



13 November 2020

To:

Members of the Licensing (2003 Act) Sub-Committee – Councillors
Anna Bradnam, Jose Hales and Deborah Roberts

Applicant: O&T Wines

Dear Sir/Madam

Please find below the agenda, and attached the relevant papers, for the hearing by the **Licensing (2003 Act) Sub-Committee** on **Monday, 23 November 2020 at 11.00 a.m.** for the application for a premises licence for O&T Wines, Pegasus House, Pembroke Avenue, Waterbeach. The hearing will be conducted remotely using the Microsoft Teams video-conferencing system. There will be no access to the meeting at the Council offices, but a live stream of the meeting will be available via Microsoft Teams. A weblink enabling members of the Press and Public to view or listen to proceedings, will be published on the relevant page of the Council's website, at least 24 hours before the hearing.

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance*** of the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

Agenda		Pages
1.	Appointment of Chair	
2.	Introductions / Procedure The Chairman will introduce the members of the Sub-Committee and the officers in attendance at the meeting. A copy of the Licensing (2003 Act) Committee procedure is attached.	1 - 4
3.	Declarations of Interest	

4. **Application for a premises licence for O&T Wines, Pegasus House, Pembroke Avenue, Waterbeach**

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Guidance Notes for members of the public for remote meetings

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact democratic.services@scambs.gov.uk

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Licensing Act 2003 Sub-Committee

Virtual Hearings Procedure

1. Before the hearing

- To assist in the conduct of the remote hearing and in case of technical difficulties during the hearing, all parties should submit by email to democratic.services@scambbs.gov.uk , written submissions no later than 24 hours before the hearing is due to start, summarising the points they wish to make at the hearing and the outstanding issues. If it is not possible to post or submit written representations electronically by email, please contact the Licensing Officer by telephone to arrange for comments to be transcribed.
- All parties making representations will join the hearing by tele-conferencing or video-conferencing. All parties must provide the Licensing Officer with their email address and telephone number, no later than 48 hours before the hearing so they can be provided with details to join the hearing. This is to enable arrangements to be made for parties to join the hearing remotely.
- All parties should join the remote meeting 10 minutes before it is due to start in case of technical difficulties. All parties will be held in a lobby until they are admitted to the meeting.

2. Election of Chair

- Members of the sub-committee will elect a Chair for the hearing.

3. Introduction

- The Chair of the sub-committee will welcome and introduce everyone present, giving explanations of roles where necessary and outline the procedure to be followed.
- The hearing will take the form of a discussion to be led by the sub-committee and will take the following format:
 - Report from Licensing Officer;
 - Representations from The Applicant
 - Representations from the Police
 - Representations from Responsible Authorities
 - Representations from Interested Parties
- Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. Questions will be asked at the conclusion of each party's submission. On the conclusion of each party's submission, the Chair will invite each sub-committee member in turn, whether they wish to ask a question/s. If any member of the sub-committee subsequently wishes to ask further questions, they should indicate this wish to the Chair by using the meeting chat function.

- When not speaking, all panel members should mute their microphones. Participants attending via teleconference should wait for the Chair to call them to speak.
- The Chair will ask each party whether they wish to ask questions of any of the other parties. The sub-committee will consider any requests for permission to ask questions of other parties. The sub-committee will decide if questions are required in order for it to consider the case properly. If permission is given to one party, it will usually be given to all other parties.
- Any person behaving in a disruptive manner will be removed from the meeting. Such a person may, before the end of the hearing, submit to the authority in writing by post or email to democratic.services@scambs.gov.uk , any information which they would have been entitled to give orally had they not been required to leave. If it is not possible to submit this information by post or email, the information can be provided orally by telephone to the Licensing Officer.
- Members of the sub-committee will be asked to make any Declaration of Interests.
- In the event that the Chair or Clerk identifies a failure of the remote participation facility, the Chair will declare a recess while the fault is addressed.
- If it is not possible to address the fault, the meeting will be adjourned until such time as it can be reconvened.

4. Witnesses

The sub-committee will consider any requests from any of the parties to call witnesses. Any such requests must be submitted to the Licensing Officer and also by email to democratic.services@scambs.gov.uk at least two working days before the hearing. This is to enable arrangements to be made for witnesses to be able to join the hearing remotely should permission be granted.

5. New evidence/information

The sub-committee will consider any requests for permission to present new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and time to read it.

6. Allocation of time

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

7. Licensing Officer's report

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

8. Applicant's case

The Chair will invite the applicant to present their case first. They have a right to:

- address the sub-committee on any points of clarification the council has sought.
- address the committee generally; and
- call any witnesses that they have been given permission to call. The applicant must notify the Licensing Officer and Democratic Services (democratic.services@scambs.gov.uk) of their wish to call any witnesses, at least two working days before the hearing to allow arrangements to be made to enable the witness/es to join the hearing remotely should permission be granted by the sub-committee. Witnesses may be cross-examined if permission is granted. If this happens, the time taken for questions will count towards the allocated time of the party asking the questions, not the party answering them.

Members of the sub-committee may ask questions of the applicant. The Chair will invite sub-committee members in turn, to ask questions.

9. Police representations

The Police will make any representations about the application, with the same rights as listed at s.7. Members of the sub-committee may ask questions of the police representative. The Chair will invite sub-committee members in turn, to ask questions.

10. "Responsible authorities" representations

Other "responsible authorities" (Police/Fire/Environmental Health Officer/Social Services/Trading Standards/Planning Directorate) will then make representations, with the same rights as listed at s.7. Members of the sub-committee may ask questions of those authorities represented. The Chair will invite sub-committee members in turn, to ask questions.

11. Any other representations

Anybody else making representations will go last, with the same rights listed at s.7. Members of the sub-committee may ask questions of any person who has made a representation. The Chair will invite sub-committee members in turn, to ask questions.

12. Legal advice

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council's Legal Officer will be asked by the Chair, to outline any relevant legal guidance.

13. Decision-making

The Live Feed will be closed to allow the sub-committee to consider its decision in private. All attendees apart from the sub-committee members, Council's Legal Officer and Clerk, will be asked to leave the meeting while the sub-committee considers its decision. The Council's Legal Officer and Clerk will remain in the meeting with the sub-committee members to advise where necessary and take notes of the decision.

14. Notification of decision

A determination of the case will be made at the conclusion of the hearing and all parties will be notified of the decision in writing as soon as possible. The decision will be also be published on the Council's website.

Agenda Item 4



South Cambridgeshire District Council

Report to: Licensing Sub-Committee (2003 Act)
Author/s: Licensing Officer
Date: 23 November 2020
Lead Officer: Jane Jackson

The Application

1. The application to grant a Premises Licence for O & T Wines, Artemis and Justinian, Pegasus House, Pembroke Avenue, Waterbeach, CB25 9PY was received by the licensing department and sent for consultation on the 5 October 2020.

Appendix A

The application was accompanied by:

- The required fee
- An operating schedule (included in the application form)
- A plan of the premises

Appendix B

The application is for the grant of a new Premises Licence.

General description of premises

2. Section 5 of the application form asks the applicant to provide a general description of the premises. The application form states:

The premises to be licensed is a space of two rented rooms on the ground floor of Pegasus House. One room will be used as an office to receive orders and conduct general processing. This is the larger of the two rooms. The second room will be used for storage of stock. There is a lockable door separating the two rooms, and lockable doors into the rest of the building. The building itself is also locked 24/7.

All sales made by O&T Wines Limited are for delivery only and no consumption will take place on site.

Requested activities

The sale by retail of alcohol for consumption OFF the premises only

Monday	09:00 – 18:00
Tuesday	09:00 – 18:00
Wednesday	09:00 – 18:00
Thursday	09:00 – 18:00
Friday	09:00 – 18:00
Saturday	Closed
Sunday	Closed

Hours premises are open to the public

Monday	09:00 – 18:00
Tuesday	09:00 – 18:00
Wednesday	09:00 – 18:00
Thursday	09:00 – 18:00
Friday	09:00 – 18:00
Saturday	Closed
Sunday	Closed

Background

3. This application is being put forward to the Licensing Committee to determine the granting of the licence due to the relationship between the applicant and a Member of the Council. Theo Gough, the applicant, is the son of Cllr Gough.
4. The premises are located on the ground floor of Pegasus House, Pembroke Avenue, Waterbeach. Pegasus House comprises of office suites on two floors, which is occupied by a range of businesses.

Appendix C

5. As required by the Licensing Act policy, the application was sent to all responsible authorities for consultation as part of the licensing application process.
6. Notification of the application was sent to 48 neighbouring properties.
7. The requirements for advertising and displaying relevant notices were carried out in accordance with the Licensing Act 2003. The Blue Notice correctly displayed, and a notice was placed in the Cambridge Evening News on 9 October 2020.

Appendix D

Relevant Representations

8. No representations have been received from the interested parties.
9. A representation was received from Environmental Health. This was sent to the applicant.

Appendix E

10. The applicant agreed to the suggested Environmental Health conditions.

Appendix F

Officer's Views

11. Members when considering the application should be aware that they may only take into consideration the parts of the application that represent the licensing objectives.
 - a. The Prevention of Crime and Disorder
 - b. Public Safety
 - c. The Prevention of Public Nuisance
 - d. The Protection of Children from Harm
12. To achieve these objectives the Council will use its full range of powers and will engage all relevant responsibilities including planning controls, transport controls, crime reduction controls and relevant policies or strategies that will promote the Licensing objectives. The Council will work closely with the Police, Fire Service, Businesses, community representatives and local people in meeting these objectives.
13. Members have the right under the Licensing Act 2003 to determine this application after considering any relevant representations, Members may
 - a. Accept the proposed application as submitted
 - b. Reject the application
 - c. Agree the application but impose conditions that promote the relevant licensing objectives

Policy Considerations

14. The South Cambridgeshire Licensing Policy relating to the Prevention of Crime and Disorder, Public Safety, The prevention of public nuisance and The Protection of Children from Harm.

Legal Implications

15. All parties will maintain a right of appeal to a Magistrate's Court after the determination of this committee.

Contact Officer: Jane Jackson – Resource Team Leader
Telephone: (01954) 713635

- Appendix A Copy of application form
- Appendix B Plan of premises
- Appendix C Google map of location
- Appendix D Blue Notice and newspaper advertisement
- Appendix E Environmental Health representation
- Appendix F Applicant's email agreeing to Environmental Health conditions



South Cambridgeshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@scambs.gov.uk
 Telephone: 03450 450 063

* required information

Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

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

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

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

Applicant Details

* First name

Theodore

* Family name

Gough

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes

☐ No

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

Registration number

Business name

O&T Wines Limited

If your business is registered, use its registered name.

VAT number

GB

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

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Director

Home country

United Kingdom

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Flat 3, 109

Street

Sutherland Avenue

District

Westminster

City or town

London

County or administrative area

Greater London

Postcode

W92QH

Country

United Kingdom

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PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Artemis and Justinian, Pegasus House

Street

Pembroke Ave

District

City or town

Waterbeach

County or administrative area

Cambs

Postcode

CB259PY

Country

United Kingdom

Further Details

Telephone number

Non-domestic rateable value of premises (£)

2,700

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

O&T Wines Limited

Details

Registered number (where applicable)

12291069

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

Continued from previous page...

Company

Address

Building number or name

Flat 3, 109

Street

Sutherland Avenue

District

City or town

London

County or administrative area

London

Postcode

W92QH

Country

United Kingdom

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

dd mm yyyy

* Nationality

British

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

01 / 11 / 2020
dd mm yyyy

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

/ /
dd mm yyyy

Provide a general description of the premises

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

The premises to be licensed is a space of two rented rooms on the ground floor of Pegasus House. One room will be used as an office to receive orders and conduct general processing. This is the larger of the two rooms. The second room will be used for storage of stock. There is a lockable door separating the two rooms, and lockable doors into the rest of the building. The building itself is also locked 24/7.

Continued from previous page...

All sales made by O&T Wines Limited are for delivery only and no consumption will take place on site.

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing performances of dance?

☐ Yes

☒ No

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

[See guidance on regulated entertainment](#)

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

☐ Yes

☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

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

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- ☐ On the premises ☒ Off the premises ☐ Both

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

State any seasonal variations

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

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

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

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

Name

First name

Family name

Date of birth

/ /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	343
Street	High St
District	
City or town	Cottenham
County or administrative area	Cambs
Postcode	CB248TX
Country	United Kingdom
Personal Licence number (if known)	20/02028/LIPERS
Issuing licensing authority (if known)	City of Westminster

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 09:00

End 18:00

Start

End

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

Continued from previous page...

TUESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

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

SUNDAY

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

State any seasonal variations

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

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

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

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

We will promote licensing objectives. Operating as online delivery only, we will limit disruption from deliveries and pick-ups by limiting the times during which both of these can occur 0900 - 1800.

Children will be protected by requiring that visitors to the website are over 18. Similarly, deliveries to individuals who are not obviously over 25 will be challenged to prove they are over 18. A signature is required on delivery.

b) The prevention of crime and disorder

1. The entrance to the building is locked. The premises / rooms are then also locked.
2. An incident log will be maintained on the premises and presented to the police or relevant authorised officer upon request; the police will also be notified of any suspicious behaviour.
3. No members of the public will be allowed on the premises.
4. No alcohol will be supplied to members of the public at the premises.
5. There is a motion sensitive light on the exterior of the premises

c) Public safety

Fire alarms are installed and maintained on the property.

The police will be informed of any suspicious activity near the premises.

d) The prevention of public nuisance

Delivery only service, so no impact on local residents from consumption on site. Outgoing orders will be consolidated where possible to reduce traffic flow through surrounding areas.

e) The protection of children from harm

Visitors to our website will be required to complete an age verification page.

A signature is required on delivery when conducted by our delivery partner. Recipients will need to verify that they are over 18 where an external courier company is responsible for delivery and, where O&T Wines Limited is responsible for delivery (Cambridge area), a Challenge 25 policy will be in place. A log book will be kept of instances where delivery is refused, or ID requested. This will be presented to a council officer or the police on request.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

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

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000-14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

DECLARATION

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

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

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

* Full name

* Capacity

Date (dd/mm/yyyy)

Add another signatory

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

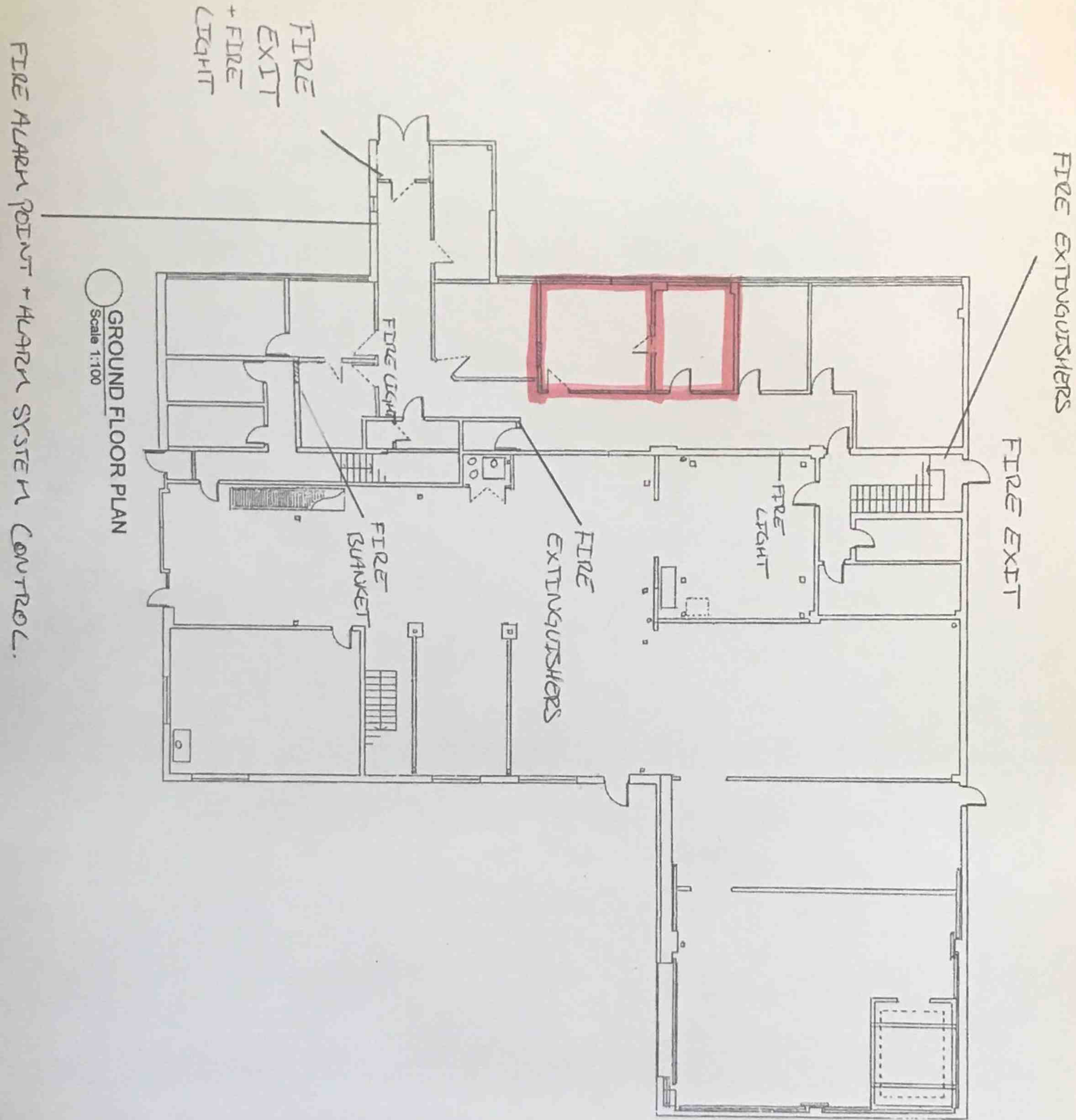
1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/south-cambridgeshire/apply-1> to upload this file and continue with your application.

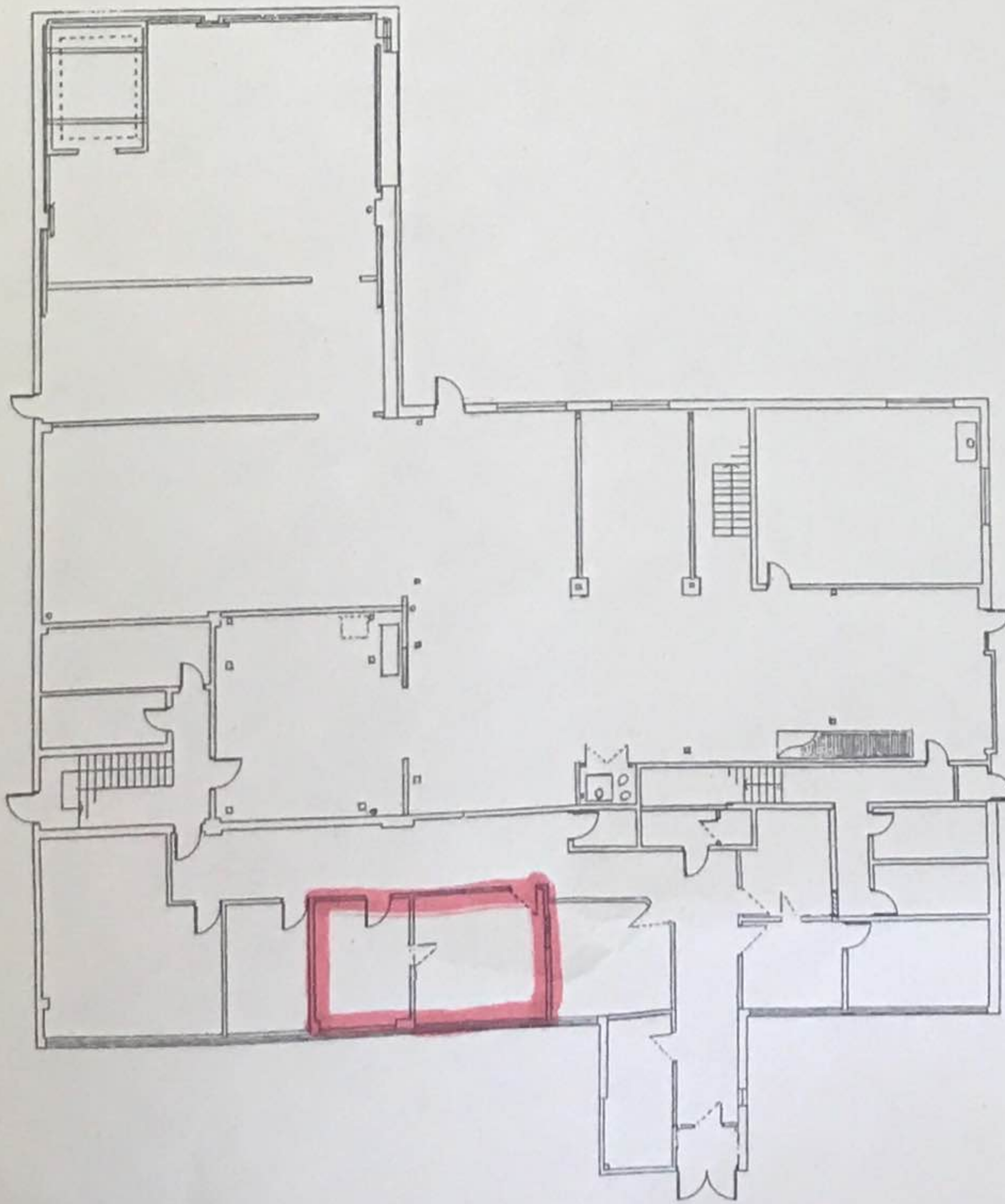
Don't forget to make sure you have all your supporting documentation to hand.

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

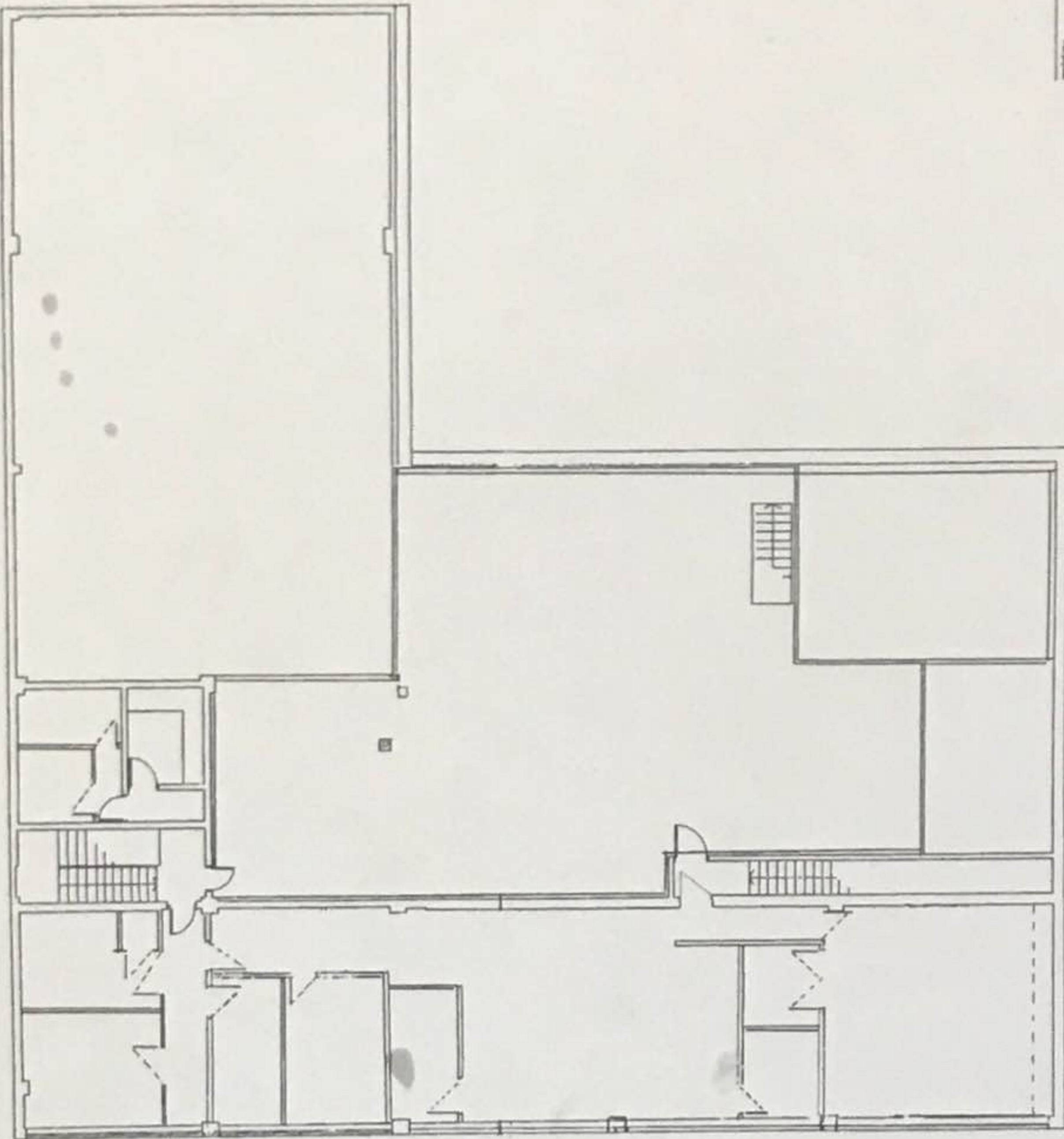
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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



- NOTE
1. DIMENSIONS AND NOTATION SHALL BE IN METERS AND MILLIMETERS.
 2. CHECK ALL DIMENSIONS ON SET.
 3. BEFORE ORDERING MATERIALS, OR BEFORE WORKING ON ANY PART OF THE PROJECT, THE ARCHITECT MUST BE APPROVED BY THE ARCHITECT BEFORE WORK IS PUT IN HAND.
 4. THE ARCHITECT MUST BE NOTIFIED OF ANY CHANGES TO THE PROJECT.
 5. THE ARCHITECT MUST BE NOTIFIED OF ANY CHANGES TO THE PROJECT.
 6. THE ARCHITECT MUST BE NOTIFIED OF ANY CHANGES TO THE PROJECT.



○ GROUND FLOOR PLAN
Scale 1:100



○ FIRST FLOOR PLAN
Scale 1:100

CONTACT AT AT
30 DEC 2018 (K)

PRELIMINARY

FREELAND REES ROBERTS ARCHITECTS	
31 Old Road, Cambridge CB1 1EP 01223 360000 info@freelandrees.co.uk	
Philip Law PLMS	
Philip Law Pegasus House Waterbeach	
Project title Proposed Plans Ground & First Floors	
Scale 1:100	Drawn by GJR
Check May 12	Rev -
12083-SP-000	

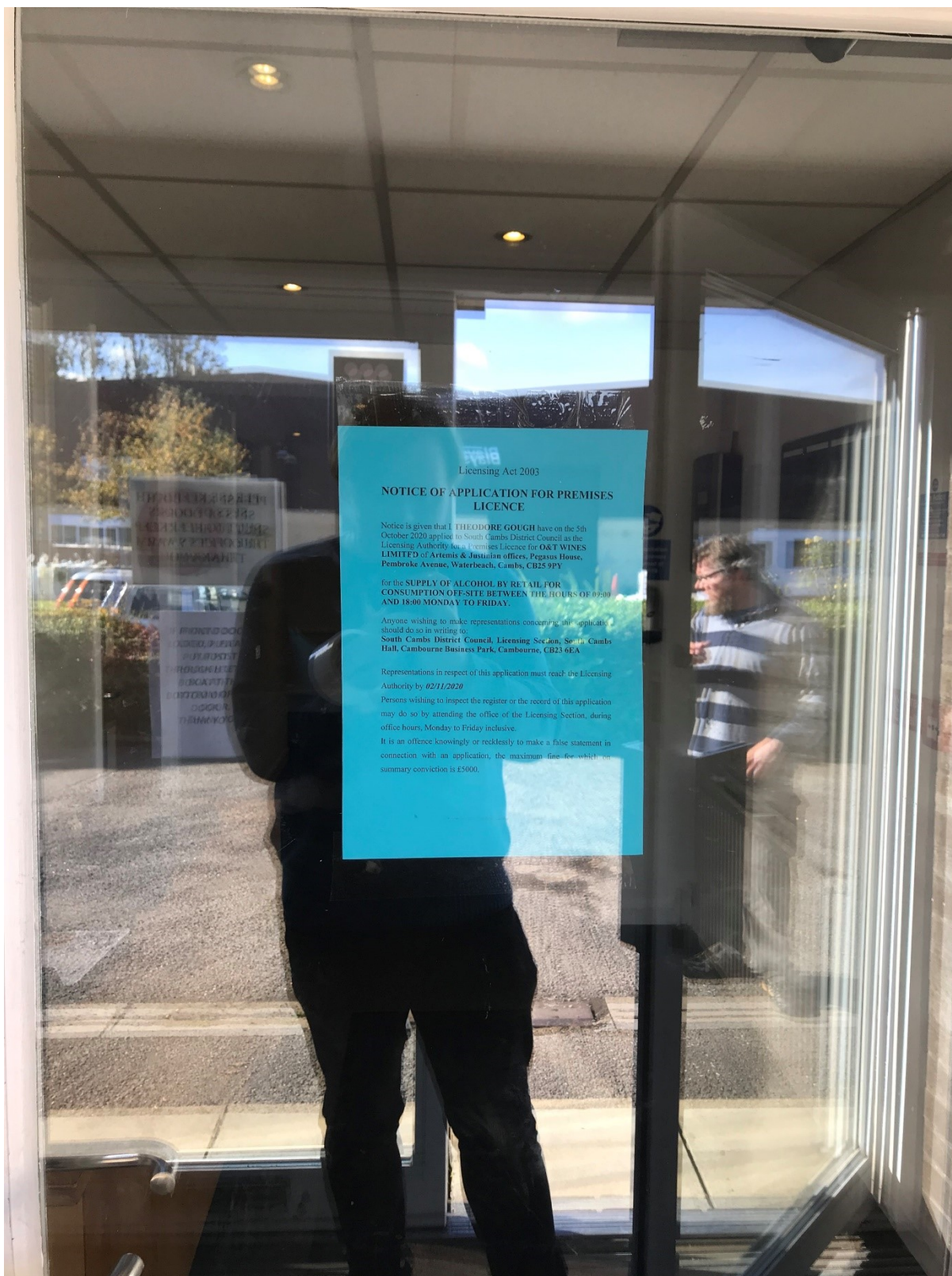


APPENDIX C



Pegasus House

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Rag'n'Bone Man

SPECIAL GUESTS
WILL & THE PEOPLE
SUPPORT
CHARLOTTE

THURSDAY 17 JUNE
THETFORD FOREST
 near Brandon, Suffolk

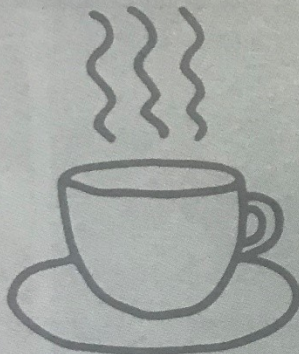
BUY ONLINE INFO:
FORESTRYENGLAND.UK/MUSIC
INFO: RAGNBONEMAN.COM

 Forestry England

FOREST LIVE: 100% SUSTAINABLE



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slip road to the B1514 at Bampton to its junction with the A1/A14/A141 Bampton Hut Roundabout, diverting traffic via the A141 eastbound, A1307, B1043 and A1 southbound back to Bampton Hut Roundabout and continue their journey, and

- any slip road within the closed lengths of carriageway above.

All lay-bys adjacent to the lengths of closed carriageway will remain closed for 24 hours daily for the duration of the works.

The temporary speed limit (which will not apply to emergency services or special forces vehicles) and closures (which will not apply to emergency services, works or winter maintenance vehicles) and diversion routes will be clearly indicated by traffic signs.

The Order will come into force on 16 October 2020 and may continue in force until the works detailed above have been completed or for a maximum duration of eighteen months, whichever is the earlier.

Mrs D Mainstone, Highways England Company Limited.

(a) Registered in England and Wales under Company No. 9346363. Registered office Bridge House, Walnut Tree Close, Guildford, Surrey, GU1 4LZ.

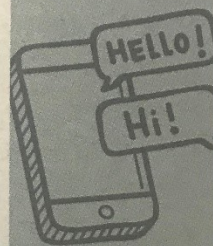
General Enquiries relating to this notice may be made to Steve Cox at Highways England Company Limited, Woodlands, Manton Lane, Bedford, MK41 7LW, email steve.cox@highwaysengland.co.uk or by telephoning 07764971192.

LICENSING ACT 2003

NOTICE OF APPLICATION FOR A PREMISES LICENCE

Notice is given that I Theodore Gough have on the 5th October 2020 applied to South Cambridgeshire District Council as the Licensing Authority for a Premises Licence for Artemis and Justinian Offices, Pegasus House, Pembroke Ave, Waterbeach, Cambs, CB25 9PY to include the retail sale of alcohol. Anyone wishing to make representations concerning this application should do so in writing to South Cambridgeshire District Council, Licensing section, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA. Representations in respect of this application must reach the Licensing Authority by 2nd November 2020. Persons wishing to inspect the register or the record of this application may do so by attending the office of the Licensing section, during office hours Monday to Friday inclusive. It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which on summary conviction is £5,000

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6 Rose Cresce
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6 Rose Cresce
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 You may view
www.cambridge
 House, 4 Regen
 You can submit
 send them to th
 by 30th October
 Please Note: A
www.cambridge
DATED 9th day

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**Representation Memo to Licensing re: Premises Licence Application:
O&T Wines Ltd, Artemis and Justinian, Pegasus House, Pembroke Avenue,
Waterbeach, Cambridgeshire, CB25 9PY**

2nd November 2020

M3 reference no: WK/000381842

I have reviewed the premises licence application, plans, location map and history of the premises on M3, and from an Environmental Health point of view, I have the following comments:

I am not aware of any records of formal complaints having been made to this department in relation to noise nuisance or the licensable activities at these premises. However, I have reviewed the operating schedule within Section 18 of the premises licence application form and although many steps have been considered to promote the licensing objectives, my view is that there are some additional steps which, if incorporated into the premises licence conditions, in addition to those stated in Section 18 of the application form, would improve the promotion of the licensing objectives.

As such I am making a representation in relation to Public Safety and the Protection of Children from Harm.

Please see the following representation and recommended additional conditions to be applied to the Premises Licence.

Kind regards

Suzanne Christie
Environmental Health Officer

THE LICENSING ACT 2003
REPRESENTATION FORM FOR “RESPONSIBLE AUTHORITY”

Please delete as applicable: **ENVIRONMENTAL HEALTH**

Name	Suzanne Christie
Job Title	Environmental Health Officer
Postal Address	South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA
Telephone Number	
Mobile Number	
Email Address	suzanne.christie@scambs.gov.uk
Name of Premises you are making a representation about:	O&T Wines Ltd
Address of the premises you are making a representation about:	Artemis and Justinian, Pegasus House, Pembroke Avenue, Waterbeach, Cambridgeshire, CB25 9PY

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. *It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary). Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.*

Which licensing objective(s) does your representation relate to?	Please see below
The Prevention of Crime and Disorder Not Applicable	Public Safety See Below
The Prevention of Public Nuisance Not applicable	Protection of Children from Harm See Below

This Representation relates to the application for a new premises license at:

**O&T Wines Ltd, Artemis and Justinian, Pegasus House, Pembroke Avenue,
Waterbeach, Cambridgeshire, CB25 9PY**

It is Environmental Health's opinion that the inclusion of the following conditions, in addition to those steps already outlined in Section 18 of the application form, will assist in promoting the licensing objectives.

Public Safety

1. Ensure an incident log is maintained which shall include each and every occasion, identifying the date and time, where there has been any refusal to sell alcohol and/ or any antisocial behaviour relating to alcohol sales, including reasons for refusals. This is to be made available, upon request, to authorised officers of relevant statutory organisations
2. Ensure that all relevant people are appropriately and suitably instructed/ trained in relation to the requirements to check persons' identification; establishing age; the adopted nationally recognised Age Restricted Policy; not supplying alcohol to intoxicated persons; and adhering to legal requirements.

Protection of Children from Harm

3. Ensure prominent, clear and legible information is displayed at all points of sale indicating that it is an offence to buy, or attempt to buy, alcohol by or for a person under the age of 18.

Signed:



Date 2nd November 2020

From:
Sent: 11 November 2020 08:48
To: Jackson Jane
Cc: Licensing (SCDC)
Subject: Re: O & T Wines Premises Licence

Dear Jane,

Apologies for not getting back to you yesterday. Yes, I agree to all the above conditions.

Please let me know if I can help with anything else.

Best wishes,

Theo

On Tue, 10 Nov 2020 at 09:32, Jackson Jane wrote:

Good morning Theo

Please see below the representation Environmental Health have made with regard to your application for a new Premises Licence.

This Representation relates to the application for a new premises license at:

O&T Wines Ltd, Artemis and Justinian, Pegasus House, Pembroke Avenue, Waterbeach, Cambridgeshire, CB25 9PY

It is Environmental Health's opinion that the inclusion of the following conditions, in addition to those steps already outlined in Section 18 of the application form, will assist in promoting the licensing objectives.

Public Safety

- 1. Ensure an incident log is maintained which shall include each and every occasion, identifying the date and time, where there has been any refusal to sell alcohol and/ or any antisocial behaviour relating to alcohol sales, including reasons for refusals. This is to be made available, upon request, to authorised officers of relevant statutory organisations*
- 2. Ensure that all relevant people are appropriately and suitably instructed/ trained in relation to the requirements to check persons' identification; establishing age; the adopted nationally recognised Age Restricted Policy; not supplying alcohol to intoxicated persons; and adhering to legal requirements.*

Protection of Children from Harm

3. *Ensure prominent, clear and legible information is displayed at all points of sale indicating that it is an offence to buy, or attempt to buy, alcohol by or for a person under the age of 18.*

Please can you confirm whether you agree to the above conditions.

Kind regards

Jane Jackson | Technical Officer – Licensing Team | Shared Waste & Environment



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
t: 03450 450 500

www.scambs.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

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Theo Gough • Co-founder



The Copper Crew is the trading name of O&T Wines Limited