



# NOTICE OF MEETING

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## LICENSING SUB-COMMITTEE

**MONDAY, 25 SEPTEMBER 2023 AT 10.00 AM**

**COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH**

Telephone enquiries to Democratic Services 023 9283 4060  
Email: [Democratic@Portsmouthcc.gov.uk](mailto:Democratic@Portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

### **Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19**

- Following the government announcement 'Living with Covid-19' made on 21 February 2022 and the end of universal free testing from 1 April 2022, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April 2022 advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April 2022, anyone with a positive Covid-19 test result is still being advised to follow this guidance for five days, which is the period when you are most infectious.
- We encourage those attendees with an underlying health condition to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that protects us from coughs, colds and winter viruses, including Covid-19.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

## Membership

Councillor Dave Ashmore  
Councillor George Fielding  
Councillor Ian Holder

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(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

### AGENDA

- 1      **Appointment of Chair**
  
- 2      **Declarations of Interest**
  
- 3      **Licensing Act 2003 - Application for grant of a premises licence - The Hideaway, 161 - 165 Highland Road, Southsea PO4 9EY (Pages 3 - 76)**

The purpose of this report is for the committee to consider an application for the grant of a new premises licence pursuant to section 18 of the Licensing Act 2003 ("the Act"). The matter has been referred to the committee for determination following receipt of relevant representations from a small number of local residents. Further detail about the representations received is show at paragraph 4.

**The Licensing Sub Committee is requested to determine the application.**

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

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# Agenda Item 3

**REPORT TO:** LICENSING SUB-COMMITTEE

**25 September 2023**

**REPORT BY:** LICENSING MANAGER

**REPORT AUTHOR:** DEREK STONE

**Licensing Act 2003 - Application for grant of a premises licence - The Hideaway, 161-165 Highland Road, Southsea, PO4 9EY**

## 1. PURPOSE OF REPORT

The purpose of this report is for the committee to consider an application for the grant of a new premises licence pursuant to section 18 of the Licensing Act 2003 ("the Act").

The matter has been referred to the committee for determination following receipt of relevant representations from a small number of local residents. Further detail about the representations received is shown at paragraph 4 below.

## 2. THE APPLICATION AND PROPOSED OPERATING SCHEDULE

The premises licence application has been submitted on behalf of Southsea Dog Cafe Limited and relates to premises known as The Hideaway and situated at 161-165 Highland Road, Southsea, PO4 9EY.

The following licensable activities have been requested:

<b>Proposed Licensable Activity</b>	<b>Days and Times of Operation</b>
Sale by retail of alcohol	Monday to Sunday 08:00 until 23:00
Exhibition of a film	Monday to Sunday 10:00 until 23:00
Provision of recorded music	Monday to Sunday 07:00 until 23:00
Live Music	Monday to Sunday 08:00 to 23:00

Plus seasonal variations as applied for above on Bank Holidays, Christmas Eve, Christmas Day Boxing Day until 01:00 and New Years Eve until 02:00

With the hours of opening and closing being:

<b>Days of the Week</b>	<b>Open</b>	<b>Close</b>
Monday to Sunday	07:00	23:00
Plus seasonal variations as above.		

The applicant has detailed in the operating schedule the steps intended to support and promote the licensing objectives. These can be found in the redacted application form attached as **appendix A**.

A plan of the premises is attached as **appendix B**.

The updated statutory guidance<sup>1</sup> gives general advice about the steps to promote the licensing objectives as follows:

**Paragraph 8.42** *"Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:*

- *the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;*
- *any risk posed to the local area by the applicants' proposed licensable activities; and*
- *any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks."*

**Paragraph 8.43** *"Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy."*

**Paragraph 8.44** *"It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application."*

**Paragraph 8.47** *"Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises."*

### **3. BACKGROUND INFORMATION**

The provisions relating to the grant of a premises licence are contained within part 3 of the Licensing Act 2003 and associated statutory regulations.

Public notice has been given by way of press notice, a premises notice and local ward councillors have been notified of the application. There are no germane grounds for the committee to reject the application for non-compliance with the prescribed advertising requirements.

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<sup>1</sup> Revised Statutory Guidance issued by the Home Office

161 - 165 Highland Road is located on the corner of Hellyer Road and until recently was a scuba diving /water sports shop. The premises became vacant in and is now leased by the applicant who plans to open a community based licensed café venue.

#### 4. REPRESENTATIONS BY OTHER PERSONS

Relevant representations have been received from a ward councillor plus a few local residents. The general concerns are the lack of clarity in the application and how the business was going to operate. Several objections raised concerns with regard to the potential for noise, and referenced another premises close by that had been a noise issue to some residents. Parking which is not a licensing consideration featured in many representations. Copies of the redacted representations received are attached as **appendix C**.

Attached at **appendix D** is a letter prepared by the applicant that was sent to all persons who made representations, explaining the proposed business plan and how the premises will operate. This is supported in the application, as submitted, at section 18 with the setting out of the steps the applicant intends to take to support the four licensing objectives.

**Officer note: Pre-advice was sought by the applicant from Licensing Services with regard to the submission of this application, reference timings etc. General guidance is that applicants should consider timings that will allow flexibility.**

#### 5. POLICY AND STATUTORY CONSIDERATIONS

When determining the application, the committee must have regard to:

- Promotion of the licensing objectives which are;
  - Prevention of crime and disorder
  - Public safety
  - Prevention of public nuisance
  - Protection of children from harm
- The Licensing Act 2003;
- The adopted Statement of Licensing Policy;
- Judgments of the High Court, (your legal adviser will give you guidance should this become necessary);
- The current statutory guidance<sup>2</sup> issued by the Home Secretary in accordance with section 182 of the Act;
- The representations, including supporting information, presented by all the parties; and
- The human rights of all the parties concerned to ensure both a fair and balanced hearing and to consider any public sector equality duty requiring public bodies to have due regard to the need to:

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<sup>2</sup> Revised statutory guidance issued by the Home Office

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between people who share protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and people who do not share it. The protected characteristics are as follows:
  - I) age, ii) disability, iii) gender reassignment, iv) pregnancy and maternity v) race - this includes ethnic or national origins, colour or nationality, vi) religion or belief - this includes lack of belief, vii) sex and viii) sexual orientation.

### **Statement of Licensing Policy**

The Statement of Licensing Policy lays down a general approach to the determination of licensing applications and any such application will be considered on its individual merits. Equally, any person permitted by the Act to make relevant representations to the Committee will have those representations considered on their individual merit.

The Committee should consider the fundamental principles set out in its policy, particularly paragraphs 4.7 and 4.8 which are reproduced below:

- 4.7** *Whether or not incidents can be regarded as being “in the vicinity” of licensed premises is a question of fact and will depend on the particular circumstances of the case. In cases of dispute, the question will ultimately be decided by the courts. In addressing this matter, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.*
- 4.8** *Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of such control and licensing law will always be part of the overall approach to the management of the evening and night-time economy in town and city centres.*

The Committee should also have regard to paragraphs 7.1 to 7.5 in relation to such circumstances where it may be appropriate to consider the imposition of conditions on a premises licence.

### **Statutory Guidance**

The updated statutory guidance issued by the Home Secretary in accordance with section 182 of the Act refers to the consideration of applications for the grant or variation of premises licences in Chapter 9.

Members may wish to consider the following extracts from the statutory guidance when determining this application:

**Paragraph 9.37** " As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits".

**Paragraph 9.42** "Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be."

**Paragraph 9.43** "The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve."

**Paragraph 9.44** "Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination."

**Paragraph 10.8** "The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. In order to promote the crime prevention licensing objective conditions may be included that are aimed at preventing illegal working in licensed premises. This provision also applies to minor variations."

**Paragraph 10.9** "It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives."

Members are reminded about the review provisions contained in chapter 11 of the guidance and, in particular:

**Paragraph 11.1** *"The proceedings set out in the 2003 Act for reviewing premises licences and club premises certificates represent a key protection for the community where problems associated with the licensing objectives occur after the grant or variation of a premises licence or club premises certificate."*

**Paragraph 11.2** *"At any stage, following the grant of a premises licence or club premises certificate, a responsible authority, or any other person, may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives."*

### **Determination of an application**

Where an application to grant a premises licence has been made in accordance with section 17 of the Act and where relevant representations have been made, the licensing authority must hold a hearing to consider them, unless the applicant, each person who has made representations and the licensing authority agree that a hearing is unnecessary.

After having regard to the representations, the Committee may take such steps, if any, as it considers appropriate for the promotion of the licensing objectives which are:

- **grant** the licence subject to such conditions as are consistent with the operating schedule modified to such extent as the authority considers appropriate for the promotion of the licensing objectives and any mandatory conditions.
- **exclude** from the licence any of the licensable activities applied for.
- **refuse** to specify a person in the licence as the premises supervisor (if the application relates to the sale of alcohol).
- **reject** the application.

In discharging its duty in accordance with the above, the Committee may grant a premises licence so that it has effect subject to different conditions in respect of:

- different parts of the premises concerned;
- different licensable activities.

Members are reminded of their obligation to give reasons for any decision(s) reached by further reference from the statutory guidance as follows:

**Paragraph 13.10** *"It is important that a licensing authority should give comprehensive reasons for its decisions in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal. It is particularly important that reasons should also address the extent to which the decision has been made with regard to the licensing authority's statement of policy and this Guidance. Reasons should be promulgated to all the parties of any process which might give rise to an appeal under the terms of the 2003 Act."*

A copy of the Statement of Licensing Policy, current statutory guidance and the Act has been supplied to each of the Members' Rooms and further copies will be available for reference at the hearing.

## **6. APPEALS**

Schedule 5, part 1, of the Act sets out the appeal provisions in relation to the determination of an application to grant a premises licence.

Where the Licensing Authority rejects (in whole or in part) an application, the applicant may appeal against the decision to the Magistrates' Court.

Should the committee grant (in whole or in part) an application, the applicant may appeal against any decision to modify the conditions of the licence. Equally appeal provisions apply against the exclusion of licensable activities and/or refusal to specify a person as a premises supervisor.

Where a person who made relevant representations in relation to the application contends that:

- a) that the licence ought not to have been granted, or
- b) that, on granting the licence, the Licensing Authority ought to have imposed different or additional conditions or excluded activities and/or the premises supervisor,

He may appeal against the decision.

## **7. APPENDICES**

- A.** Copy of the redacted application for the grant of a premises licence
- B.** Plan of premises
- C.** Copies of the redacted relevant representations received
- D.** Copy of letter sent by applicant to all parties who made representations

**THE COMMITTEE IS REQUESTED TO DETERMINE THE APPLICATION**



For Licensing Manager  
And on behalf of Head of Service

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\* required information

**Section 1 of 21**

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

Your reference  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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

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

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21**

**APPLICATION DETAILS**

1. In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- 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

**Confirm The Following**

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

**Section 4 of 21**

**APPLICATION DETAILS FOR 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...*

Owner of The Hideaway (trading name of Southsea Dog Cafe Ltd)

### Address

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

### Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
† Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
† Nationality	<input type="text" value="British"/> Documents that demonstrate entitlement to work in the UK

## Section 5 of 21

### 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 Hideaway is focused on being a community-based premises, offering a safe space for people to come and connect with others, whether for a coffee and cake, or for a weekly support group. It will bring new job opportunities to the local population, but also boost the local economy and help with the regeneration of the Highland Road area.

The premises will be run under Class E as a cafe and restaurant, with additional services being available in separate private

*Continued from previous page...*

rooms (the premises is three shops merged into one) such as dog grooming, photography and exercise/community-based classes. The cafe will start with daytime hours from 07:00 to help provide a pre-work/school local service. With consideration for the neighbours, alcohol sales will stop 15-30 minutes before closing, to allow for enough time for customers to finish their drink and exit the premises in an orderly manner.

Food and beverage provision will be within the main dining area inside, as well as the outdoor private patio seating area only during sociable hours, to minimise any noise disturbance). Activities will only be available while the premises is open during licensable hours. Extended opening hours for special events such as Bank Holiday weekends, Christmas Eve and Day, New Years Eve, and private hire, may occur as stated in the operating schedule later in this application.

Licensable activities include the sale of alcohol by retail and regulated entertainment. Prevention of crime and disorder will be monitored primarily through the use of CCTV which will be used in all communal areas. The use of CCTV, external appropriate lighting, frequent collection of glasses at dinner tables, outside noise kept to a minimum, and a Challenge 25 policy, will all help to ensure the licensing objectives are being met. Any drinks taken away from the premises will only be given in paper/cardboard cups, and this would only be for certain events (for example a restaurant/bar down Palmerston Road offering takeaway cocktails/pints during Victorious weekend). All staff will be trained on the licensing objectives and regular, recorded training will be undertaken to improve understanding and implementation of these. Further details on how the licensing objectives will be met are within the operational schedule.

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

#### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

#### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

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 day of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

*Continued from previous page...*

WEDNESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the exhibition of films take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

Exhibition of films will be played through a screen and associated amplified speakers. Films will only be played on a limited schedule and only when demand is there, which may be once monthly.

State any seasonal variations for the exhibition of film

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

To include Bank Holidays (Sunday/Monday), Christmas Eve, Christmas Day, Boxing Day, New Years Eve and New Years Day.

Non standard timings. Where the premises will be used for the exhibition of film 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.



Continued from previous page...

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- 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 day  
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

Continued from previous page...

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?

- Indoors
  Outdoors
  Both

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

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

Live music will be based on demand and will likely occur primarily on weekends during evening dinner service. Music will be amplified, but noise will be controlled for consideration to neighbours.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music 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.

- Bank Holiday Sunday/Monday until 01:00
- Christmas Eve and Day until 01:00
- Boxing Day until 01:00
- New Years Eve and Day until 02:00

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes
  No

Standard Days And Timings

MONDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>



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WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

Background music will be played over amplified speakers throughout the premises. However, between 07:00-08:00 music will be played at a low volume to avoid any disturbance.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music 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.

- Bank Holiday Sunday/Monday until 01:00
- Christmas Eve and Day until 01:00
- Boxing Day until 01:00
- New Years Eve until 02:00

Continued from previous page...

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes  No

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

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

- Yes  No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day 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

*Continued from previous page...*

SUNDAY

Start

End

Start

End

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

- Indoors       Outdoors       Both

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

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

Music will be amplified, as late night refreshment will only be offered on key dates.

State any seasonal variations

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

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

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

Bank Holiday Sunday/Monday until 01:00

Christmas Eve and Day until 01:00

Boxing Day until 01:00

New Years Eve until 02:00

## Section 15 of 21

### 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 day of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

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

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

- Bank Holiday Sunday/Monday until 01:00
- Christmas Eve and Day until 01:00
- Boxing Day until 01:00

*Continued from previous page...*

New Years Eve until 02:00

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

**Name**

First name

Family name

Date of birth  /  /

**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)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**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.

Continued from previous page...

√/a

**Section 17 of 21**

**OURS 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 day  
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

State any seasonal variations

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

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*Continued from previous page...*

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.

---

Bank Holiday Sunday/Monday until 01:00

Christmas Eve and Day until 01:00

Boxing Day until 01:00

New Years Eve until 02:00

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## **Section 18 of 21**

### **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 Hideaway will operate to a high standard, and will obey all licensing objectives. All staff will be frequently trained with regard to their responsibility of the sale of alcohol, and to ensure they abide by the below objectives. The licensing activities will all stop at least 30 minutes before the premises shuts, to keep noise to a minimum and allow customers to finish their drinks and leave in a quiet and orderly manner.

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b) The prevention of crime and disorder

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The security of the building, staff, stock and customers will all be considered to prevent crime and disorder. Any incidents of criminal nature will be reported to the police. Comprehensive CCTV will be installed, operated and maintained at the premises. CCTV will be used in communal areas, at the entrance and exit both inside and outside, at till areas, overlooking the main cafe/restaurant dining floor area and covering all licensable areas. The recording system will capture a minimum of 4 frames per second and all recorded footage will be securely retained for a minimum of 31 days on a password protected system. Records will be made on a weekly basis and kept for inspection to show that the system is functioning correctly and that data is being securely retained. CCTV will provide a linked record of the date, time and place of any image. A separate monitor will be used to review the images and recorded picture, with trained staff on site during opening hours. Signage will be displayed to alert customers to the use of CCTV in operation. Police will have access to the images at any reasonable time and can export when required. Should the CCTV equipment break, the designated premises supervisor will inform the Licensing Authority and the Police as soon as is reasonably practicable. The authority and the police will also then be informed when the CCTV faults are rectified.

An incident record book will be kept and maintained at the premises of all refused alcohol sales and will be made available to the Police and any relevant officer on request. Any irresponsible drinks promotions will not be permitted. Training will be given to all staff on the licensing objectives, sale of alcohol, Challenge 25, acceptable forms of identification, signs of drunkenness and the refusal register.

---

c) Public safety

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Will use external lighting where possible (that does not affect nearby residents). Crowds will be controlled and door supervisors will be used for late night events, such as New Years Eve. CCTV will be implemented in communal areas. Fire safety procedures will be used and appropriate fire equipment will be placed, such as fire extinguishers and blankets, internally illuminated fire exit signs, smoke detectors, and lighting. All fire equipment/appliances will be inspected annually and all emergency exits will be kept free from obstruction at all times. Adequate first aid equipment will be available on the premises. The premises will comply with all food safety regulations and will be accessible for those with disabilities where possible, for example the disabled customer paying the waiter at the table rather than queuing up at the till. Free drinking water will be provided during opening hours. 'No smoking' signs will be displayed clearly in the premises.

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d) The prevention of public nuisance

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The prevention of public nuisance will use measures to avoid complaints, particularly from noise, lights and smells. Noise

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*Continued from previous page...*

education measures will be implemented to minimise disturbance. Windows and doors will be kept closed during regulated entertainment. Notices will be placed to remind customers to leave quietly and have regard for neighbours. Rubbish bins will be kept at the rear of the premises, away from general public access. Any disposal of empty glass bottles will not be permitted between 23:00-07:00 to minimise disturbance to nearby residents. Customers will not park their cars over any residents driveways or block the main road.

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e) The protection of children from harm

Children will be protected from physical and psychological harm by protecting them from any use of strong language, violence, alcohol and drugs, adult entertainment, sexual expletives and gambling. Regular training will be given to all staff, and will include the age verification procedure relating to age restricted sales, prevention of children acquiring or consuming, how to recognise indicators of child sexual exploitation, and how to report any suspicious activities or concerns about possible perpetrators of child sexual exploitation to the appropriate authorities. Challenge 25 policy will be implemented, with prominent signs being displayed, and all staff will be trained in checking customer's ages by only accepting valid identification, such as photographic driving licence, passport, or official identity card issued by HM Forces, displaying the photograph and date of birth. If the customer is unable to provide a valid ID, then no sale will be made - No ID, No Sale. If any member of staff is under the age of 18, then a senior staff member will be called to authorise the sale where possible, and a written letter from the designated premises supervisor will be displayed.

Should any late night events take place, there will be control over admission of children with the use of door supervisors. A refusal book/register of refused sales will be kept and maintained on the premises and will be used to log anyone who has been refused alcohol.

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**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

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*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
  - An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  - A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
  - A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
  - A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  - A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
  - A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
  - A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
  - A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
  - A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
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*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**

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*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
-

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**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](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 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 (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

*continued from previous page...*

**Address**

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

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (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)

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

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

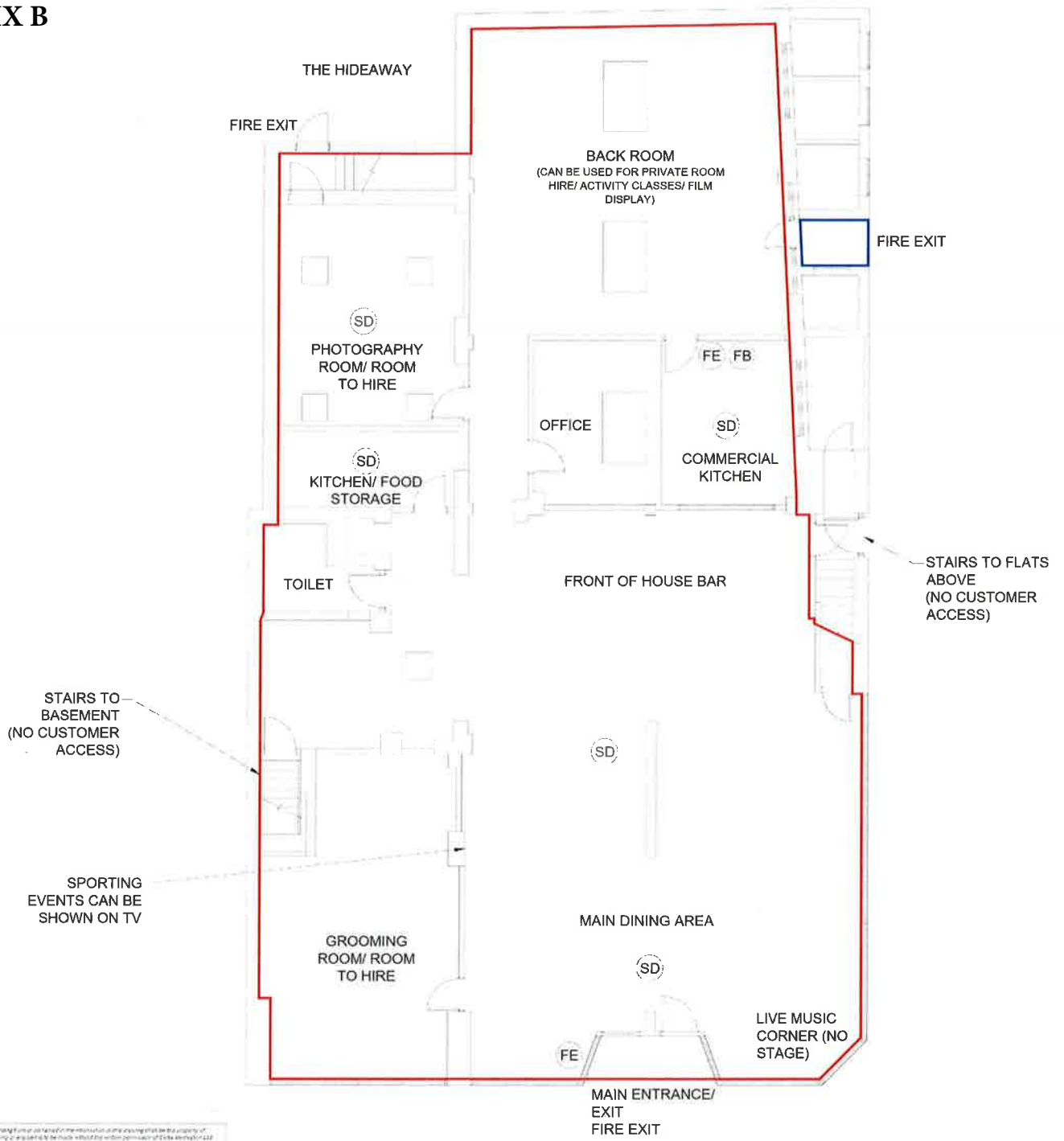
* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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 TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**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**



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## APPENDIX C

**From:** [adam.north](#)  
**To:** [Licensing Shared Email](#)  
**Subject:** Representation against licensing of 161 - 165 Highland Road, Southsea  
**Date:** 23 August 2023 21:24:59

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You don't often get email from [REDACTED] [Learn why this is important](#)

Dear Portsmouth Council Licensing Authority,

I would like to make a representation, and seek clarification regarding the licensing of 161 - 165 Highland Road. I am a local resident: 10 Kimberley Road, PO4 9NS.

The local area surrounding 161 Highland Road has developed into a predominately residential community with new flats being developed from former pubs and commercial premises. The area is popular with young children with many on our road, due to the proximity of Cumberland School, just around the corner from the proposed licensed premises.

Added a late night (11pm) venue of the significant size of 161 - 165 Highland Road, that serves alcohol from 0800 to 2300 would have a negative effect on the feel of the area and is out of keeping with the type of neighbourhood. It will create significant noise and potential anti-social behaviour in a residential community where children will be trying to sleep. This will be a particular problem in summer months when windows are open for air flow.

As much as I am for the regeneration of the city and the establishment and success of small businesses I do not feel a large licensing period is appropriate. The license application says it is requesting permission to serve alcohol from 8 am. This will be potential conflict with parents of young children walking to Cumberland and down Highland Road to the nearest junior school, Craneswater. At the least, a restriction of alcohol license from 11am to 22pm would be preferable.

The license states the premises will screen films and I would welcome clarification as to whether the venue would be able to play loud music or have live music, as this would further compound the neighbourhood disturbance.

Kind regards,

Adam North  
10 Kimberley Road

Sent from [Outlook for iOS](#)

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## APPENDIX C

Hi Debra,

Following concerns raised by residents, I have had cause to review this application.

In the application form you attached, there were no timings offered under the Provision of Live Music section, so I hadn't noticed that they had ticked the 'yes' box.

I don't feel that this location is suitable for live music as it has residential flats directly above it. As there is no evidence showing that extensive professionally installed acoustic insulation will be installed, it will be impossible to meet the Prevention of Public Nuisance objective.

In reviewing the application I also noted what I believe is an anomaly.

They have stated that the Hours Open to the Public will be until 11pm.

However, they have also stated that they wish to serve alcohol until 11pm.

I would expect there to be a 30 minute difference between the two.

I would normally suggest that the opening times should be amended to be 30 mins after the cessation of alcohol sales but in this instance, in a location that has never before had a licensed premises open at night and in the absence of any management plan that shows how the licensee will ensure that public nuisance is not caused, it would seem much more appropriate to reduce the opening hours of the bar by 30mins to 10.30pm.

The application also includes the showing of films. Having looked at the plans, it would appear that this is most likely to be in the room at the back which shares an adjoining wall with the first house in Hellyer Rd. Again, unless there is a plan showing acoustic insulation, I would suggest it will be impossible to avoid causing nuisance to that neighbouring property.

As it currently stands, with these issues, I would oppose the application.

Best,

Steve

Cllr Steve Pitt

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## APPENDIX C

From: charlotte coulter

Sent: Friday, August 25, 2023 9:19 AM

To: Licensing Shared Email

Subject: Objection - Southsea dog caff LTD 161-165 Highland Rd

Hi there,

I would like to object to the above application for the following reasons:

- music venue and late night times would be cause noise nuisance to tenants living in flats above premises
- function room at the back not soundproof and would cause noise nuisance to residential houses behind
- there seems to be limited toilet facilities for such a large venue
- the dog grooming customers have to walk through the pub to get to the grooming business

Kind Regards

Charlotte Coulter  
32 Hellyer Road  
Southsea

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## Appendix C

**From:** Cristina Cris  
**Sent:** Wednesday, August 30, 2023 6:42 PM  
**To:** Licensing Shared Email  
**Subject:** Objections for 161 Highland Road, Southsea

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Hello,

My name is Cristina Predus. I am living at flat 2, 1A Hellyer Road and under my apartment will be opened soon a cafe(Dog Cafe). They will be opened until 11 pm every day and they will serve alcohol from 10 am to 11 pm. Also they will play music from 10 am to 11 pm. I am concerned that here will be a lot of disturbance and loud noises and I have a baby who won't be able to rest during the day or at night. Also I need rest and in this circumstances I won't be able to rest to be able the next day to go to work and take care properly of my baby. Please consider my concerns.

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## APPENDIX C

From: Helen Stanley

Sent: Thursday, August 24, 2023 6:53 AM

To: Licensing Shared Email

Subject: Objection to Alcohol licence application for southsea dog cafe

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Good morning,

I am writing to express my objection to the alcohol licence application for the southsea dog cafe on highland road.

This is a residential area with many houses and flats in the immediate vicinity. Residents are already affected by noise from the Broadway coffee roasters on Highland Road who often stay open in the eves and can be exceedingly noisy with music which travels a distance, particular affecting residents who have gardens opposite which back into the cemetery. I am concerned that adding another premises of such a large potential capacity, and presumably plans to have outside seating, into this mix, with intention to open in the evenings could potentially cause more problems for the local residents. I am not sure what the need is for a cafe to have a licence to serve alcohol from 8am- 11 pm every day.

I am also concerned that having an evening venue that is able to serve alcohol will also affect parking access in the adjoining roads, which is already extremely limited.

Therefore, I object to the alcohol application for these premises on these grounds.

Yours sincerely

Helen Stanley

Kimberley road resident

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## APPENDIX C

Objection to request for licence

Dear Sir/Madam,

I'm emailing to express my objection to the above-stated property being granted a licence as per the document displayed in the window. I have 3 main causes for concern:

1 - Noise pollution. The property has almost floor to ceiling glass on both sides, offering nothing in the way of soundproofing. We already get significant noise pollution from Broadway Coffee on the evenings they remain open late, and this new proposed business will be far closer to Hellyer Road. This quiet, one way street, away from the throngs of Palmerston Rd & Albert Rd, is inhabited by many families & professionals, chosen because of its distance from noise & nightlife. Allowing such a business to operate extended hours playing music will have a significant impact on the quality of life for those of us in Hellyer Road, & potentially a detrimental affect on house prices & desirability of the street in the future.

2 - Parking. This has been an issue since I moved here in 2007, alleviated slightly with the permit system. However with 1 Oliver Road now approved as an HMO, & the former guitar shop opposite the property in question being turned into flats, the demand for spaces is about to surge. Adding in a business that people will likely be frequenting by car between 0800-2300 will have a disastrous impact on those of us with paid permits wishing to get spaces near our house, especially female drivers or those with a number of kids in tow. Being forced to park far from our houses, especially in the cold dark winter nights, is unfair & potentially unsafe.

3 - Out of character. The nature of the business is misaligned with the quiet, family friendly nature of the area. Where many areas on the peripheries of town centres are undergoing gentrification, this area is potentially suffering the opposite if late night music & alcohol sales are allowed. Portsmouth & Southsea have many established areas where this would fit right in without being detrimental to the residents - however the proposed site is not one of them, and as you can see about the negative impact on residents will be significant.

Based on the above I wish to lodge a strong objection against this licence being granted. I would have done so publicly on the website however it would not allow comments to be logged. If possible I would appreciate knowing how many other similar objections you have received.

Thank you for your time,

Best Wishes,  
Emma-Louise Parkes.

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## APPENDIX C

Matthew East  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

29/08/2023

Portsmouth city council Licencing authority

**Subject:** Objection to New Licensing Application – Southsea Dog Cafe Limited - 23/02674/LAPREM

Dear Portsmouth city council Licencing authority,

I am writing to formally express my strong objection to the recent licensing application submitted by Southsea Dog Cafe Limited under the reference number 23/02674/LAPREM. I am a resident of [REDACTED] which is situated on a quiet residential road and I believe that granting a license to the aforementioned establishment would be detrimental to the quiet and peaceful character of our residential neighbourhood.

My objections for the absolutely absurd application are detailed below

- 1. \*\*Noise and Disruption:\*\*** The introduction of a licensed establishment on our quiet residential road is likely to result in increased noise levels, especially during late hours and weekends. This will significantly disturb the tranquillity that the residents of this area have come to expect and enjoy.  
A gimmick cafe such as this has no place at the end of a quiet peaceful road and would be more suited to the historically more vibrant arrears of the city.
- 2. \*\*Traffic and Parking:\*\*** The additional traffic generated by the establishment's patrons could lead to congestion on our already narrow road and create parking issues for residents. This would not only inconvenience us but could also compromise safety for pedestrians and other road users. The residential parking scheme charging residents £160 the the privilege of occasionally parking somewhere near their property if they're very lucky will have to be completely redesigned if a late night bar is situated at the end of our road.
- 3. \*\*Impact on Local Amenities:\*\*** Our residential area is characterised by its peaceful environment and family-friendly atmosphere. The presence of a licensed establishment might attract a different demographic, potentially leading to disturbances, public disorder, and a change in the area's character.
- 4. \*\*Safety Concerns:\*\*** Given the consumption of alcohol within the licensed premises, there is a heightened risk of anti-social behaviour and potential safety hazards in the vicinity, which could be detrimental to the well-being of residents.

5. **Property Values:** The introduction of a licensed establishment nearby has the potential to negatively impact property values in the area, as potential buyers or renters might be deterred by the noise and potential disruption.

6 **Dog fouling:** There is already a problem with dog fouling in this area and having a bar which will also for some reason be a dog groomer, is only going to worsen the problem. Heavily intoxicated individuals leaving the premises with their pets is also a noise concern.

In light of the above concerns, I urge you to consider the potential negative consequences that granting this license could have on our residential community. I believe that preserving the tranquillity and well-being of long-standing residents should take precedence over any commercial interests associated with the licensing application.

I kindly request that my objection be taken into account during the decision-making process. Furthermore, I would appreciate the opportunity to speak at any relevant public hearings or meetings that pertain to this licensing application.

Thank you for your attention to this matter. I trust that the licensing authority will carefully assess the potential impact of this application on our quiet residential road and make a decision that aligns with the best interests of the community.

(Please **do not** reveal my address on the publication of this objection).

Yours sincerely,

A solid black rectangular box used to redact the signature of the author.

Matthew East

# APPENDIX C

Stone, Derek

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**From:** sally eveleigh [REDACTED]  
**Sent:** 28 August 2023 13:28  
**To:** Licensing Shared Email  
**Subject:** Objection to planned pub / late night venue on Highland Rd

[REDACTED]

I would like to object to the proposed cafe/bar/venue which is looking for a licence on the old dive shop site on Highland Rd on the corner of Hellyer Rd.

The noise, delivery, increased traffic etc would make this very detrimental to the local roads. We are already highly impacted by the building works which are ongoing and the large amount of local resident parking. This is a family area and lots of young children so noise from people sitting outside or leaving will completely affect the peace and quiet that families enjoy here.

I strongly object to this planning request.

Thank you,  
Sally Eveleigh

[REDACTED]

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## Appendix C

I am writing on behalf of my mother which is situated near to 161-165 Highland Road Southsea PO4 9EY.

My mother does not have access to online websites or email, hence why I am submitting this objection. My mother accepts that living on a main road there will be noise, she moved here to be in a lively environment. However, most of the noise of the road and the residents stops by mid evening. Making this a quiet residential area.

My mother is concerned about the rise of anti-social behaviour as a direct consequence of a late-night licence being approved. This could cause her great anxiety around her personal safety and that of her property.

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# APPENDIX C

Stone, Derek

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**From:** Sarah Gilbert [REDACTED]  
**Sent:** 26 August 2023 12:39  
**To:** Licensing Shared Email  
**Subject:** 23/02674/LAPREM

[REDACTED]

Dear Sir or Madam

I wish to object to the licensing application by Southsea Dog Caff for 161-165 Highland Road, Southsea.

The proposed usual opening hours are far too late for a quiet residential area and both the normal and suggested extended hours to 1 or 2 am for special events will be highly detrimental to the wellbeing of the residents living close to the premises and also those who will be affected by customers leaving the premises at such a late hour.

The application to hold live music events and film screenings is also inappropriate for this area due to noise. I understand that this property has residential accommodation above and also has an adjoining wall to 1 Hellyer Road, so the impact on these residents will be particularly severe. Live music in the evenings will also affect non-adjoining properties considerably.

There is already difficulties with parking for residents in this area and a premises with such long opening hours will only exacerbate this.

Regards

Sarah & Mike Gilbert  
7 Hellyer Road, Southsea PO4 9DH

Sent from my iPhone

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# APPENDIX C

Stone, Derek

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**From:** Robson, Debra  
**Sent:** 27 August 2023 18:28  
**To:** Robson, Debra  
**Subject:** FW: Comment on 23/02674/LAPREM | Premises Licence

- Official Sensitive -

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**From:** Jo Stone [REDACTED]  
**Sent:** Friday, August 25, 2023 9:00 AM  
**To:** Licensing Shared Email [REDACTED]  
**Subject:** Comment on 23/02674/LAPREM | Premises Licence

[REDACTED]

Dear Sir/Madam,

As the adjoining property in Hellyer Road to the building in the license application, we would like to raise our concerns about this application regarding the possible noise levels in the function room at the back of the application that adjoins our house. There is no sound proofing in this building and the risk of significant noise pollution if the building is open till 11pm each evening and even later for special events.

This area is quiet and residential with lots of young families in the street and in the flats above the premises and it is a worry to think that this premises will be essentially operating as a pub with outside drinking on the forecourt and live music, next to large pane glazing, again with little sound insulation.

Please can you give consideration to the local community in relation to noise, live music, outside drinking and a late alcohol license. This application in this form is inappropriate for the area.

Kind regards

Jo and Paul Stone  
1 Hellyer Road

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# APPENDIX C

Stone, Derek

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**From:** Kathy Grant [REDACTED]  
**Sent:** 28 August 2023 17:42  
**To:** Licensing Shared Email  
**Subject:** Re: 23/02674/LAPREM 161-165 Highland Road, Southsea PO4 9EY

[REDACTED]

I wish to make a representation/objection to the proposal by Southsea Dog Café Ltd to open a licensed premises at the above address. This is based on:

Sect 5. This claims a “focus on being a community based premises” but there has been no attempt by the Applicant to actually communicate with the neighbours who will be affected by this application. She wants her license to start from 28 Aug 23 but the (unnumbered) notice of application in the premises window only appeared 2 weeks ago and there has been nothing else posted locally.

Sect 10. Live music. The premises are all single pane glass on the front and down one side. The live music area is at the front of the building in front of the glass; how is this to be soundproofed? I live in Kimberley Road and we are already bombarded by noise from the Broadway Coffee Roasters cafe blaring across the cemetery (which ought surely to have a right to peace and quiet). What will make this any different – and they want to extend the license to 0100 on ‘special occasions’. Why should the neighbours have to put up with this?

Sect 15. The notice on the premises window clearly states alcohol sales from 0800-2300 every day of the week. This is far in excess of normal licenced premises, eg pubs. Sales will be for consumption off the premises making it an off license and increasing the likelihood of alcohol bottles and cans ending up in local streets/gardens together with the associated disturbance. And they will have to sell a lot of alcohol to make the rent on a property of this size, which suggests ‘happy hours’ and other ways of encouraging customers to buy.

Sect 18. There are a number of issues here. 1. The Applicant states that alcohol sales will cease 15-30 minutes prior to closing to allow customers to leave in a ‘quiet and orderly manner’. But she has no way of enforcing this statement; it’s just nice words. 2. It is stated that external lighting will be used to avoid nuisance to nearby residents; but elsewhere it is stated that the outside seating area will only be used during the day so what is the intention here? 3. It is further stated that crowds will be controlled and door supervisors will be employed. If they anticipate crowds large enough to merit door supervisors, this does not suggest a ‘café’ type operation – and how are these crowds to be controlled once they head off into local streets causing a noise or disturbance at 0100? This section also states that ‘Customers will not park their cars over any residents’ driveways or block the main road’. Again, this is just words, probably lifted from other applications. These premises are on a busy junction right next to a zebra crossing. There are no driveways in the only roads where customers can park, these are terraced houses. We have only recently started to be able to park in our own roads with the introduction of parking zones and this is likely now to be undone with customers cars instead. Finally, Hellyer and Kimberley Roads are too narrow to accommodate large delivery lorries and unloading from the main road (Highland Road) would cause traffic disruption and risk the safety of those trying to use the crossing.

Finally, I would have no objection to someone wanting to open a genuine café here but this is quite clearly anything but. It is actually a licensed entertainments venue more suited to the Guildhall Square.

Kathy Grant  
20 Kimberley Road  
Southsea PO4 9NS

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# APPENDIX C

**From:** [Nicolette North](#)  
**To:** [Licensing Shared Email](#)  
**Subject:** Objection to opening Dog Cafe on Highland road  
**Date:** 23 August 2023 21:25:51

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[You don't often get email from [REDACTED] Learn why this is important at [REDACTED]

To the Licensing manager

I am a resident of 10 Kimberley road and I'm writing in response to the request to open dog cafe on Highland road.

I would like to object for this cafe to be opened in this residential area and for the cafe to obtain an alcohol license.

We already have to contend with loud music late at night blasting from Broadway cafe on Highland road and would then find yet another noisy pub/cafe very overwhelming. Many residents have young children and find it difficult settling them at night when loud music is heard blasting through double glazed windows. There is also a huge parking problem in this area and opening a cafe/pub could potentially attract more cars to this area.

I know that I share these concerns with many residents in Kimberley Road.

I trust that you would consider our objections.

Regards

Nicolette North  
10 Kimberley Road  
P04 9NS  
[REDACTED]

Regards

Sent from my iPhone

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## APPENDIX C

Stone, Derek

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**From:** Charlie Norton [REDACTED]  
**Sent:** 27 August 2023 [REDACTED]  
**To:** Licensing Shared Email  
**Subject:** 161-165 Highland road proposed license

[REDACTED]

Hello,

I am a nearby resident (Hellyer Road) of the proposed license for 161-165 Highland Road Southsea, I am writing as I am very concerned about the potential noise pollution from live music and events late at night that will result from the license being granted. I feel the kind of establishment being proposed is better suited to other areas of Southsea where late night noise and people congregating is already an occurrence, and not suited to a quiet residential area with lots of young families, that is situated a substantial distance away from the town centre or the area of Albert road that is already accepting of this type of premises.

I strongly oppose the the application that has been applied for.

Regards

Charlie

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## APPENDIX C

**From:** Razvan Predus

**Sent:** Wednesday, August 30, 2023 6:45 PM

**To:** Licensing Shared Email

**Subject:** Objections for 161 Highland Road, Southsea

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Hello,

My name is Andrei Predus. I am living at flat 2, 1A Hellyer Road and under my apartment will be opened soon a cafe(Dog Cafe). They will be opened until 11 pm every day and they will serve alcohol from 10 am to 11 pm. Also they will play music from 10 am to 11 pm. I am concerned that here will be a lot of disturbance and loud noises and I have a baby who won't be able to rest during the day or at night. Also I need rest and in this circumstances I won't be able to rest to be able the next day to go to work and take care properly of my baby. Please consider my concerns. Thank you!

Kind Regards,

Andrei Razvan Predus

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# APPENDIX C

**Stone, Derek**

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**From:** Ute Saunders [REDACTED]  
**Sent:** 30 August 2023 14:28  
**To:** Licensing Shared Email  
**Cc:** Robson, Debra; Winnington, Matthew (Cllr); cclr.kimberley.barrett [REDACTED]  
cclr.steve.pitt [REDACTED] Cclr.gerald.vernon-jackson [REDACTED]  
**Subject:** Alcohol Licensing Objection PO4 9EY - Southsea Dog Cafe/Hideaway Cafe

[REDACTED]  
To the Licensing Manager

Good afternoon,

We are writing in regards to a license application made by the Southsea Dog Cafe (Hideaway Cafe) in 161-165 Highland Road, PO4 9EY.

Looking at the application this venue is going to be more than your usual cafe. We are surprised about the proposed opening times and alcohol licensing hours. It would appear that 8am is a very early time to serve alcoholic beverages, especially in a venue that is supposedly a cafe.

Whilst we are supportive of local businesses and understand they want to attract a vast variety of customers, we are worried about the impact this venue will have on our residential area. Opening hours until 11pm from Monday to Sunday, including alcohol being served up to 15 minutes before closure, will have a huge impact on the noise and the public safety in our area. We are a professional couple with two young children and our bedroom window is straight across the street. We cannot help but worry about the noise and potential disorder these opening hours will cause.

Furthermore we are apprehensive about the potential noise caused by outdoor seating and the live music area. The cafe has a glass front all around and the live music area seems to be situated right at the corner on the Hellyer Road side. In the application it does not state a definite time or frequency for such events, but the noise would most certainly travel to us, which we do not appreciate on a weeknight.

The outdoor seating presumably would be towards the front along Highland Road, we believe it would be beneficial to have limited hours for this area to keep noise in the late hours to a minimum.

Lastly the two other concerns we have are the extremely late opening hours on bank holidays and for special events, as well as the mentioning of take away drinks. The selling of drinks to take away could cause a lot of littering as well as a lot of people roaming our residential streets, some of which no doubt a little drunk.

We have been living in our property for 7 years and have had very friendly relationships with all the businesses in our road (gym, diving shop, guitar shop). We never minded a bit of music from the gym or vans parking up to load outside the dive shop, but the plans for this new venue, in particular the late weeknight openings, the extended alcohol licensing hours and live music are of concern for us. We hope that the cafe will look into their plans and make this a more dog and family orientated venue to fit into our lovely community, which is what we were hoping for when we first heard of the plans for the Southsea Dog Cafe.

In summary, as local residents, we are worried about the prevention of public nuisance, securing public safety, the prevention of crime and disorder and the protection of children from harm, which is why we are objecting to this licensing application.

Kind regards,  
Ute & Scott Saunders  
(4 Hellyer Road, Po4 9DH)

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# APPENDIX C

**Stone, Derek**

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**From:** Angie thomas [REDACTED]  
**Sent:** 29 August 2023 11:59  
**To:** Licensing Shared Email  
**Subject:** Resident objection 161-165 Highland Rd PO4 9EY

[REDACTED]

Angela Thomas  
159A Highland Rd  
Po4 9ey

To whom it may concern.

I am writing to object to the above property proposals.

I have lived next door to this building for 13 quiet years. I [REDACTED] require [REDACTED] to be able to rest throughout the day, unwanted noise and disturbance can exacerbate my health which are mentally and physically challenging.

When I was first told this property was going to be a Dog Cafe I was a little concerned due to the noise of dogs during the day but figured I had to accept it and that it would be open office hours as it's in a residential area due to the nature of which the cafe was to be.

Unfortunately I've since been told of the license application which I had not seen for myself due to not passing the window of the property, such a shame local residents weren't told by post.

Due to these old buildings being joined to each other and the thin walls we have the issue of every day noise travelling. As the application is for Films to be shown 8am to 11pm and an Alcohol license from 10am to 11pm, added to the fact they have a live music section on their plans, these noises far outweigh any normal day to day noise. These are not what's expected from a Dog Cafe but sound much more like a public house and private function rooms. In view of these requirements we can only hope they have suitably soundproofed all rooms from floor to ceiling.

Do they already have a live music license?

I also see from the plans that they intend to show sporting events on a tv, again how does this fall into a dog cafe? The sound from this TV will again carry through the ceiling and walls, not acceptable for the hours they are hoping to be in use.

How is this property going to be policed? Will they have security guards and cameras? If they are wanting an alcohol license, who is going to be on the doors to make sure they leave quietly and in a respectful manner in a residential area. I can only see that this could exacerbate any health and safety issues that we already have in this area.

Parking is a big issue in this area, day and night. We have a crossing and zigzags just outside the property with double yellow lines everywhere. There is limited parking outside other shops which is already abused and our roads have a permit for 6pm to 8pm. Initially hearing it was to be a dog cafe and grooming it was assumed most people would be on foot or dropping dogs off. As we already have Broadway coffee at the other end of this row of shops I often see terrible parking of people stopping by to get coffee or to leave vehicles on the double yellow lines while they sit and enjoy a coffee.

Deliveries to this property will struggle due to the position of the crossing and double yellow lines, again this will impact on the safety of residents in this area. Many children and elderly use the crossing.

Broadway coffee shop is further away from my property and it still has an impact on my life due to noise and parking especially on the double yellow lines outside as we cannot see to get out of Clegg Rd safely.

[REDACTED] I know only too well how the noise travels and every day I look forward to 5pm when I know they are closing. They are not open on Sundays.

Assuming people that smoke will be doing so outside the property, this is also not acceptable in a residential area, I react to smoke so it means I will need to keep my windows closed. Cigarette litter is also unsightly.

Finally I can see on the plans that there are smoke detectors, do they have a sprinkler system in place as well? Will they have Fire Extinguishers in every room or just the kitchen as per plans?

[REDACTED]  
Many thanks from a concerned resident.  
Angela Thomas

# APPENDIX C

Stone, Derek

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**From:** Peter McFarlane [REDACTED]  
**Sent:** 29 August 2023 18:08  
**To:** Robson, Debra  
**Subject:** Southsea Dog Cafe

[REDACTED]

Ref: License application for Southsea Dog Cafe, 161-165 Highland Road, Southsea, PO4 9EY.

Dear Ms Robson

I am a resident of Hellyer Road, and I understand that the above establishment has applied for an alcohol licence. I would like to register my objection on the grounds that parking is already extremely difficult in the evenings, even with a permit system in operation. I believe granting permission for the sale of alcohol would only exacerbate the situation.

Moreover, I am extremely concerned about the noise that could be created by people using the bar. I do not object to people enjoying themselves, but this is a residential area and I do not believe it appropriate to have a bar open late in the evenings throughout the week. This is especially concerning to my neighbours living next to the Dog Cafe. Until recently the corner building of Hellyer and Highland Roads had been a shop, which closed around about six o'clock and caused minimal disruption.

I hope that you will take these concerns seriously when you make your decision.

Kind regards

Peter McFarlane.

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# APPENDIX C

Michelle Mashiri  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

29/08/2023

Portsmouth city council Licencing authority

**Subject:** Objection to New Licensing Application – Southsea Dog Cafe Limited - 23/02674/LAPREM

Dear Portsmouth city council Licencing authority,

I am writing to formally express my strong objection to the recent licensing application submitted by Southsea Dog Cafe Limited under the reference number 23/02674/LAPREM. I am a resident of [REDACTED] which is situated on a quiet residential road and I believe that granting a license to the aforementioned establishment would be detrimental to the quiet and peaceful character of our residential neighbourhood.

My objections for the absolutely absurd application are detailed below

- 1. \*\*Noise and Disruption:\*\*** The introduction of a licensed establishment on our quiet residential road is likely to result in increased noise levels, especially during late hours and weekends. This will significantly disturb the tranquillity that the residents of this area have come to expect and enjoy.  
A gimmick cafe such as this has no place at the end of a quiet peaceful road and would be more suited to the historically more vibrant arrears of the city.
- 2. \*\*Traffic and Parking:\*\*** The additional traffic generated by the establishment's patrons could lead to congestion on our already narrow road and create parking issues for residents. This would not only inconvenience us but could also compromise safety for pedestrians and other road users. The residential parking scheme charging residents £160 the privilege of occasionally parking somewhere near their property if they're very lucky will have to be completely redesigned if a late night bar is situated at the end of our road.
- 3. \*\*Impact on Local Amenities:\*\*** Our residential area is characterised by its peaceful environment and family-friendly atmosphere. The presence of a licensed establishment might attract a different demographic, potentially leading to disturbances, public disorder, and a change in the area's character.
- 4. \*\*Safety Concerns:\*\*** Given the consumption of alcohol within the licensed premises, there is a heightened risk of anti-social behaviour and potential safety hazards in the vicinity, which could be detrimental to the well-being of residents.

5. **Property Values:** The introduction of a licensed establishment nearby has the potential to negatively impact property values in the area, as potential buyers or renters might be deterred by the noise and potential disruption.

6 **Dog fouling:** There is already a problem with dog fouling in this area and having a bar which will also for some reason be a dog groomer, is only going to worsen the problem. Heavily intoxicated individuals leaving the premises with their pets is also a noise concern.

In light of the above concerns, I urge you to consider the potential negative consequences that granting this license could have on our residential community. I believe that preserving the tranquillity and well-being of long-standing residents should take precedence over any commercial interests associated with the licensing application.

I kindly request that my objection be taken into account during the decision-making process. Furthermore, I would appreciate the opportunity to speak at any relevant public hearings or meetings that pertain to this licensing application.

Thank you for your attention to this matter. I trust that the licensing authority will carefully assess the potential impact of this application on our quiet residential road and make a decision that aligns with the best interests of the community.

(Please **do not** reveal my address on the publication of this objection).

Yours sincerely,

A solid black rectangular box used to redact the signature of Michelle Mashiri.

Michelle Mashiri

## **APPENDIX D Letter sent by Applicant to persons making Representations.**

Dear Sir/Madam,

It has been brought to my attention that you have made a representation against the premises licence application for 161-165 Highland Road for Southsea Dog Café Ltd (T/a The Hideaway).

I would firstly like to reassure you that I have fully read your application and I appreciate your concerns. The lease was only signed over last week and as the licensing application closed before this, I did not have a chance to reach out to the local community as the property was not yet legally in my control. I hope this letter can better explain and further enhance your understanding of the property's purpose.

### **Café Plan:**

The primary purpose of the café is to run during daytime hours. This will be a family-and-dog-friendly café which will also be host to community-based activities, such as exercise classes, support groups, and workshops such as a Christmas wreath-making day!

The café will be designed to create a calm, friendly, and relaxed environment. There will be a mixture of furniture to suit everyone, from dining chairs to more relaxed armchairs. The café will also be installed with high-speed Wi-Fi, of which children can use to enjoy playing games with their friends (or even doing their homework!), teenagers can stream social media and interact with their friends, and adults can efficiently remote work (or enjoy a peaceful space to enjoy their favourite shows or books!). Our aim is to cater for the entire family and everyone that wishes to step through our doors.

The reason for longer opening hours is that on some evenings, people may wish to stop by on their way home from work to come to a relaxed environment for a bite to eat or a refreshing beverage. Alternatively, we hope to offer evening workshops or sessions that people may otherwise have missed due to their busy daily schedules.

**Alcohol:**

There are concerns regarding alcohol being served in this area, due to a school being a few roads behind, and another coffee shop on the same road causing disturbances. We would like to reassure you that the serving of alcohol is not for the purpose of a pub, nightclub, nor to cause any nuisance. The licence purpose is to act like other local cafes – to serve an alcoholic drink with your meal, or even to have a glass of prosecco with afternoon tea. It is not going to be a place that would impact on local safety. All measures will be implemented as per licencing objectives.

As previously stated, our journey will begin with daytime hours. We are hoping to implement a supper club or dinner service going forward, in which opening hours will be extended later into the evening. We are aware there is an issue with alcohol being served until 23:00, and therefore would propose this can be reduced to 22:30.

**Noise:**

In consideration for the noise concerns, mainly being based on another coffee shop's history, we can confirm there will be no outside DJs. All background music played within the café will be of suitable volume. If any live music is organised, this will be on set occasions, and a notice will be placed in the window in advance of this to make you aware.

A films licence has been requested to have the option to play on any given day. This will be a 'now and again' activity, and not something that will occur daily. It would be lovely to have the local community be able to come inside during the winter and watch a Christmas film together. Sound from the film would not be like one in an actual cinema, and therefore would not radiate throughout the street.

**Parking:**

Like within all cities, parking is unfortunately always an issue for the council. Our main focus will be on the local community and dog walkers, which would therefore not add to parking issues in the surrounding areas.



**A final thank you!**

I would like to thank you for your time in reading this letter, your interest in our business and our local community, and I really hope this helps to explain our plans. My family have all grown up here, and we are all very keen to help regenerate the area and provide a safe space for everyone to come to. We are always open to new ideas, so please do let us know if there were to be anything you would like to add to the services/activities offered! We are very excited to welcome you once we are open, and should you see any of us inside refurbishing, then we would be more than happy to have a chat and get to know you!

I sincerely hope this letter has alleviated all of your concerns. If so, please withdraw your representation via email to [licensing@portsmouthcc.gov.uk](mailto:licensing@portsmouthcc.gov.uk). If a withdrawal of representation is not made, we will all be invited to personally attend a hearing in a couple of weeks.

I really hope to build a strong, personable relationship with all customers/friends, and local residents. If you have any further questions, then please do reach out to us at [thehideawaysouthsea@gmail.com](mailto:thehideawaysouthsea@gmail.com), and I personally look forward to seeing you in the café in the near future.

Kind Regards,

Chloe Wheeler, Owner

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