

Appendix A



Portsmouth Application for a premises licence Licensing Act 2003

For help contact
Licensing@portsmouthcc.gov.uk
Telephone: 023 9283 4572

* required information

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

System reference

Not Currently In Use

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

Your reference

The Canteen

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

Are you an agent acting on behalf of the applicant?

- Yes No

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

Applicant Details

* First name

Lucy

* Family name

Branson

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

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

Are you:

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

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

Applicant Business

* Is your business registered in the UK with Companies House?

- Yes No

* Registration number

7347103

* Business name

SGL Southsea (Holdings) Ltd T/A The Canteen

If your business is registered, use its registered name.

* VAT number

- [REDACTED]

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

* Legal status

Private Limited Company

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* Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

The Canteen will be a deli-style cafe situated on the waterfront in historic Old Portsmouth. Located in a historic monument, The Canteen will primarily be an eatery, serving coffee, pastries, artisan sandwiches and soups. Year round opening hours will be 08:00 - 17:00, and in the summer months (May - September weather permitting), we will extend these hours to open until 21:00. Our initial plan is for evening service to include wine and bottled beers alongside tapas style small plates. There is no bar area so customers will enjoy their drinks at the limited number of seats (40 inside, 16 on the waterfront deck) and a small galley style standing area. We will also have seating for up to 32 people at the front of the cafe but do not wish to serve alcohol there. We are applying for off-supplies of alcohol purely for the purpose of customers taking an unfinished bottle of wine home. There is one entrance and exit point to the cafe next to the Point of Sale and we will not be selling alcohol to customers solely intending to take it away. As operators of The Tenth Hole Tearooms for over five years, we are

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experienced restaurateurs who, although have not previously sold alcohol, have had no complaints from local residents at our site in Southsea and intend to maintain this excellent relationship with our new neighbours in Old Portsmouth.

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

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PROVISION OF PLAYS

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

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

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

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

The initial plan is for The Canteen to only be open from 08:00 to 17:00 in the winter months (October - April). We intend to serve customers until 21:00 in the Summer months only (May - September).

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

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

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

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

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PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

We will not be offering any form of adult entertainment.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

We intend for our opening hours to be from 08:00 - 17:00 in the Winter months (October - April) and opening later in the Summer months (May - September) until 21:00.

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

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

We intend for our opening hours to be from 08:00 - 17:00 in the Winter months (October - April) and opening later in the Summer months (May - September) until 21:00. The latest that we intend to close is 21:00 but would like the option to stay open until 22:00 should the need arise on occasion.

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LICENSING OBJECTIVES

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

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

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

- The Canteen will be promoted primarily as an eatery and with a good reputation as restaurateurs, we intend to do everything we can to ensure the Police and other authorities, alongside local residents, are happy with our operating standards.
- To protect children and to prevent crime, disorder, public nuisance, and promote public safety, we will have policies in Challenge 25, Fire Safety, Health and Safety and Food Safety and logged training schedules in place for staff to ensure that high standards are adhered to at all times.
- Our till system will have a Challenge 25 prompt at the point of alcohol sale.
- We will install CCTV where permissible.
- We will not use the seating at the front of the cafe for the consumption of alcohol.
- We will use signage on the terrace to ensure customers know not to give their bottles or glasses to beach-goers by passing over the terrace barrier.
- We will be fully staffed so that all seating areas are regularly monitored at all times for any signs of nuisance or unwanted behaviour.

b) The prevention of crime and disorder

- Staff will be trained in the Challenge 25 policy using the Trading Standards training (or similar) and we will have clear signage at the Point of Sale to explain to customers that this is our policy.
- Our till system will have a Challenge 25 prompt at every point of alcohol sale and so we will have an electronic log of any

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refusals to sell either based on age or feeling the customer is too intoxicated to be present on our premises.

- Where permission is granted by Historic England, we will be installing CCTV cameras to monitor customers behaviour. We hope that this will act as a deterrent to disorderly behaviour.
- Free drinking water will be available at all times.
- There is only one entrance/exit point to the building located next to the Point of Sale and so customers entering the premises can be monitored upon entry for any disorderly behaviour.
- There is no bar on the premises so the vast majority of customers will enjoy their drinks at a table. There is also a small galley style standing area.
- We will be serving food.

c) Public safety

- In the same way as we operate at The Tenth Hole, we will work with consultancy firm Simply Safer to compile a Health & Safety Policy and will have a designated Health & Safety Officer in our team who will ensure standards are maintained through monthly checks.
- A fire risk assessment will be carried out prior to opening and fire evacuation and safety plans will be in place.
- We will only open the waterfront terrace on good weather days.

d) The prevention of public nuisance

- We will play only unamplified live or recorded music as a background addition to our usual service.
- There will be no use of the front seating underneath the pergola for the purposes of consuming alcohol.
- We intend to maintain our reputation as respectable restaurateurs and uphold our record of no complaints from neighbours by ensuring communication lines are kept open with local residents and they feel comfortable notifying us if anything occurs to be of a nuisance to them.
- We will be sending a litter picker out at the end of busy days to the local beach area to ensure our customers have not left behind unwanted litter.
- We will be putting up signage on the outside terrace area to outline that no bottles or glasses are to be leave the area to ensure that, during the limited time that the tide is out and there is access to the terrace, customers do not pass any drinks over to people on the beach.
- Our application for off-sales is only to allow customers to take their unfinished bottles of wine home with them. We will not sell alcohol to customers solely intending to take it away and this will be monitored as there is only one entrance and exit point next to the Point of Sale.

e) The protection of children from harm

- We will be a non smoking venue inside and out.
- Staff will be trained in the Challenge 25 policy so that alcohol is not supplied to under age drinkers.
- Used glasses will be cleared regularly to minimise the opportunity to access leftover alcohol.
- Soft drinks will be served in coloured receptacles to make it clear to staff that children are drinking soft drinks.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

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

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the

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premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

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

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

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

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

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

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

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

* Full name

* Capacity

* Date

<input type="text" value="21"/>	/	<input type="text" value="04"/>	/	<input type="text" value="2016"/>
dd		mm		yyyy

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

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

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

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="The Canteen"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>