



## City and County of Swansea

### Notice of Meeting

You are invited to attend a Meeting of the

## Statutory Licensing Sub Committee

**At:** Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams

**On:** Wednesday, 27 March 2024

**Time:** 10.00 am

**Chair:** Councillor Penny Matthews

**Membership:**

Councillors: J P Curtice and C L Philpott

**Watch Online:** <http://tiny.cc/SLS27m>

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### Agenda

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2 Disclosures of Personal and Prejudicial Interests. <a href="http://www.swansea.gov.uk/disclosuresofinterests">www.swansea.gov.uk/disclosuresofinterests</a>	
3 Statutory Licensing Sub Committee Procedure (For Information).	1 - 2
4 Licensing Act 2003 - Section 17 - Application for a Premises Licence - Main Stage, 36 Castle Street, Swansea, SA1 1HZ.	3 - 57

A handwritten signature in black ink that reads 'Huw Evans'.

**Huw Evans**  
Head of Democratic Services  
Wednesday, 20 March 2024

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Contact: Democratic Services - Tel: (01792) 636923

# Agenda Item 3



## **Statutory Licensing Sub Committee Procedure/Running Order**

**The procedure to be followed by the Committee is as follows:-**

1. The Chair will:
  - Open the meeting.
  - Introduce themselves, Members of the Committee, Officers present and ask the other parties to introduce themselves.
  - Explain the nature of the decision to be taken.
  - Ask the Lawyer advising the Committee to outline the procedure to be followed.
2. Members will be asked to make any declaration of interest.
3. The Chair will ask the Licensing Officer to present the report
4. Members of the Committee will be invited to ask any relevant questions of the Licensing Officer.
5. Responsible Authorities and other persons present will be invited to ask for any clarification in respect of the report presented.

### **Representations – Responsible Authorities**

6. The Chair will invite each responsible authority to fully outline the nature of their representation in the following order:
  - South Wales Police.
  - Trading Standards.
  - Mid and West Wales Fire Authority.
  - Health and Safety.
  - Planning Authority.
  - Pollution Division.
  - Child Protection.
  - Primary Care trust/Local Health Board.
  - Licensing Authority.
  - Immigration.
  - Other Persons.

7. The Chair will invite Members of the Committee to ask questions of each responsible authority.
8. The Chair will invite the applicant and other persons present to ask questions of each responsible authority.

### **Representations – Other Persons**

9. The Chair will invite each of the other persons present (or their appointed spokesperson where there are a number of other persons and the nature of the representations are similar), to fully outline their representation.
10. The Chair will invite Members of the Committee to ask any relevant questions of the other persons.
11. The Chair will invite the responsible authorities and applicant to ask questions of the other persons.

### **The Application**

12. The Chair will invite the applicant and/or the person representing them to fully outline their application.
13. The Chair will invite Members of the Committee to ask questions of the applicant.
14. The Chair will invite each responsible authority and other persons present to ask questions of the applicant.

### **Closing Submissions**

15. The Chair will give all parties the opportunity to briefly summarise their key points and make any final points of clarification. The order will be:-
  - responsible authorities;
  - interested parties.;
  - applicant.
16. Members will consider if they need to go into private session to receive legal advice and to debate the application.
17. The decision will generally be given, with reasons, together with a summary of the legal advice provided within 5 working days of this date.



Cyngor **Abertawe**  
**Swansea** Council

**Report of the Service Manager  
Statutory Licensing Sub Committee  
27 March 2024**

**Licensing Act 2003  
Section 17 Application for a Premises Licence**

1. **Premises: Main Stage, 36 Castle Street, Swansea, SA1 1HZ**
2. **Applicant: Main Stage Swansea Ltd.**
3. **Application For a New Premises Licence**
- 3.1 An application for a new premises licence was received by this authority on the **9<sup>th</sup> February 2024**. The applicant has applied for a premises licence to allow the following licensable activities to take place:

The application proposes:

**Films**

Monday to Sunday 1000-0100

**Live Music**

Monday to Sunday 1000-0100

**Recorded Music**

Monday to Sunday 1000-0100 (Applicant reduced hours previously requested 0130)

**Provision of late-night refreshment**

Monday to Sunday 2300-0100

**Supply of Alcohol (Both)**

Monday to Sunday 1000-0100

A copy of the application and plan is attached at **Appendix A and A1**.

#### 4. Background

- 4.1 The property is situated in Swansea city centre. The area is a mix of commercial and residential properties. The premises will be used to operate a cabaret bar by night and during the day it will be run as a coffee shop and a place to meet for the LGBTQ+ community.
- 4.2 A location plan is attached at **Appendix B**.
- 4.3 A list of licensed premises in the area is attached at **Appendix B1**.

#### 5. Promotion of the Licensing Objectives

- 5.1 The Licensing Act 2003 contains four licensing objectives, namely: -
- (i) Prevention of Crime and Disorder.
  - (ii) Public Safety.
  - (iii) Prevention of Public Nuisance.
  - (iv) Protection of Children from Harm.

Each of these objectives is of equal importance and the application must demonstrate how they are to be promoted.

- 5.2 As Members will be aware, the Council re-adopted a special policy on cumulative impact (CIA) in July 2023 and the premises subject to this application is situated within this area. The following relevant paragraphs are extracts from the full policy and state:

*“5.7*

*The publication of the CIA does not change the fundamental way that decisions are made under the Licensing Act 2003. The Licensing Authority will make all decisions on applications within the cumulative impact area on a case-by-case basis and with a view to what is appropriate to promote the licensing objectives.”*

*“5.8*

*The CIA does not remove the need for a relevant representation to be submitted by a responsible authority or ‘other persons’ in response to an application, where they consider it appropriate for the promotion of the licensing objectives and for the application to be determined by the Licensing Sub- Committee. Anyone making a representation may base it on the evidence published in the CIA.”*

- 5.3 Conditions which are consistent with the operating schedule and will be attached to the licence, if granted, are attached at **Appendix C**.

## 6. RELEVANT REPRESENTATIONS.

### 6.1 Responsible Authorities

a) **South Wales Police**

No Representation.

b) **Trading Standards**

No representations.

c) **Mid and West Wales Fire Authority**

No representations.

d) **Health and Safety**

No representations.

e) **Planning Authority**

No representations.

f) **Pollution Division**

A representation was received from the Pollution Division, however, following a meeting with the applicant on 14<sup>th</sup> March 2024, the Pollution Division has withdrawn their representation.

g) **Child Protection**

No representations.

h) **Primary Care Trust/Local Health Board**

No representations.

i) **Licensing Authority**

j) A representation has been received from the Licensing Authority. The representation is attached at **Appendix D**.

j) **Immigration**

No representations.

k) **Other Persons**

A representation was received from one other person, however, following a meeting with the applicant on 14<sup>th</sup> March 2024, the other person has withdrawn their representation.

## 7. Policy Considerations

7.1 Considering this application, Members should have regard to the current Statement of Licensing Policy (the Policy) and the full copy of the Cumulative Impact Assessment (CIA) which may be accessed using the following link.

[Statement of licensing policy - Swansea](#)

- 7.2 Members will note that the premises licence application under consideration does not fall within the exemptions listed in the Cumulative Impact Assessment as stated at paragraph 5.3 of the policy and therefore must demonstrate that their application and proposed operation would not add to the cumulative impact:

*“5.3*

*...it is recognised that pubs, nightclubs, restaurants, hotels, theatres, and other types of premises sell alcohol, serve food, and provide entertainment but with different styles and characteristics and due to the nature of the premises, would not add to existing cumulative impact. Having regard to those differences and the impact they are likely to have on the local area, the following types of premises, providing certain licensable activities between the hours of 10.00am and 1.00am, are exempt from the provisions of the CIA:*

- Non – alcohol led premises.*
- Theatres, where the main purpose of the premises is the performance of plays.*
- Cinemas, where the main purpose of the premises is the exhibition of films.*
- Premises where the main purpose is the provision of substantial table meals;*
- Premises where the sale/supply of alcohol is by waiter or waitress service only.”*

## **8. Guidance Issued by the Home Secretary**

- 8.1 Members should also have regard to the relevant parts of the current statutory guidance (The Guidance), issued by the Home Secretary in January 2024 in particular:

- (i) Introduction – Chapter 1
- (ii) Licensing Objectives – Chapter 2
- (iii) Applications For Premises Licences – Chapter 8
- (iv) Determining Applications – Chapter 9
- (v) Conditions attached to Premises Licences – Chapter 10
- (vi) Statement of Licensing Policy – Chapter 14
- (vii) Regulated Entertainment – Chapter 16

A link to the full Guidance can be found at:

[Revised Guidance issued under section 182 of the Licensing Act 2003 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/revamped-guidance-issued-under-section-182-of-the-licensing-act-2003)

- 8.2 The following extract from the Home Office Guidance refers to limitations on special policies relating to cumulative impact.

*14.44*

*A CIA should never be absolute. Statements of licensing policy should always allow for the circumstances of each application to be considered properly and for*

*applications that are unlikely to add to the cumulative impact on the licensing objectives to be granted. After receiving relevant representations in relation to a new application for or a variation of a licence or certificate, the licensing authority must consider whether it would be justified in departing from its CIA in the light of the individual circumstances of the case. The impact can be expected to be different for premises with different styles and characteristics. For example, while a large nightclub or high-capacity public house might add to problems of cumulative impact, a small restaurant or a theatre may not. If the licensing authority decides that an application should be refused, it will still need to show that the grant of the application would undermine the promotion of one or more of the licensing objectives and that appropriate conditions would be ineffective in preventing the problems involved.”*

## **9. Determination of the Application**

- 9.1 The decision must be based on the individual merits of the application and the representations received, with a view to promoting the licensing objectives outlined in paragraph 5 of the report.
- 9.2 In arriving at the decision, Members should also have regard to the relevant provisions of the Policies and the Guidance as previously provided. Reasons must be provided for any departures from the Policies or Guidance.
- 9.3 In reaching the decision the Committee must, having regard to the representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives: -
- a. Grant the licence subject to:
    - i) conditions that reflect the operating schedule, modified to such extent as the authority considers appropriate for promotion of the licensing objectives. Certain regulated entertainment under the Licensing Act 2003 (as amended), has been deregulated. Where entertainment is deregulated but licensable activities continue to take place on any premises, any licence conditions imposed on a grant of a licence in respect of any deregulated entertainment will be suspended; and
    - ii) any mandatory conditions relevant to the licence
  - b. Exclude any of the licensable activities to which the application relates.
  - c. Refuse to specify a person in the licence as the premises supervisor.
  - d. Reject the application.

**The Licensing Sub Committee’s instructions are requested.**

Background Papers: Licence Application  
Contact Officer: Lindsey Stock  
Extension: 01792 635600





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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

I/We XXXXXXXXXX Main Stage Swansea 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**

Postal address of premises or, if none, ordnance survey map reference or description <b>36 Castle Street, Swansea</b>			
<b>Post town</b>	Swansea	<b>Postcode</b>	SA1 1HZ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		<b>££10.000</b>	

**Part 2 - Applicant details**

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

- |  |                                     |                             |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *               |                                     |                             |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
| iv other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                                 | <input type="checkbox"/>            | 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)

<input type="checkbox"/> 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>		[REDACTED]			
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)					
<b>Current residential address if different from premises address</b>					
<b>Post town</b>				<b>Postcode</b>	
<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.**

<b>Name</b> Main Stage Swansea Ltd
<b>Address</b> 21 St. Mary.s Street, Cardiff, CF10 1PL
<b>Registered number (where applicable)</b> 14851680

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
1	4	04 2023

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)  
 The premises will be used to operate a cabaret bar by night & during the day we aim to run it more as a coffee shop & a place to meet for the LGBTQ+ community. There is little residential use in the area as its mainly commercial use & offices above

Please see attached conditions

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)

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

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

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

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

**A**

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Wed			<b>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</b> (please read guidance note 6)		
Thur					
Fri					
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 checked="" 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	10:00	01:00			
Tue	10:00	01:00			
Wed	10:00	01:00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur	10:00	01:00			
Fri	10:00	01:00	<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	10:00	01:00			
Sun	10:00	01:00			

**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 (please read guidance note 3)</u></b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here (please read guidance note 4)</u></b>		
Mon					
Tue					
			<b><u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</u></b>		
Wed					
Thur					
			<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 (please read guidance note 6)</u></b>		
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4) Performances will mainly be drag Queens singing live though our in house PA system, occasionally we will put on a band (max 6 times a year)		
Mon	10:00	0100			
Tue	10:00	0100	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Wed	10:00	0100			
Thur	10:00	0100	<b><u>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</u></b> (please read guidance note 6)		
Fri	10:00	0100			
Sat	10:00	0100			
Sun	10:00	0100			

**F**

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10:00	01:30	<b>Please give further details here</b> (please read guidance note 4) Recorded music will be played through our in house PA system	Both	<input type="checkbox"/>
Tue	10:00	01:30			
Wed	10:00	01:30	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur	10:00	01:30			
Fri	10:00	01:30	<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	10:00	01:30			
Sun	10:00	01:30			

# 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"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<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		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<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 (please read guidance note 3)</b>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	01:00			
Tue	23:00	01:00			
			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Wed	23:00	01:00			
Thur	23:00	01:00			
			<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) extend by 1 hour on a sunday prior to a bank holiday monday, to extend hours on New years eve to 03:00 hrs on New Years Eve		
Fri	23:00	01:00			
Sat	23:00	01:00			
Sun	23:00	01:00			

**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 type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" 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	10:00	01:00			
Tue	10:00	01:00			
Wed	10:00	01:00			
Thur	10:00	01:00	<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) Extend time by 1 hour on the Sunday prior to any bank holiday Monday, New Years Eve to 03:00 hrs		
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	01:00			

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

<b>Name</b> Mr Mark Schofield	
<b>Date of birth</b>	██████████
<b>Address</b> ████████████████████ ████████████████████ ████████████████████	
<b>Postcode</b>	██████████
<b>Personal licence number (if known)</b> ████████████████████	
<b>Issuing licensing authority (if known)</b> ████████████████████	

**K**

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

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	<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) Extend opening by one hour on a Sunday prior to a Bank holiday Monday, extend hours to 03:00 on a New Years Eve</p>
Mon	10:00	01:30	
Tue	10:00	01:30	
Wed	10:00	01:30	
Thur	10:00	01:30	
Fri	10:00	01:30	
Sat	10:00	01:30	
Sun	10:00	01:30	



## 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)**

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits all areas where the public have access and any external drinking areas. Equipment must be maintained in good working order, the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly timed and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The Premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format either disc or VHS to a Police Officer/Local Authority Officer on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.
2. Suitable non glass receptacles only to be used at premises on days considered to be major event days in the area. Such days to be notified to designated premises supervisor in writing at least 14 days prior to event, or with agreement of Pub and Club Watch.
3. A minimum of 2 SIA licensed door supervisors shall be on duty at the premises from 22:00, until close, on Fridays and Saturdays and Sunday's that precede a bank holiday Monday or other statutory bank holiday, along with days considered to be major event days.
4. There shall be a personal licence holder on duty at all times when the premises are authorised to sell alcohol.
5. A register of door supervisors (Safer Swansea Partnership Register or like detailed bound numerical register) to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.
6. Signs to be prominently displayed at the entrance to the premises, within the toilet facilities and at key strategic points within public access areas. Signs to state that drug use is unacceptable and that the venue operates a drug search policy as a condition of entry reserving the right to search customers under this provision.

7. Premises to actively participate in regular initiatives to target drug misuse at the venue to include full co-operation with South Wales Police led drug itemiser and drug search operations.

8. Managers/supervisors of premises to attend and fully participate In the City Centre Pub and Club Watch scheme.

9. Premises to actively participate in the city centre Nitenet radio communication scheme. Participation to specifically include a member of staff responsible for signing on the system, monitoring, responding to transmissions, making transmissions when incidents arise to alert other premises using the system and signing off. This participation to take place at all times the premises is open to customers and trading.

10. An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.

11. There shall be no outside drinking at the premises other than by customers using an area covered by a pavement cafe licence. All such areas to utilise non glass receptacles only.

12. The premises shall have an adequate system of counting persons in and out to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment.

13. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

14. No rubbish, including bottles, shall be moved, removed, or placed in outside areas between 2300 hours and 0800 hours.

15. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.

16. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.

17. The premises to keep up to date records of staff training and refresher training in respect of age-related sales including proxy sales to persons who are drunk and identifying and preventing drug

misuse in written or electronic format available for inspection on request by an authorised officer.

18. Notices shall be clearly displayed in the premises to emphasis to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.

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

**c) Public safety**

**d) The prevention of public nuisance**

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

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.

- 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>
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Signature	M Jones
Date	09/02/2024
Capacity	Director

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
[REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
[REDACTED]			

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits all areas where the public have access and any external drinking areas. Equipment must be

maintained in good working order, the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly timed and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The Premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format either disc or VHS to a Police Officer/Local Authority Officer on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.

2. Suitable non glass receptacles only to be used at premises on days considered to be major event days in the area. Such days to be notified to designated premises supervisor in writing at least 14 days prior to event, or with agreement of Pub and Club Watch.

3. A minimum of 2 SIA licensed door supervisors shall be on duty at the premises from 22:00, until close, on Fridays and Saturdays and Sunday's that precede a bank holiday Monday or other statutory bank holiday, along with days considered to be major event days.

4. There shall be a personal licence holder on duty at all times when the premises are authorised to sell alcohol.

5. A register of door supervisors (Safer Swansea Partnership Register or like detailed bound numerical register) to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.

6. Signs to be prominently displayed at the entrance to the premises, within the toilet facilities and at key strategic points within public access areas. Signs to state that drug use is unacceptable and that the venue operates a drug search policy as a condition of entry reserving the right to search customers under this provision.

7. Premises to actively participate in regular initiatives to target drug misuse at the venue to include full co-operation with South Wales Police led drug itemiser and drug search operations.

8. Managers/supervisors of premises to attend and fully participate In the City Centre Pub and Club Watch scheme.

9. Premises to actively participate in the city centre Nitenet radio

communication scheme. Participation to specifically include a member of staff responsible for signing on the system, monitoring, responding to transmissions, making transmissions when incidents arise to alert other premises using the system and signing off. This participation to take place at all times the premises is open to customers and trading.

10. An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.

11. There shall be no outside drinking at the premises other than by customers using an area covered by a pavement cafe licence. All such areas to utilise non glass receptacles only.

12. The premises shall have an adequate system of counting persons in and out to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment.

13. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

14. No rubbish, including bottles, shall be moved, removed, or placed in outside areas between 2300 hours and 0800 hours.

15. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.

16. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.

17. The premises to keep up to date records of staff training and refresher training in respect of age-related sales including proxy sales to persons who are drunk and identifying and preventing drug misuse in written or electronic format available for inspection on request by an authorised officer.

18. Notices shall be clearly displayed in the premises to emphasis to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.

### **Notes for Guidance**

1. Describe 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.

2. 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:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - 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.
    - 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.
    - 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.
    - 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:
    - 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.
    - 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.
    - 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.

- 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:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.
  15. **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.

- 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.

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.

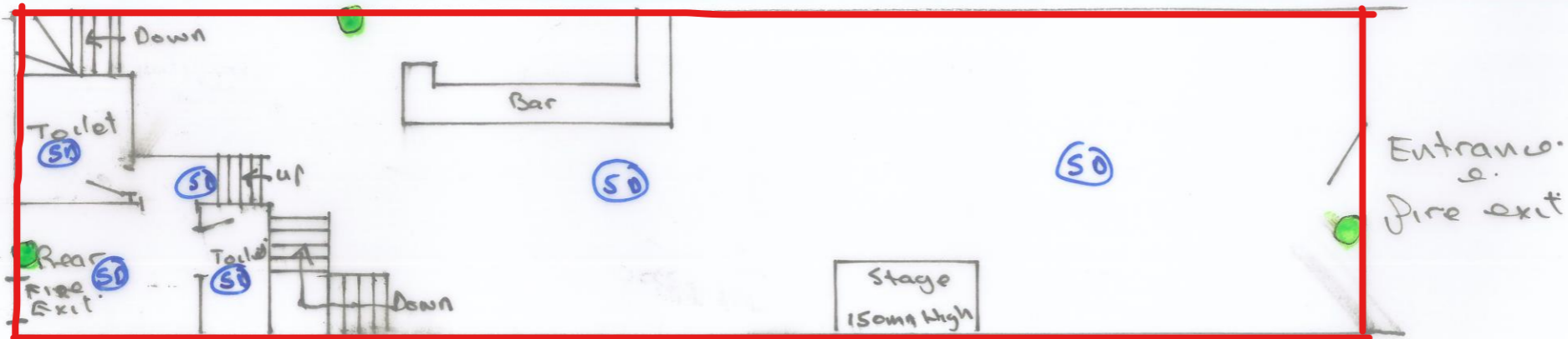
To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth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



# Appendix A1



Ground floor

● = Fire extinguisher  
SD = Smoke detector



Basement

36 Castle Street  
SwANsea  
SA11 1HZ  
Scale 1:100



- 1. **Mainstage**
- 2. Bella Ciao
- 3. Cattle & Co
- 4. Cinema & Co
- 5. Copr
- 6. Nines
- 7. Raj Kitchen
- 8. Turtle Bay
- 9. Las Iguanas
- 10. Slug & Lettuce
- 11. Level 256



Licensed Premises in the area**2. Bella Ciao, 37 Castle Street Swansea (not yet operational – not currently trading)****Licensable activities authorised by the licence**

Supply of Alcohol

**The times the licence authorises the carrying out of licensable activities****Supply of Alcohol**

Sunday - Thursday - 1130 - 2230

Friday - Saturday - 1130 - 2330

**The opening hours of the premises**

Sunday - Thursday - 1130 - 2300

Friday - Saturday - 1130 - 0000

**3. Cattle & Co, 2 Castle Gardens, Temple Street, Swansea (currently not trading)****Licensable activities authorised by the licence**

Performance of Plays

Exhibition of Films

Performance of Live Music

Playback of Recorded Music

Late Night Refreshment

Supply of Alcohol

**The times the licence authorises the carrying out of licensable activities****Performance of Plays**

Sunday to Thursday 08.00-01.00 hours

Friday &amp; Saturday 08.00-02.00 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day &amp; New Year's Eve

**Exhibition of Films**

Sunday to Thursday 08.00-01.00 hours

Friday &amp; Saturday 08.00-02.00 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day &amp; New Year's Eve

**Performance of Live Music**

Sunday to Thursday Midday-00.00 hours

Friday &amp; Saturday Midday-01.00 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day & New Year's Eve

**Playback of Recorded Music**

Sunday to Thursday 08.00-01.00 hours

Friday & Saturday 08.00-02.00 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day & New Year's Eve

**Late Night Refreshment**

Sunday to Thursday 23.00-01.00 hours

Friday & Saturday 23.00-0.200 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day & New Year's Eve

**Supply of Alcohol**

Sunday to Thursday 10.00-01.00 hours

Friday & Saturday 10.00-02.00 hours

Until 02.30 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day & New Year's Eve

**The opening hours of the premises**

Sunday to Thursday 08.00-01.30 hours

Friday & Saturday 08.00-02.30 hours

Until 03.00 hours on Friday/Saturday/Sunday preceding all bank holidays, Christmas Eve, Boxing Day & New Year's Eve

#### 4. Cinema & Co, 17 Castle Street, Swansea

##### **Licensable activities authorised by the licence**

Exhibition of Films  
Late Night Refreshment  
Supply of Alcohol

##### **The times the licence authorises the carrying out of licensable activities**

###### **Exhibition of Films**

Monday - Sunday 10.00 - 00.00

###### **Late Night Refreshment**

Monday - Sunday 23.00 - 00.00

###### **Supply of Alcohol**

Monday - Friday 18.00 - 23.30  
Saturday & Sunday 12.00 - 23.30

##### **The opening hours of the premises**

Monday - Sunday 09.00 - 00.00

#### 5. Copr Bar, 38-39 Castle Street, City Centre, Swansea

##### **Licensable activities authorised by the licence**

Performance of Live Music  
Playback of Recorded Music  
Prov Facility like music/dance  
Late Night Refreshment  
Supply of Alcohol

##### **The times the licence authorises the carrying out of licensable activities**

###### **Performance of Live Music**

Monday - Sunday 12.00 - 23.59

###### **Playback of Recorded Music**

Monday - Sunday 08.00 - 23.59

###### **Prov Facility like music/dance**

Monday - Sunday 19.00 - 23.59

###### **Late Night Refreshment**

Monday - Sunday 23.00 - 23.59

###### **Supply of Alcohol**

Monday - Sunday 09.00 - 23.30

##### **The opening hours of the premises**

Monday - Sunday 08.00 - 23.59

## 6. Nines Global Buffet, 15-16 Castle Street.

### **Licensable activities authorised by the licence**

Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Supply of Alcohol**

Monday to Saturday 1200 hours to 2300 hours

Sunday 1200 hours to 2230 hours

When New Years Day or Christmas Day falls on a Sunday then the hours shall be identical to the weekday hours of between 1200 hours and 2300 hours.

### **The opening hours of the premises**

Monday to Saturday 1200 hours to 0000 hours

Sunday 1200 hours to 2300 hours

When New Years Day or Christmas Day falls on a Sunday then the hours shall be identical to the weekday hours of between 1200 hours and 0000 hours.

## 7. Raj Kitchen, 40-41 Castle Street, City Centre, Swansea

### **Licensable activities authorised by the licence**

Playback of Recorded Music  
Late Night Refreshment  
Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Playback of Recorded Music**

Monday to Sunday: 24 hours a day

#### **Late Night Refreshment**

Monday to Saturday: 1000 hours to 0030 hours

Sunday: 1200 hours to 0000 hours

#### **Supply of Alcohol**

Monday to Saturday: 1000 hours to 0000 hours

Sunday: 1200 hours to 2330 hours

### **The opening hours of the premises**

Monday to Saturday: 1000 hours to 0030 hours

Sunday: 1200 hours to 0000 hours

## 8. Turtle Bay, 10-14 Castle Street, City Centre, Swansea

### **Licensable activities authorised by the licence**

Playback of Recorded Music  
Late Night Refreshment  
Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Playback of Recorded Music**

Indoors only

Sunday - Wednesday - 10.00 - 00.00

Thursday - 10.00 - 01.00

Friday & Saturday - 10.00 - 02.00

New Year's Eve - From the start of permitted hours New Year's Eve to the end of permitted hours New Year's Day.

On the day that British Summertime commences, one additional hour to disapply its effect.

#### **Late Night Refreshment**

Indoors only

Sunday - Wednesday - 23.00 - 00.30

Thursday - 23.00 - 01.30

Friday & Saturday - 23.00 - 02.30

New Year's Eve - From the start of permitted hours New Year's Eve tot he end of permitted hours New Year's Day.

On the day that British Summertime commences, one additional hour to disapply its effect.

#### **Supply of Alcohol**

On & off Sales

Sunday - Wednesday - 10.00 - 00.00

Thursday - 10.00 - 01.00

Friday & Saturday - 10.00 - 02.00

New Year's Eve - From the start of permitted hours New Year's Eve to the end of permitted hours New Year's Day.

On the day that British Summertime commences, one additional hour to disapply its effect.

### **The opening hours of the premises**

Indoors only

Sunday - Thursday - 10.00 - 00.30

Thursday - 10.00 - 01.30

Friday & Saturday - 10.00 - 02.30

New Year's Eve - From the start of permitted hours New Year's Eve to the end of permitted hours New Year's Day.

On the day that British Summertime commences, one additional hour to disapply its effect.

## 9. Las Iguanas, Castle Quarter 1-4 Castle Square Swansea

### **Licensable activities authorised by the licence**

Performance of Live Music  
Playback of Recorded Music  
Late Night Refreshment  
Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Performance of Live Music**

Extend the finish time until 01:00hrs the morning following New Years Eve and every Bank Holiday Sunday

#### **Playback of Recorded Music**

Indoors only  
Monday to Thursday 19:00hrs to 22:00hrs  
Friday & Saturday 19:00hrs to 00:00hrs  
Sunday 14:00hrs to 22:00hrs

Extend the finishing time until 01:00hrs the morning following New Years Eve and every Bank Holiday Sunday

#### **Late Night Refreshment**

Sunday to Thursday 23:00hrs to 00:30hrs  
Friday and Saturday 23:00hrs to 01:30hrs

Extend the finish time until 01:30hrs the morning following New Years Eve and every Bank Holiday Sunday

#### **Supply of Alcohol**

Sunday to Thursday 09:00hrs to 00:00hrs  
Friday and Saturday 09:00hrs to 01:00hrs

Extend the finish time until 01:00hrs the morning following New Years Eve and every Bank Holiday Sunday

### **The opening hours of the premises**

Sunday to Thursday 09:00hrs to 00:30hrs  
Friday and Saturday 09:00hrs to 01:30hrs  
Extend the finish time until 01:30hrs the morning after New Years Eve and every Bank Holiday Sunday.

## 10. Slug & Lettuce, 1-4 Caer Street, Swansea

### **Licensable activities authorised by the licence**

Exhibition of Films  
Performance of Live Music  
Playback of Recorded Music  
Activity like Music/Dance  
Late Night Refreshment  
Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Exhibition of Films**

Monday to Sunday 0700 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

#### **Performance of Live Music**

Monday to Sunday 0900 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

#### **Playback of Recorded Music**

Monday to Sunday 0900 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.



New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Activity like Music/Dance**

Monday to Sunday 0900 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Late Night Refreshment**

Monday to Sunday 2300 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Supply of Alcohol**

Monday to Sunday 09:00 hours to 02:00 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**The opening hours of the premises**

Monday to Sunday 0700 hours to 0230 hours

An additional hour to the terminal hour on the following notable days

–

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentine's Night, Halloween, all bank holidays, Maundy Thursday, Christmas Eve, Christmas Day, Boxing Day, 27th 28th 29th 30th December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard timings on the day when British Summer Time commences.

New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

## 11. Level 256, 7-8 Caer Street, Swansea

### **Licensable activities authorised by the licence**

Playback of Recorded Music  
Late Night Refreshment  
Supply of Alcohol

### **The times the licence authorises the carrying out of licensable activities**

#### **Playback of Recorded Music**

Wednesday - Thursday  
1600 - 0000

Friday - Saturday  
1200 - 0100

Sunday  
1200 - 0000

#### **Late Night Refreshment**

Wednesday - Thursday  
2300 - 0000

Friday - Saturday  
2300 - 0100

Sunday  
2300 - 0000

#### **Supply of Alcohol**

Wednesday - Thursday  
1600 - 2330

Friday - Saturday  
1200 - 0100

Sunday  
1200 - 2330

### **The opening hours of the premises**

Wednesday - Thursday  
1600 - 0000

Friday - Saturday  
1200 - 0200

Sunday  
1200 - 0000



### **Conditions which are consistent with the Operating Schedule**

1. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits all areas where the public have access and any external drinking areas. Equipment must be maintained in good working order, the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly timed and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The Premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format either disc or VHS to a Police Officer/Local Authority Officer on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.

2. Suitable non glass receptacles only to be used at premises on days considered to be major event days in the area. Such days to be notified to designated premises supervisor in writing at least 14 days prior to event, or with agreement of Pub and Club Watch.

3. A minimum of 2 SIA licensed door supervisors shall be on duty at the premises from 22:00, until close, on Fridays and Saturdays and Sunday's that precede a bank holiday Monday or other statutory bank holiday, along with days considered to be major event days.

4. There shall be a personal licence holder on duty at all times when the premises are authorised to sell alcohol.

5. A register of door supervisors (Safer Swansea Partnership Register or like detailed bound numerical register) to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.

6. Signs to be prominently displayed at the entrance to the premises, within the toilet facilities and at key strategic points within public access areas. Signs to state that drug use is unacceptable and that the venue operates a drug search policy as a condition of entry reserving the right to search customers under this provision.

7. Premises to actively participate in regular initiatives to target drug misuse at the venue to include full co-operation with South Wales Police led drug itemiser and drug search operations.

8. Managers/supervisors of premises to attend and fully participate In the City Centre Pub and Club Watch scheme.

9. Premises to actively participate in the city centre Nitenet radio communication scheme. Participation to specifically include a member of staff responsible for signing on the system, monitoring, responding to transmissions, making transmissions when incidents arise to alert other premises using the system and signing off. This participation to take place at all times the premises is open to customers and trading.

10. An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.

11. There shall be no outside drinking at the premises other than by customers using an area covered by a pavement cafe licence. All such areas to utilise non glass receptacles only.

12. The premises shall have an adequate system of counting persons in and out to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment.

13. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

14. No rubbish, including bottles, shall be moved, removed, or placed in outside areas between 2300 hours and 0800 hours.

15. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.

16. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an

authorised officer of the Council at all times whilst the premises are open.

17. The premises to keep up to date records of staff training and refresher training in respect of age-related sales including proxy sales to persons who are drunk and identifying and preventing drug

misuse in written or electronic format available for inspection on request by an authorised officer.

18. Notices shall be clearly displayed in the premises to emphasis to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.

19. Live band performance to be at basement level only.

20. Double door entry system to be constructed; and then maintained to prevent nuisance from amplified music at the venue.



## DIRECTORATE OF PLACE

Civic Centre, Oystermouth Road,  
Swansea, SA1 3SN

[www.swansea.gov.uk](http://www.swansea.gov.uk)

Please ask for: Licensing

E-mail: [evh.licensing@Swansea.gov.uk](mailto:evh.licensing@Swansea.gov.uk)

Lindsey Stock  
The Licensing Section  
The Guildhall  
Swansea  
SA1 4PE

Date: 7<sup>th</sup> March 2024

Dear Ms Stock,

Licensing Act 2003 – New Premises Licence Application, Main Stage, 36 Castle Street, Swansea, SA1 1HZ.

The Licensing Authority as a Responsible Authority makes the following representation to the grant of the above-mentioned premises licence.

The premises is described as a *coffee shop and meeting place for the LGBTQ+ community during the day and a cabaret bar by night with little residential use in the area*. The premises is in close proximity to Wind Street and is situated within the Cumulative Impact Assessment area adopted by the Council in July 2023, having first been introduced in 2013 (Referenced at 6.7 of the Statement of Licensing Policy).

Cumulative impact is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area e.g. the potential impact on crime and disorder or public nuisance.

As the premises is located within the Cumulative Impact Assessment area, it is felt by the Licensing Authority that the applicant has not provided sufficient information as to why the premises licence application should be granted nor has the applicant sufficiently demonstrated how the licensing objectives will be promoted. The Cumulative Impact Assessment states at paragraph 5.11 that should the applicant not be able to demonstrate that their operation will not add to the cumulative impact, a licence should be refused.



## Appendix D

The application proposes trading Monday to Sunday 1000 to 0130 with licensable activities terminating at 0100. Furthermore, the application proposes additional non-standard timings for an additional hour on a Sunday prior to Bank Holiday Monday and an extension of hours to 0300 on New Years Eve.

The applicant has stated within the description of the premises that there is little residential use in the area. This is not the case. There are residential units at 15-20 Castle Street as well as residential units within Castle Arcade at 32 Castle Street. Whilst the applicant has stated SIA registered door staff will be employed at the premises and that the door staff will supervise queues to enter the premises, as per condition 5 and 13 of the operating schedule, the applicant makes no reference to how noise from the premises will be managed. The Licensing Authority, acting as Responsible Authority, would suggest additional conditions be considered should the licence be granted to ensure noise levels from the premises when regulated entertainment is taking place, will not become a public nuisance and therefore undermine the licensing objectives.

Should the committee be minded to grant the application, the Licensing Authority acting as Responsible Authority suggests the following conditions:

*All windows and doors to be kept closed whilst regulated entertainment takes place and any use of the P.A system is in use.*

*Loudspeakers shall not be located in the entrance lobby or outside the premises building.*

*Notices shall be prominently displayed at the exit and any area used for smoking requesting patrons to respect the needs of local residents and to use and leave the area quietly.*

*SIA door staff to actively monitor and control any queues outside of the premises in order to minimise any disturbance to local residents.*

The Licensing Authority has considered the application in line with paragraph 5.3 of the Cumulative Impact Assessment and whilst it proposes to sell alcohol and provide entertainment with different styles and characteristics in Swansea, the applicants have not demonstrated how the premises would not add to the existing cumulative impact.

The Licensing Authority acting as Responsible Authority suggest the following conditions, should the licence be granted, in order to promote the licensing objectives:

*The premises will promote a QR code table service system.*

*Where customers are unable to use the QR Code Ordering Service, waiter/waitress service will be provided.*

*No service is to be provided directly to customers from the bar when regulated entertainment is taking place or when the P.A system is in use.*

I submit this as a representation on behalf of the Licensing Authority acting as a Responsible Authority under the Licensing Act 2003, as I consider that the applicant has not demonstrated how the premises will promote the licensing objectives and therefore, not add to the Cumulative Impact Assessment.

Kind Regards

Yvonne Lewis  
Team Leader - Licensing