon	9:00	23:00				
Tue	9:00	23:00				
Wed	8:00	23:00				
Thur	9:00	23:00				
Fri	9:00	23:00				
Sat	9:00	23:00				
Sun	9:00	23:00				

To host live music events using local musicians to perform for our customers. We currently ~~but~~ have licence for that.

**F**

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors <input checked="" type="checkbox"/>	Outdoors <input type="checkbox"/>	Both <input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>State any seasonal variations for the playing of recorded music (please read guidance note 5)</p> <p>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 (please read guidance note 6)</p>			
Mon	8:00	23:00				
Tue	8:00	23:00				
Wed	8:00	23:00				
Thur	8:00	23:00				
Fri	8:00	23:00				
Sat	8:00	23:00				
Sun	8:00	23:00				

Quiet background music played from iPad,  
 Necessary licenses are in place (PRS, PPL). We currently  
 have licence for that

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises <input checked="" type="checkbox"/>	
				Off the premises	
Day	Start	Finish	Both <input checked="" type="checkbox"/>		
Mon	11:00	23:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00			
Fri	11:00	23:00			
Sat	11:00	23:00	<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 6)		
Sun	11:00	23:00			

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

Name	CHARLES SINCLAIR BRYSON
Date of birth	[REDACTED]
Address	[REDACTED] CHERRY HILTON ROAD
Postcode	CB1 7BX
Personal licence number (if known)	CAM 001272
Issuing licensing authority (if known)	CAMBRIDGE CITY COUNCIL

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)	<u>State any seasonal variations</u> (please read guidance note 5)

a) General

- no sales to underages customers
- staff trained on ID checks
- no violent or aggressive behaviour accepted
- CCTV

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 drunk customers

c) Public safety

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

d) The prevention of public nuisance

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

e) The protection of children from harm

- we follow "Challenge 25" initiative
- CCTV footage available on request from local law enforcement
- Anti-social behaviour not tolerated on the premises

Day	Start	Finish	
Mon	7:00	23:00	
Tue	7:00	23:00	
Wed	7:00	23:00	
Thur	7:00	23:00	
Fri	7:00	23:00	<b>Non standard timings.</b> Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Sat	7:00	23:00	
Sun	7:00	23:00	

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

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

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee. *- To be done online*
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. *- Already in place under our current licence*
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE

**A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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

**Part 4 – Signatures** (please read guidance note 11)

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

<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li></ul>
Signature	[Redacted]
Date	5 <sup>th</sup> March 2018
Capacity	DIRECTOR

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Post town	Postcode
Telephone number (if any)	



Ground Floor  
Scale: 1:150



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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

**Charlies Coffee Co Ltd  
44-45 Burleigh Street**

Post town  
**Cambridge**

Post code  
**CB1 1DJ**

Telephone number  
**01223 313604**

Where the licence is time limited the dates  
**N/A**

Licensable activities authorised by the licence  
**Recorded Music, Supply of Alcohol, Exhibit Film, Live Music**

The times the licence authorises the carrying out of licensable activities

Activity	<b>Recorded Music - Indoors</b>					
Day	Times					
Sun	08:00	23:00				
Mon	08:00	23:00				
Tue	08:00	23:00				
Wed	08:00	23:00				
Thurs	08:00	23:00				
Fri	08:00	23:00				
Sat	08:00	23:00				

Non Std Timings & Seasonal Variations

Activity	<b>Supply of Alcohol - On the Premises</b>					
Day	Times					
Sun	11:00	23:00				
Mon	11:00	23:00				
Tue	11:00	23:00				
Wed	11:00	23:00				
Thurs	11:00	23:00				
Fri	11:00	23:00				
Sat	11:00	23:00				

Non Std Timings & Seasonal Variations

Activity	<b>Exhibit Film - Exhibition of films</b>					
Day	Times					
Sun	08:00	23:00				
Mon	08:00	23:00				
Tue	08:00	23:00				
Wed	08:00	23:00				
Thurs	08:00	23:00				
Fri	08:00	23:00				
Sat	08:00	23:00				

Non Std Timings &

Seasonal Variations						
Activity	<b>Live Music - Live Music</b>					
Day	Times					
Sun	<b>09:00</b>	<b>23:00</b>				
Mon	<b>09:00</b>	<b>23:00</b>				
Tue	<b>09:00</b>	<b>23:00</b>				
Wed	<b>09:00</b>	<b>23:00</b>				
Thurs	<b>09:00</b>	<b>23:00</b>				
Fri	<b>09:00</b>	<b>23:00</b>				
Sat	<b>09:00</b>	<b>23:00</b>				
Non Std Timings & Seasonal Variations						

The opening hours of the premises						
Day	Times					
Sun	<b>07:00</b>	<b>21:00</b>				
Mon	<b>07:00</b>	<b>21:00</b>				
Tue	<b>07:00</b>	<b>21:00</b>				
Wed	<b>07:00</b>	<b>21:00</b>				
Thurs	<b>07:00</b>	<b>21:00</b>				
Fri	<b>07:00</b>	<b>21:00</b>				
Sat	<b>07:00</b>	<b>21:00</b>				
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**

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**  
**167 Cherry Hinton Road**  
**Cambridge**  
**Cambs**  
**CB1 7BX**

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

**CAM 001272**  
**Cambridge City Council**

## **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. Food shall be available at all times the premises are open to the public.
6. Non-alcoholic beverages shall be available at all times the premises are open to the public.
7. 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.
8. 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.
9. 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.
10. When the DPS is not available a senior members of staff will be on site during peak periods on Friday & Saturday.
11. 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.
12. Staff will actively monitor the external seating area whilst it is in use.
13. Clear and noticeable information shall be displayed showing the hours during which alcohol will be sold.
14. No alcohol shall be sold to drunk customers.
15. 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**

16. 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.
17. Staff shall be instructed to avoid any disturbance during morning opening hours and late closing hours.
18. Notice's shall be displayed asking customers to respect neighbours and not cause any disturbance to residents.

##### **The protection of children from harm**

19. 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.
20. The premises shall follow "Challenge 25" initiative and display notices on the premises.
21. Staff shall be trained to ask for ID and know what types of ID are acceptable.

**22. 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: 1<sup>st</sup> October 2014

This licence was varied on: 28<sup>th</sup> November 2016



## **Appendix D – Copy Representation – Charlie’s Coffee Company**

Address: Charlies Coffee Co Ltd, 44-45 Burleigh Street, Cambridge, CB1 1DJ

Name Removed

Address Removed

I OBJECT to the licence being granted. The area for the licence is in a Cumulative Impact Area. The two pubs in the vicinity have beer gardens where alcohol is served. These areas can become very noisy. If this licence is granted noise levels will increase. The cafe already has increased opening hours which have impacted on my life with noise etc. The street furniture is often placed outside of the allowed 4.2metres by 0.8 metres. Please REMOVE my personal details. Thanks.

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