

# Report

## Licensing Sub-Committee

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Part 1

Date: 19 May 2020

Item No:

Subject Licensing Application

Purpose The consideration and decision in respect of an application by Greenwoodblue Limited under Section 17 Licensing Act 2003 for the Grant of a Premises Licence in respect of Coffiology, 29 High Street, Caerleon, Newport, NP18 1AE.

Author Samantha Turnbull

Ward All Wards

Summary The Licensing Committee have statutory and delegated powers to take decisions in relation to licensing applications. The Licensing Committee will make the decision on the application pursuant to the Licensing Act 2003.

Proposal To make a decision on the application as detailed within this report.

Contact Licensing Officer

Action by Head of Law and Regulation

Timetable Statutory Consultation Period

Signed Samantha Turnbull

## 1. Application

An application made by Greenwoodblue Limited under section 17 of the Licensing Act 2003 for the grant of a Premises Licence was served on the Licensing Authority of Newport City Council on 10 March 2020. (A copy of the application can be found in Appendix 1 of this report).

In accordance with statutory provisions, copies of the application were served on each of the responsible authorities and details of the application were advertised on the premises and in the South Wales Argus, giving the responsible authorities and any other persons until midnight on 20 April 2020 to make written representations.

The application details that the Coffiology premises is “*A Coffee Shop with food that will offer alcohol for sale on premises. It is located in Caerleon village with pubs and restaurants and cafés in the area. The Layout comprises of one hospitality room, one toilet and one kitchen with one exit.*”

A location map and images of the exterior of the premises are detailed in appendix 4 of this report.

Greenwoodblue Limited seeks the grant of a Premises Licence that would permit the provision of the licensable activity of the Sale of Alcohol for consumption ‘on the premises’. The application proposes that Justine Desmond is to be specified as the Designated Premises Supervisor and her signed consent is included within a copy of the application (Appendix 1).

Following the end of the consultation period supplementary information has been provided to the Licensing Authority by the applicant; it details the business plan and objectives of the Coffiology premises. This information is detailed in appendix 5 of this report.

## 2. Licensable Activities

The application seeks to be granted a Premises Licence for the authorisation of :

- Sale of alcohol for consumption On the premises only: Monday to Sunday between the hours of 11:00 – 23:00.

## 3. Promotion of the Licensing Objectives

The applicant has described in an Operating Schedule, the steps that will be taken to promote the four licensing objectives if the application is granted. These are contained in section M of the application form at Appendix 1 to this report.

## 4. Representations

### Responsible Authority Representations

On 07 April 2020 a formal representation (Appendix 2) was received from Mr Alastair Dearling, Licensing Manager of Newport City Council Licensing Authority acting in his capacity as a Responsible Authority objecting to the application with a proposal that if additional conditions detailed in the representation were agreed by the applicant the objection would be withdrawn.

This representation was forwarded to Greenwoodblue Limited on 07 April 2020, who responded on 09 April 2020 agreeing to all of the proposed conditions. This response was communicated to Mr Alastair Dearling who formally withdrew the objection of the Licensing Authority.

### **Other Person Representations**

Representations were also received from 'other persons' and are detailed at Appendix 3.

1. Ms Joanne Costello, Flat above 29 High Street, Caerleon, NP18 1AE
2. Mr David Meloy, Flat above 29 High Street, Caerleon, NP18 1AE
3. Ms Elinor Meloy, Flat above 29 High Street, Caerleon, NP18 1AE
4. Ms Rose Howells, 30 High Street, Caerleon, NP18 1AE

## **5. Previous History of licensed premises at 29 High Street, Caerleon 2015-2018**

A premises licence issued to the Attorre Partnership was issued under the Licensing Act 2003 on 26 September 2015 in respect of the premises trading as Bar Piazza at 29 High Street Caerleon.

Authorisation was issued for the sale by retail of alcohol (consumption on and off the premises) Monday to Sunday 12 noon – 22:00 and playing of recorded music Monday – Saturday 8am – 22:00, Sunday 10am – 22:00.

The Premises Licence was formally surrendered by the Attorre Partnership on 25 July 2018.

## **6. Policy Considerations**

Relevant extracts of the Statement of Licensing Policy as regards this application include:

IMP 1 The Council will normally grant applications for premises licences and club premises certificates subject to conditions which are consistent with the Operating Schedule and any mandatory conditions prescribed within the Act. Where relevant representations are received the Council may impose additional conditions as considered necessary in order to promote the licensing objectives which arise out of those representations.

IMP 2 The Council will strike a fair balance between the benefits of a licensed premises to a community and the risk of disturbance to local residents. Consequently, in certain areas, upon receipt of representations by any Responsible Authority or any other person, the Council may restrict the hours of operation of licensable activities.

IMP 3 The Council will normally grant premises licences for a time period of not earlier than 10.00 a.m. and a terminal hour of no later than 11.30 p.m. for those premises licensed to sell alcohol for consumption on the premises and which are located in primarily residential areas. However, hours beyond 11.30 p.m. may be permitted:

- a. for premises located in predominantly commercial areas, such as the City Centre and where there is a high level of accessibility to public transport services;
- or
- b. the licensable activities would not be likely to cause adverse impact especially on local residents, and that, if there is a potential to cause adverse impact, appropriate measures will be put in place to prevent it;
- or
- c. there will not be any increase in the cumulative adverse impact from these or similar activities, on any neighbouring residential area and the activity will not be likely to lead to a demonstrable increase in car parking demand in surrounding residential streets or on roads.

G2 The Council will attach conditions to licences, which are tailored to the individual style and characteristics of the premises. Such conditions will normally be drawn from the Council's pool of conditions. Where appropriate, additional conditions will be formulated based on an individual case following receipt of relevant representations.

## **7. Legal Considerations**

The decision must be taken following consideration of the representations received with a view to promoting the licensing objectives which are:

- a. Prevention of crime and disorder
- b. Public Safety
- c. Prevention of Public Nuisance
- d. Protection of Children from Harm

In each case the Sub-Committee may make the following determination:

- a. To grant the application as applied
- b. To grant the application and modify what is requested by the application in respect of activities, times and conditions, by altering, omitting or adding to them, where relevant.
- c. Reject the whole or part of the application.

All decisions taken by the Sub-Committee must

- a. be within the legal powers of the Council and its Committees;
- b. comply with any procedural requirement imposed by law;
- c. be undertaken in accordance with the procedural requirements imposed by the Council eg. standing orders and financial regulations;
- d. be fully and properly informed;
- e. be properly motivated;
- f. be taken having regard to the Council's fiduciary duty to its taxpayers; and
- g. be reasonable and proper in all the circumstances.

## 8. Issues for discussion

- a) The proposed licensable activity and permitted hours sought by the application.
- b) The content of the operating schedule in promoting the four licensing objectives.
- c) The representations made in respect of the application.
- d) Newport City Council's Statement of Licensing Policy 2015

## 9. List of Appendices

1. Application for Grant of a Premises Licence, including plan and DPS consent form.
2. Representation from Responsible Authority (Licensing Authority).
3. Representations from 'Other Persons'.
4. Location Map and images of exterior of premises.
5. Supplementary information provided to the Licensing Authority on 28/4/20.

## 10. Financial Summary

- The costs and financial implications: You must discuss financial implications with the Head of Finance and the report must identify from where your proposals will be funded, together with any impact on budgets or any opportunity costs

	Year 1 (Current) £	Year 2 £	Year 3 £	Ongoing £	Notes including budgets heads affected
Costs (Income)					
Net Costs (Savings)					
Net Impact on Budget					

## Risks

It is important to identify and manage any project or scheme's exposure to risk and have in place controls to deal with those risks.

In this section, you should consider the key risks facing the proposals in your report, particularly those which would impact on delivery or sustainability of the project or projected outcomes. You will need to include details of how risks will be managed. If your proposals rely on short or medium term grant aid or funding streams you will need to outline your exit or continuation policy here.

You will need to complete the following Risk table

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Making a unlawful decision	High	Low	The Committee will consult with the Legal Officer and Licensing Officer to determine if any	Chairperson.  Legal Officer.

			<p>decision is lawful and proportionate.</p> <p>Members training.</p>	
The licensing committee departing from the licensing policy.	Medium	Low	<p>If the Committee wishes to depart from the Councils policy they must give good reason for this and obtain advice from the Legal Officer when departing from the Policies to ensure the decision is lawful.</p> <p>Members training.</p>	<p>Chairperson.</p> <p>Legal Officer.</p>
The applicant does not have a fair hearing	High	Low	<p>A Licensing Committee procedure should be followed by the committee.</p> <p>The Legal Officer alongside the Democratic Service Officer will advise the committee if at any stage an unfair hearing is taking place.</p> <p>Members training.</p>	<p>Democratic Service Officer.</p> <p>Chairperson.</p> <p>Legal Officer.</p>

\* Taking account of proposed mitigation measures

### **Links to Council Policies and Priorities**

This report has been prepared in accordance with The Licensing Act 2003 and with regard to Newport City Council Statement of Licensing Policies 2015.

### **Options Available**

- To grant the application as applied.
- To grant the application and modify what is requested by the application in respect of times and conditions, by altering, omitting or adding to them, where relevant.
- Reject the whole or part of the application.

**APPENDIX 1**

**Copy of application for Grant of a Premises Licence at Coffiology, 29 High Street, Caerleon, Newport, NP18 1AE**

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

I/ Greenwoodblue Ltd  
*(Insert name(s) of applicant)*

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

**Part 1 – Premises details**

Coffiology, 29 High Street, Caerleon			
<b>Post town</b>	Newport	<b>Postcode</b>	NP18 1AE
Telephone number at premises (if any)	07796 330302		
Non-domestic rateable value of premises	£9,800		

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

**Please tick as appropriate**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)
  - iv other (for example a statutory corporation)  please complete section (B)

- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>			I am 18 years old or over <input type="checkbox"/>	Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					



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**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

Name Greenwoodblue Ltd
Address Shop Cottage, Llandegveth, Monmouthshire
Registered number (where applicable) 12277852

Description of applicant (for example, partnership, company, unincorporated association etc.) Company  Limited Company
Telephone number (if any) 07831 441109
E-mail address (optional) barriedes@gmail.com

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
27	03	20 20

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

A Coffee Shop with food that will offer alcohol for sale on premises. It is located in Caerleon village with pubs and restaurants and cafés in the area. The Layout comprises of one hospitality room, one toilet and one kitchen with one exit.

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

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

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input type="checkbox"/>

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

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

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

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat								
Sun								

## B

Films Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat								
Sun								

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri					
Sat					
Sun					



# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur								
Fri						<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat								
Sun								

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat								
Sun								

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)			
Thur						
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Sat						
Sun						

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	11.00	23.00			
Tue	11.00	23.00			
Wed	11.00	23.00			
Thur	11.00	23.00			
Fri	11.00	23.00			
Sat	11.00	23.00			
Sun	11.00	23.00			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

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

<b>Name</b> Justine Desmond	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> CCC105730	
<b>Issuing licensing authority (if known)</b> Cardiff	

## K

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

N/A

## L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	07.00	23.00	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p>
Tue	07.00	23.00	
Wed	07.00	23.00	
Thur	07.00	23.00	
Fri	07.00	23.00	
Sat	07.00	23.00	
Sun	07.00	23.00	

## M

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

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

To promote all four licensing objectives together we will;

Ensure a full and regularly updated Risk Assessment covering all four licensing objectives is in place, taking into account public and employee safety which will be carried out at the premises to identify potential hazards posed to staff and customers and set out precautions to manage the hazards. The risk assessment will be regularly reviewed every 6-12 months. All staff will be made aware of the Risk assessment and trained on precautionary measures. A copy of the risk assessment will be kept at the premises.

We will have clear documented policies in place which identify risks associated with our premises and the measures which we will implement to prevent, manage and respond to those risks.

We will also engage and communicate with local residents and businesses on a regular basis to ensure that we are being good neighbours and be proactive to any problems.

Staff Training is essential in promoting all four objectives and ALL training will be thorough with all staff and logged and recorded. Refresher training will also be given. Especially concerning their responsibilities in relation to the sale of alcohol with regard to drunkenness and underage persons.

The Licensee shall ensure that all times that the premises is open for any licensable activity, there are sufficient and capable staff on duty for the purpose of fulfilling the terms and conditions of the licence and for ensuring all four objectives and being promoted and followed.

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

Any incidents of a criminal nature that may occur on the premises will be reported to the police.

We will have CCTV covering all areas accessible to the public to ensure the prevention of crime and disorder. The CCTV will be set up to ensure all time and dates are correct and be backed up in the correct manner. Recordings will be kept for a minimum of 28 days with all staff trained on how to manage the system.

There is only one entrance/exit which is visible from all areas of the venue so staff will be able to observe the entrance in all areas. This entrance will be kept clear at all times.

Staff briefings will be held daily regarding any planned activities during the day that could cause any unforeseen problems e.g. large parties, nationwide events etc, bank holidays.

We will also ensure that we are on or below the maximum capacity at all times in order to stop and aggressive behaviour through overcrowding.

A Glass collection policy will be in order and staff will be trained so they are regulary collecting glasses so they cannot be removed or used as an assault weapon.

Again staff will be trained on conflict management so that they have the knowledge and confidence to deal with any aggressive behaviour and or difficult situations should they arise. If any incident occurs then all details will be logged and reported and all staff training on this will also be logged.

We will also ensure that we have regular contact with the community and local businesses and share any information of unruly behaviour or persons that we know could cause trouble.

There will be a Zero Tolerance Policy in place in regards to Drugs and carrying of weapons. We will have a duty of care policy regarding people that we are aware of suffering from the effects of drugs. All staff will be trained on this so that they can recognise the effects of drug abuse and put the policy into action if needed. Entry will be refused to anyone showing signs of drug use and emergency services will be contacted if necessary. A log book of any incident will be kept and also a record of all staff training. On occasions when we feel necessary we will execute a search policy to ensure no drugs or weapons are brought into the venue, the search policy will be formulated after consulting the Gwent Police Policy and be in view of our CCTV footage. Again Staff will be trained on this policy and any incident logged with the police notified. To aid the Zero Tolerance policy we will ensure that the toilets are regularly checked every hour and a record of the check will be in place.

If we have any drink promotions at the venue, they will be socially responsible and a policy on responsible drinking and promotions will be in place with the venue in accordance to industry codes and recommendations from the BBPA. Training will be given to all staff on the effects of alcohol and how to spot early signed of customers being too drunk so that they will have the knowledge and confidence to deal with drunken patrons including making every effort to prevent patrons from deteriorating to an uncontrolled intoxicated extent. The training will also ensure that staff are aware of their responsibilities under LA2003 and recognise cut of points for serving alcohol to those that appear drunk to stop the likelihood of aggressive behaviour. As per the drug policy it will also cover a duty of care policy for those that are suffering from the effects of alcohol – all staff will be trained on this policy details recorded and all incidents logged.

At the end of the evening we will minimise the potential for disorder from all customers leaving the premises at once. Our Customer Dispersal policy will out line how we do this such as increasing lighting levels, lower or turn off the music and swiftly remove empty glasses. Sufficient staff will be available at the end of the evening to manage a controlled shit down and maintain good order as customers leave. Staff will be trained on this and records on training recorded and any incident that arises will be logged.

### **c) Public safety**

To ensure public safety a full risk assessment taking into account public and employee safety will be carried out at the premises to identify potential hazards posed to staff and customers and setting out precautions to manage the hazards. The risk assessment will be regularly reviewed every 6-12 months. All staff will be made aware of the Risk assessment and trained on precautionary measures. A copy of the risk assessment will be kept at the premises.

At least one member of staff on duty will have a recognised qualification in first aid to aid with public safety.

Temperature levels will be controlled for the comfort and safety of customers.

As mentioned above, we will have a Duty of Care Policy on any persons suffering adversely from the



effects of drugs and alcohol. All staff will be trained on these policies with training recorded. All incidents will be logged. We will refuse entry to anyone who appears to show signs of drug use or suffering adversely from alcohol and emergency services will be contacted in appropriate circumstances. All incidents on this subject will be logged and recorded. If a customer suspects that their drink has been spiked we will report to the police immediately and take the appropriate actions.

A Capacity Policy will be in place to avoid over crowding. Staff will be trained on this and running below capacity on certain times / events will be enforced.

Appropriate fire safety procedures will be in place. All exits will be kept free from obstruction at all times.

A glass collection policy will be in place with all staff trained on this policy. Staff will regularly collect glasses and it will be their responsibility to ensure all glasses / bottles / cans are regularly collected and disposed of in the correct methods. This is to include internal and external areas. In addition and spillages and broken glass will be seen to immediately by staff to prevent any slips or falls.

To ensure the safety of clients when leaving the premises we will try and ask people to start leaving early on so that their can be a slow dispersal and not a max exodus from the premises. There will be water freely available so customers can sober up before leaving. Lighting will be increased at the end of the evening to affect the alertness of customers before they leave and again help with the slow dispersal from the premises.

#### **d) The prevention of public nuisance**

We will have a clear documented policy in place which identify all public nuisance risks associated with our premises and the measures which we will implement to prevent, manage and respond to those risks.

We will also engage and communicate with local residents and businesses on a regular basis to ensure that we are being good neighbours and be proactive to any problems. A contact number will be available to local residents and businesses so they can report any disturbances to a responsible person at the venue as and when they occur.

A Noise management policy will be in place that sets up sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises. All staff will be trained on the content of the policy to ensure a commitment to good noise management. Simple perimeter checks will be carried out and logged on a regular basis to ensure the prevention of public nuisance. Windows and doors will be closed at unsocial times to prevent noise breakout. All staff will be briefed and trained on this.

To aid in noise management the policy will also set out measures when customers are entering or leaving the property. We do not foresee the likelihood of queues and will not allow this to happen and if we are at capacity we will ask customers to move on. Anyone behaving in an antisocial way will not be admitted into the premises and also be asked to move on. Upon closing as mentioned above we will have a customer dispersal policy - To ensure the safety of clients when leaving the premises we will

try and ask people to start leaving early on so that there can be a slow dispersal and not a max exodus from the premises. There will be water freely available so customers can sober up before leaving. Lighting will be increased at the end of the evening to affect the alertness of customers before they leave and again help with the slow dispersal from the premises. Sufficient members of staff will be on hand in the evening to manage a controlled shut down and maintain good order when customers leave. As customers are leaving staff will be also briefed to remind them to be respectful of our neighbours.

Staff will regularly check and manage external areas to ensure that customers are not causing a disturbance. Smokers will be discouraged from loitering outside by not being able to take their drinks with them as the smoking area is around the corner, away from residential properties. This will ensure they are not causing a disturbance to local residents.

Commercial deliveries, collections and storage/disposal of waste in external areas will be restricted to normal working hours between 8am and 6pm Mon-Fri.

To ensure there is no litter or waste from our premises in any external areas around the area we will have procedures and policies in place for staff to promptly collect any litter that is in and around the vicinity. Regular patrols by staff will be in place.

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

We will take a pro-active approach to protecting and managing the wellbeing of children at our premises.

A documented policy will be in place that sets out measures to protect children from harm. This will include restricting children 16 and under from access to the venue after 8pm, where we anticipate most of the alcohol sales will be done. In addition the admittance of children will only be permitted if they are accompanied by an adult. All staff will be trained on this policy.

There will be a strict 'No ID – No Sale' policy in place and there will also be a challenge 25 scheme in place. We will only accept photographic driving licences, passports or PASS. Till prompts will also be in place to remind staff when serving alcohol. Staff will be thoroughly trained in these schemes with every training logged. A refusals book will be in place so staff can log when they refuse a sale to anyone who cannot prove they are over the age of 18.

#### **Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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

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

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

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	B. Desmond
Date	10/03/2020
Capacity	

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

Signature	
Date	
Capacity	

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

Justine Desmond  
Shop Cottage, Llandegveth

Post town	<b>Newport</b>	Postcode	<b>NP18 1HX</b>
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Telephone number (if any)	07796 330302
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If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

**Consent of individual to being specified as premises supervisor**

Justine Desmond

I

-----  
*[full name of prospective premises supervisor]*

of

*[home  
address  
s of  
prospective  
premises  
supervisor]*

-----  
[REDACTED]

-----  
hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

*[type* Premises Licence

-----  
*of application]*

by

*[name  
of  
applicant]*

-----  
Greenwoodblue Ltd

relating to a premises licence

*[number of existing licence, if any]*

for

*[name  
and  
address  
s of  
premises  
to  
which  
the  
application relates]*

-----  
Coffiology, 29 High Street, Caerleon, NP18 1AE

and any premises licence to be granted or varied in respect of this application made by

*[name of applicant]* Greenwoodblue Ltd  
-----

concerning the supply of alcohol at

*[name and address of premises to which application relates]* Coffiology, 29 High Street, Caerleon, NP18 1AE  
-----

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

*[insert personal licence number, if any]* CCC10573  
-----

Personal licence issuing authority

*[insert name and address and telephone number of personal licence issuing authority, if any]* Cardiff Council, City Hall, Cardiff, CF10 3ND, 02920 871651  
-----

Signed

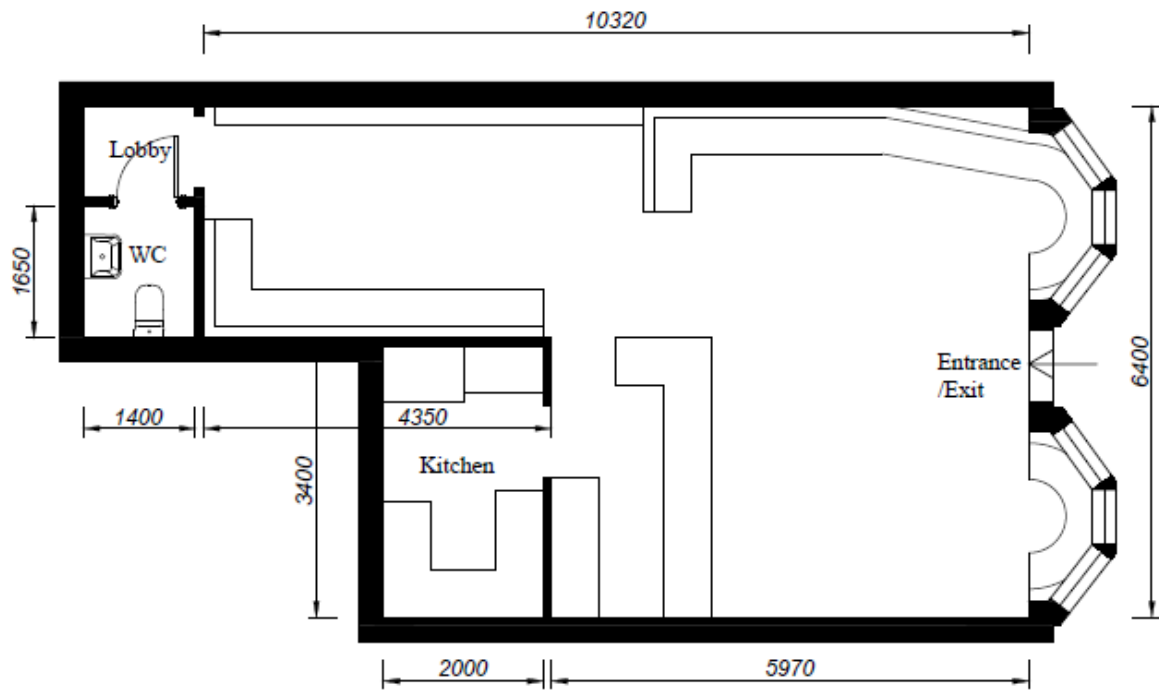
J.Desmond  
-----

Name (please print)

Justine Desmond  
-----

Date

09/03/2020  
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## APPENDIX 2

### Representation served by Licensing Manager Mr Alastair Dearling, Licensing Authority Responsible Authority

**From:** Dearling, Alastair (Licensing Manager)

**Sent:** 07 April 2020 11:15

**To:** Turnbull, Samantha (Licensing Officer) <[Samantha.Turnbull@newport.gov.uk](mailto:Samantha.Turnbull@newport.gov.uk)>

**Subject:** Coffiology, 29 High Street, Caerleon

#### RELEVANT REPRESENTATIONS

#### PREMISES LICENCE / CLUB PREMISES CERTIFICATE

#### UNDER S. 17 OF THE LICENSING ACT 2003

#### Re: Coffiology, 29 High Street, Caerleon

I Alastair Dearling Licensing Manager of Newport City Council's Licensing Authority acting in my capacity as a 'Responsible Authority' by virtue of Section 182 (4) Licensing Act 2003 (amended guidance) wish to object to the granting of a Premises Licence regarding **Coffiology, 29 High Street, Caerleon** on the grounds of:

- Public Nuisance
- Crime & Disorder

I think it imperative to stipulate that the Licensing Authority (Acting as a Responsible Authority) is not averse to the granting of a Premises Licence for a late night café/ coffee shop, but feels that the application operating schedule is not sufficient for premises to become a "pub" / bar, specifically due to the location.

If it is simply the case the premises wishes to operate as late night café and the applicant was happy to agree to the below conditions the Licensing Authority acting as responsible authority would withdraw its objections.

Though If it is the case the applicant wishes to have a "pub" / bar the Licensing Authority acting as a responsible authority feels that the application is currently insufficient to promote the four licensing objectives in its current form:

#### Conditions:

- After 20:30hrs The sale of alcohol shall only be by waiter service only to those customers that are **seated at a table**.
- The Last entry to the premises for customers should be no later than 22:00hrs no readmission is permitted after 22:00hrs.
- The Last sale of alcohol should cease 22:30hrs, customers should be informed that after 22:30hrs they have 30 minutes to consume alcohol & food and will be requested to leave the premises, this can be done by signage on the premises or on relevant menus.
- Substantial table meals or tapas should be made available to be purchased between the hours of 20:30hrs till 22:00hrs if alcohol is to be sold on the premises.
- No Drinks or food is permitted to be taken outside the premises after 20:30hrs.
- All windows and doors should be kept closed after 20:30hrs to reduce noise from patrons inside the premises.



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

If you have any questions or queries please don't hesitate to contact myself

Yours Sincerely

Alastair Dearling

**APPENDIX 3**

**Representations from 'other persons'**

Flat 29 High St  
Caerleon  
Newport NP18 1AE  
15.4.2020

To whom it may concern:

We the undersigned wish to object to the license application made by Greenwood Blue, 29 High St Caerleon Newport NP18 1AE

The intention to serve alcohol until 23.00hrs seven days a week will impact greatly upon our right to enjoy our residence.

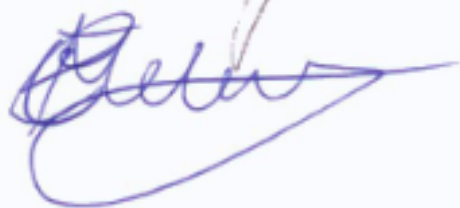
Noise from the property has already been heard in our living area and hallway, this is ~~workman's~~ radio and general

Conversation. The main cafe bar area is situated under two of our bedrooms, leading to noise filtering up and disruption of sleep as we are early risers due to work and commuting.

Thank you for your consideration of this objection.

Kind regards  
Joanne Costello

DAVE MILD



**From:** Joanne Costello [mailto:joannecee66@gmail.com]

**Sent:** 20 April 2020 16:48

**To:** Turnbull, Samantha (Licensing Officer) <Samantha.Turnbull@newport.gov.uk>

**Subject:** Re: Sam turnbull - licensing officer

Dear Samantha,

Thank you for your time and advice this morning.

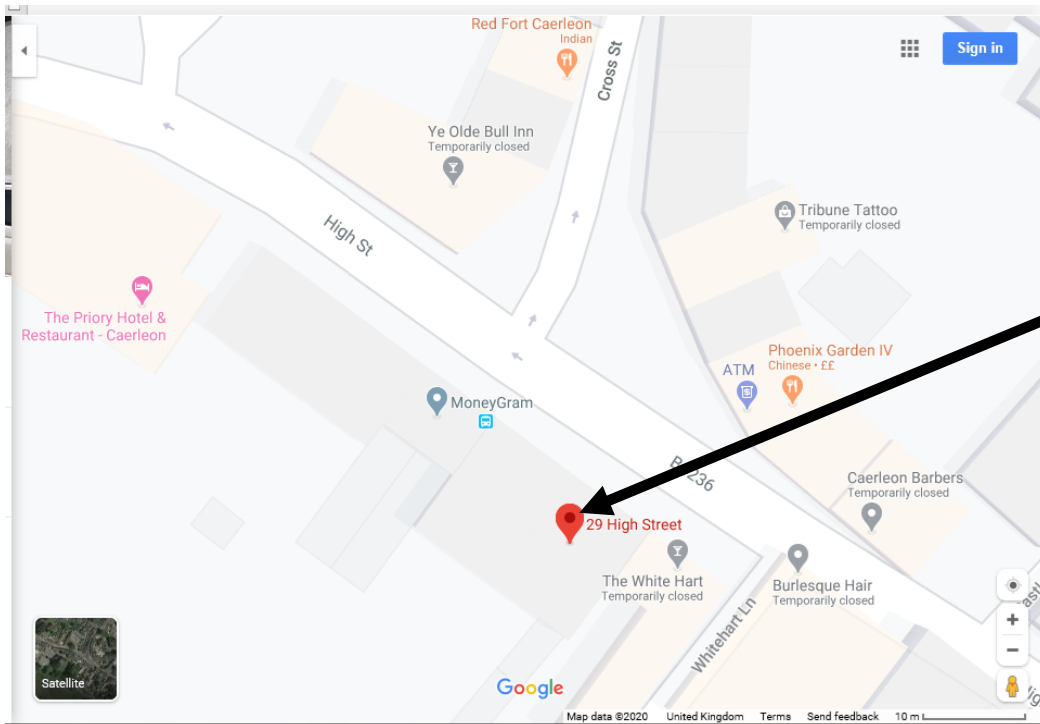
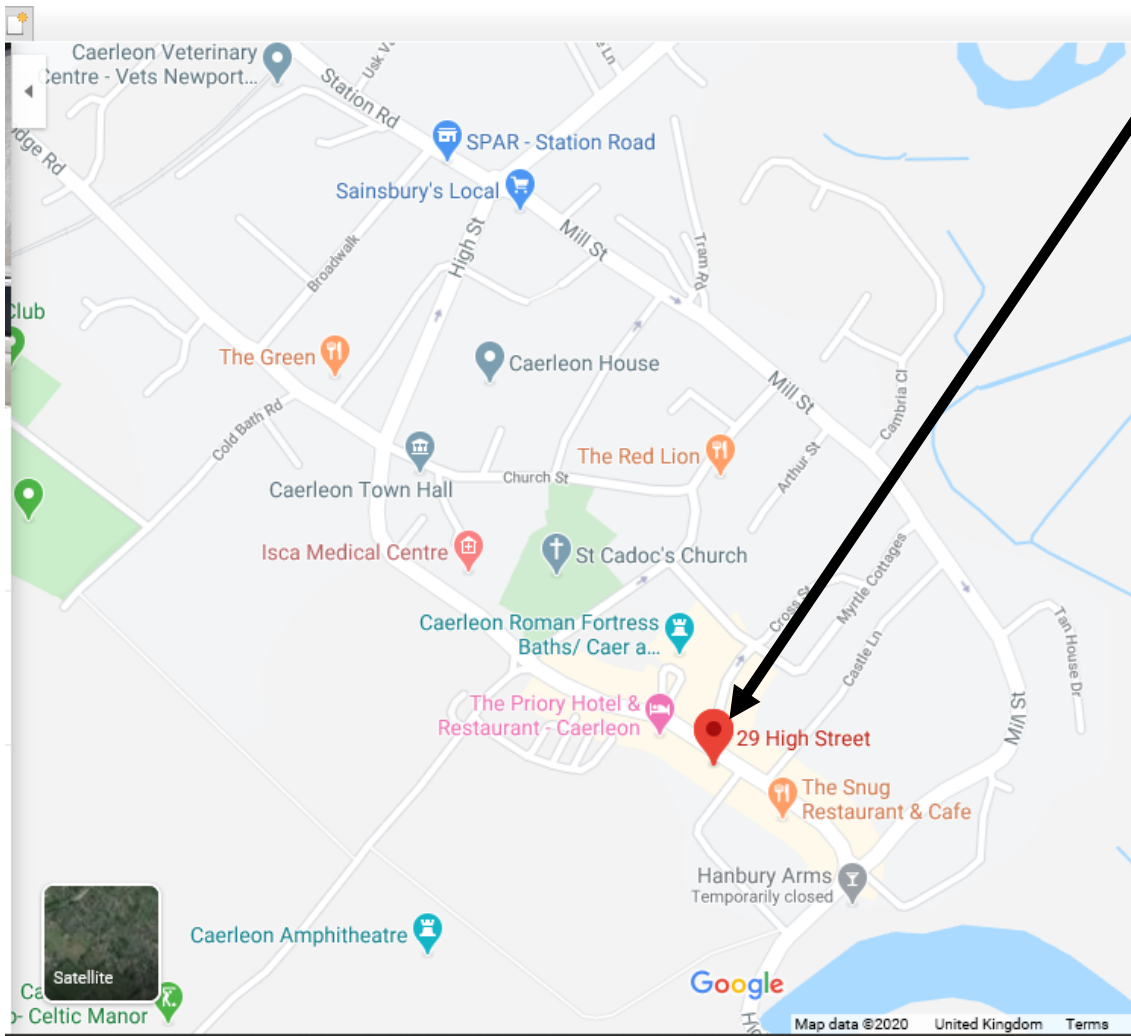
I spoke with my neighbour and she wishes to object to the alcohol licence application.

Her name is Rose Howells, residing at 30 High Street Caerleon NP19 1 AE Telephone [REDACTED]

She has voiced concerns about the noise but is mostly concerned about potential customers congregating outside to smoke, this would impact on our bedrooms above and her living space.

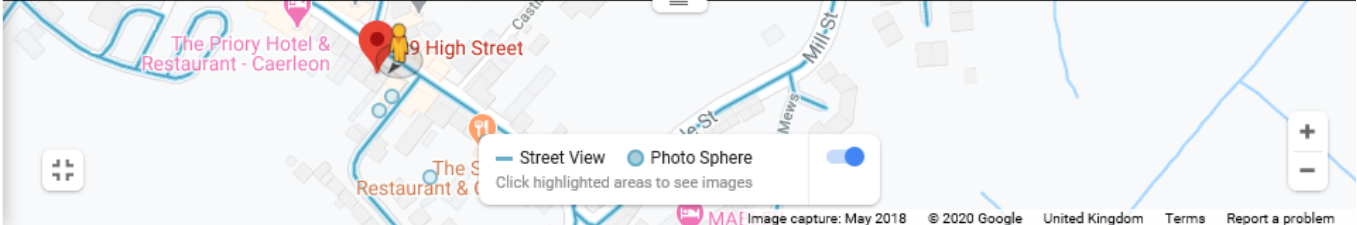
Mrs Howells also mention in the past that the Police have been called due to the increase in taxis waiting outside the existing pubs.

## APPENDIX 4









## **APPENDIX 5**

**Supplementary information served on Licensing Authority by the applicant on 28/4/2020.**



### **Coffiology – About Us**

Coffiology – brought to you by Barrie and Justine Desmond, A Father and Daughter Team that have worked in the Technology industry for many years, where working remote and finding the perfect venue to work and socialise from has been very difficult.

Coffiology, is a new concept Coffee Shop that combines the best artisan coffee and nutritional fare, the latest technology, and good physiology. Its first shop is situated in Caerleon with ambitious plans to grow into a number of select locations. Coffiology aims to be a hub for the community.

Our logo has come from Welsh History and from the likeness of Celtic Knots. We want to give back to Wales and this is important to us. Our Logo also incorporates 3 symmetrical O's which are our 3 main pillars. COFFEE. WORK. PLAY.

#### **WORK:**

**Technology** – Coffiology will be the perfect spot for workers on the move, with excellent wifi and business facilities onsite.

**Events** – A place to inspire, Coffiology will offer its space for small workshops, specialist events and meet-ups.

**Workspace** – A place for you to work from with business services e.g. printing, scanning etc, plenty of power and good connectivity.

#### **PLAY:**

**Social** - From early morning catch-ups to Lunchtime gatherings and late afternoon champagne celebrations – Coffiology has you covered

**Fitness** – Coffiology will host community-based activities such as running clubs, a cycling hotspot and bootcamps.

**Wellbeing** – A big part of wellbeing is a good wholesome and nutritional based food with a twist. Our menu is designed to be simple yet nourishing with a selection of naughtiness designed to keep everyone happy in a relaxing and enjoyable space.

Coffiology – 07796 330302

Mail – [Justine717@hotmail.com](mailto:Justine717@hotmail.com)



## **COFFEE:**

**Great Coffee** – Supplied by the brilliant and Welsh Coaltown Coffee Roasters.

**Best Quality** – The best local ingredients and produce will be used for everything in Coffiology

**Locally Sourced:** Whenever and wherever possible, locally sourced ingredients, suppliers and products will be on offer.

**Values** – Driven, Balanced, Connective, Active, Modern, Sustainable, Friendly, Community.

## **These will be our Published Opening Hours**

Monday – 7.00am – 6.00pm

Tuesday – 7.00am – 6.00pm

Wednesday – 7.00am – 6.00pm (Running Club to go from the venue @ 7pm)

Thursday – 7.00am – 6.00pm

Friday – 7.00am – \*11.00pm

Saturday – 7.00am – \*11.00pm

Sunday – 8.00am – 5.00pm

## **FACT SHEET**

### **WHAT IT IS**

SPECIALIST COFFEE SHOP WITH THE EMPHASIS ON TRANSPARENT AND ETHICAL SOURCING

WORKSPACE TO ENCOURAGE NOMADIC WORKERS & ENTREPRENEURS

MEETING PLACE FOR COFFEE EFFICIARDOS AND SOCIAL GATHERINGS LIKE COFFEE MEET UPS

FOCAL POINT FOR QUIRKY WELLBEING EVENTS LIKE VEGAN COOKING CLASSES & OUT OF THE BOX FITNESS IDEAS

DESTINATION VENUE FOR PEOPLE INTERESTED IN WELLBEING AND A DIFFERENT EXPERIENCE

OPPORTUNITY TO SOCIALISE ON WEEKENDS WITH SPECIALIST HIGHEND, BUT LIMITED, DRINKS MENU OF WINE, CHAMPAGNE & A LOCAL ALE. (NO SPIRITS)

COFFIOLOGY IS AIMED AT A MORE NICHE AND MATURE AUDIENCE

### **WHAT IT IS NOT**

JUST ANOTHER COFFEE SHOP

CAFÉ/RESTAURANT DEPENDENT ON HIGH VOLUMES

A BAR DEPENDENT ON WET SALES – QUITE THE OPPOSITE, NO SPIRITS, ALCO DRINKS OR SHOTS WILL BE AVAILABLE

MUSIC VENUE/ROWDY PUB/BAR

\*Summary

Coffiology – like the name, is first and foremost focused on delivering a specialist coffee experience prepared by professional baristas. The coffee will be ethically sourced, direct from plantations our Welsh based roasters have visited, with a transparent supply line, guaranteed to ensure the smaller coffee bean producer is rightly rewarded. It is a destination venue, where people want to find us and enjoy or hospitality, artisan coffee and healthy, if not quirky menu. Our second pillar is technology, we want the local mavericks and makers to work from here and to enjoy a productive and helpful environment – our collective experience of running global technology companies will be shared with these nomads, hopefully to help these early stage start-ups become fledgling businesses of the future. Finally, the physiology aspect will focus on offering nutritional fare and wellbeing activities with a twist. ‘Phys’ also ‘Fizz’, is our hope we can turn the coffee shop into an early evening pre-drinks meeting place with a small and limited selection of champagnes, Wines and one locally made beer with a limited menu of tapas & platters. Our intention is to close by 9pm on the Fridays and Saturdays, but with the flexibility to open until 11pm on special occasions when we run workshops, special interest lectures and private functions.

PLEASE CONTACT US ☺

If you would like to chat about our plans or your interest – please do feel free to email us or call us, we’ll happily answer any questions!!