

**LICENSING SUB-COMMITTEE: 19 January 2018**

**Report of the Head of Regulatory Services**

**Application for Premises Licence - Grant**

**Application No: 018270**

**Name of Premises: The Vaults, Portland House**

**Ward: Butetown**

**1. Application**

1.1 An application for a Premises Licence - Grant, has been received from Mount Events Barry Limited in respect of 113-116 Bute Street, Cardiff Bay, Cardiff, CF10 5EQ.

1.2 The applicant has applied for the following:

(1) In respect of the following licensable activities:

1. The supply of alcohol for consumption on the premises
2. The provision of regulated entertainment in the form of films, live music, recorded music and the performance of dance (all indoors)
3. The provision of late night refreshment (indoors)

(2) Description of Premises (as stated by applicant):

“The premises is a disused bank vault situated underneath an old banking hall. It has a very unique layout with various different rooms but has a very large footprint. The venue is protected by 1200mm thick walls which are excellent for sound issues, along with having non flammable materials as the decor. Its situated under the building of Portland House and is regarded as one of the best under ground venues in the UK”.

(3) Unless otherwise indicated the premises may be open to the public during the following hours and for any hours consequential to the non-standard timings:

Monday to Wednesday: 09:00 to 00:00

Thursday to Sunday: 09:00 to 05:00

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

**5. Issues for Discussion.**

5.1 The application should be determined and the appropriateness of any conditions on the licence needs to be discussed.

**Dave Holland**  
**Regulatory Services**

**03 January 2018**

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

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

We will promote the four licensing objectives by the following:

CCTV in all areas to make sure we have full control over the venue and environment. We will also have CCTV signs around the venue.

Signs around the bars in order for us to demonstrate the challenge 18 or 25 years old.

Fully qualified staff who can offer first aid, have knowledge of how to offer a responsible duty of care.

Have a lost and found procedure.

Make sure our FRA is always up to date.

Ensure our public liability insurance is more than sufficient.

Continue to liaise with South Wales Police on a event by event basis providing event operational schedules and post event reports.

b) The prevention of crime and disorder

We will always make sure that we have enough licensed door staff in order to maintain the safety of the attendees.

Furthermore, and depending on the nature of the event we will always try to have 1 security staff to every 75 attendees. All events will be ticketed events and we will make sure that no glass cups or bottles will be available. All drinks will be offered in plastic cups. We will also have a number of stewards present to help with crowd control and the fire exits. All our security team will have radio communication, some will have cameras fitted to them, management and bar staff will also have radios so that everyone has full communication with each other. All our staff and door team will also undergo monthly vulnerability workshops carried out by Rubicon Training.

c) Public safety

On events such as those we hold in The Vaults, we will make sure that we have a trained medic on site so that should there be any injuries or issues then we have someone available. After doing some research its known that this has helped make other venues in the city more efficient with public safety. On all events we will also make sure that we have staff outside assisting attendees into taxi's so that we can monitor that they are with friends or not vulnerable when going home. On events that fall on the same day as major events in the City, we will also make sure that we arrange with a taxi firm to have as many taxi's outside of the venue as possible so that when people are leaving they have taxi's waiting for them.

d) The prevention of public nuisance

With the prevention of public nuisance we will always make sure that not only do we have the internal areas of the building/venue covered but also the surrounding areas/locations. We will have our security staff & stewards regularly circle the building and make sure that there is no activity. Furthermore we also take regular sound tests from the lane and the rear of the building to monitor the noise levels throughout the night. If we think the noise is too much we then make sure that we inform our sound engineer of the night to turn it down. We also have limiters on the system controls that are in another room altogether so that no DJ has the ability to turn it up. There are only a few people who have access to this room.

e) The protection of children from harm

Whenever we have an event on in the vault we make sure that ID's are checked before entering. We have a system on the

door which allows us to ID, search, ticket check, then wrist band. This do take a number of door staff and general staff but the system is fast and it does work effectively. All events that have alcohol available will always be 18 and over. We will also keep up on signs around the venue to state the challenge 18 or 25 years.

## Section 19 of 21

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

#### 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

#### 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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.

**Barker, Kirstie**

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**From:** -----  
**Sent:** 29 December 2017 17:19  
**To:** Timothy.Davies@south-wales.pnn.police.uk  
**Cc:** Licensing (Licensing, Regulatory) \ Trwyddedu  
**Subject:** RE: Premises Licence Application - The Vaults

Hi Tim,

Thank you for your email and letter.

I agree with the conditions placed on the license. If you need anything else please don't hesitate to let me know.

Thanks Tim

Chris

-----Original Message-----

**From:** Timothy.Davies@south-wales.pnn.police.uk  
[mailto:Timothy.Davies@south-wales.pnn.police.uk]  
**Sent:** 29 December 2017 14:35  
**To:** -----  
**Cc:** licensing@cardiff.gov.uk  
**Subject:** Premises Licence Application - The Vaults

Chris

Please attached South Wales Police representations regarding the premises licence application for the The Vaults, 113-116, Bute Street, Cardiff.

If you agree to accept them can I ask you notify Cardiff Council Licensing on the cc'd email.

Many thanks

Tim

Tim Davies

Police Constable 3466 / Cwnstabl 3466

Police Licensing / Trwyddedu Heddlu

Cardiff Bay Police Station/ Gorsaf Heddlu Bae Caerdydd,

James Street/ Stryd James,

Cardiff/ Caerdydd.

CF10 5EW.



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Licensing Department  
Cardiff Bay Police Station,  
James Street,  
Cardiff  
CF10 5EW

29<sup>th</sup> December 2017

Chris Spiteri  
Portland House  
113-116 Bute Street  
Cardiff Bay  
Cardiff  
CF10 5EQ

Dear Mr Spiteri

**APPLICATION FOR A PREMISES LICENCE  
UNDER THE LICENSING ACT 2003.**

**The Vaults, Portland House, 113-116 Bute Street, Cardiff, CF10 5EQ**

I have caused enquiries to be made into this application and make the following representations that I wish to be considered when deciding on the licensable activities and conditions for the licence.

I therefore ask that the Licensing Committee hear the representations made by the Police when determining the grant of this application.

Should the applicant agree to comply with the representations made to meet the licensing objectives before a hearing, then please accept that the Police will automatically withdraw their request for a hearing with the Licensing Committee

**POLICE REPRESENTATIONS**

I have identified conditions below which are appropriate and proportionate that would enable the premises to operate in line with the licensing objectives

**Hours open to the public**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Sale of Alcohol (On Sales),**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Exhibition of Films (indoors)**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Entertainment (indoors)**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Live Music (indoors)**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Recorded Music (indoors)**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

**Performance of Dance (indoors), Entertainment of a Similar Description (indoors)**

Monday to Wednesday & Sunday 09.00 – 00.00  
Thursday 09.00 – 01.00  
Friday & Saturday 09.00 – 05.00

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1. A CCTV system be installed to an agreed standard as approved by South Wales Police and maintained and operated at all times when the premises are open to the public.  
The system will cover all internal areas of the premises where the public have access (excluding toilets), including all entrances and exits and any external area associated with the premises.  
The images will be kept for a minimum period of 31 days.  
A copy must be provided in a readily playable format to South Wales Police employees immediately upon request when the premises are open and at all other times as soon as reasonably practical.  
There will be sufficient trained staff to facilitate the above.  
CCTV signage will be placed in prominent positions inside and outside the premises.
2. A ratio of one body worn CCTV camera to two SIA security to be worn and utilised by the SIA door security when on duty. The devices will be capable of recording images and audio data. Recordings will be retained for a minimum of 31 days and will be produced to a police employee or authorised officer of Cardiff Council Licensing in a readily playable format immediately upon request when the premises are open and at all other times as soon as reasonably practical. There will be sufficient staff training to facilitate the above.
3. When alcohol is offered for sale, SIA door security will be on duty at a minimum ratio of 1 to 75 members of the public. This will increase to a minimum ratio of 1 – 50 members of the public when the premises is open beyond midnight from midnight until close.
4. When any DJ led event or live music led performance is taking place at the premises all alcohol is to be dispensed into non glass drinking vessels
5. When any DJ led event or live music led performance is taking place, during the 30 minutes after the event finishes, the premises must provide at least two SIA registered door supervisors in high vis tabards or jackets outside the premises to assist in the safe dispersal of patrons from the premises and the frontage of the premises for a period of thirty minutes.
6. All SIA door security when on duty at the premises will be in radio contact.
7. An operating schedule is to be submitted to South Wales Police 21 days in advance of any event where external promoters are using the premises for a DJ led event or live music led event. South Wales Police can request any additional conditions that is proportionate to the safe running of the event.
8. The premises will operate the 'Challenge 25 Policy. This policy will be brought to customers' attention through the display of appropriate signage. Challenge 25 notices will be displayed in prominent positions throughout the premises. The only form of identification recognised will be photographic identification cards, such as driving licence, passport or proof of age scheme (PASS) card.
9. All staff will be fully trained before they are authorised to sell alcohol and will be refresher trained on an annual basis, with records kept on the training, retraining and initial authorisation and re-authorisation for the entire period the member of staff is employed at the premises.
10. During major events in Cardiff City Centre or Cardiff Bay, all alcohol is to be dispensed into non glass drinking vessels. The only exception to this will be those persons who are seated and partaking in a table meal. The premises licence holder will have to be notified by South Wales Police in writing 14 days in advance of the event for the premises to comply with this condition.



**NOT PROTECTIVELY MARKED**  
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11. A written record to be kept for a minimum twelve month period of the following,

Incidents of crime and disorder  
Any refusals of the sale of alcohol  
Ejections from the premises  
Failure of the CCTV system  
Visits by responsible authorities

The record will be produced to an employee of South Wales Police or the Local Authority should it be requested.

12. The Designated Premises Supervisor or a Personal Licence holder shall be present at all times when the sale of alcohol takes place.

13. A duty register shall be kept of all persons engaged as security staff at the premises and be kept for twelve months. The register must include the following

Name of security staff  
SIA number  
Time and date of duty commenced and finished

14. No performance of striptease, lap dancing, entertainment of a sexual nature or other similar entertainment will be permitted on the premises.

15. ~~The premises will operate a drug safe.~~

16. Open drinking vessels will not be permitted to be taken off the premises.

Additional evidence to support the Police representations and conditions may be used at a subsequent hearing before the Licensing Committee; this may be expanded on verbally, or by way of written evidence.

Should you have any queries regarding the above representations, please contact Police Constable Tim Davies at the Licensing Department, Cardiff Bay Police Station on Telephone 029 20527207.

Yours sincerely



P.P. Joe Jones  
Chief Inspector

**SOUTH WALES POLICE EASTERN BCU**  
Cardiff Bay Police Station, James Street, Cardiff Bay CF10 5EW  
Telephone: 029 2022 2111 Facsimile: 029 2052 7280

**HEDDLU DE CYMRU URHS Y DWYRAIN**  
Gorsaf Heddlu Bae Caerdydd, Stryd James, Bae Caerdydd CF10 5EW  
Telifon: 029 2022 2111 Ffacsimili: 029 2052 7280

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## **Barker, Kirstie**

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**From:** I  
**Sent:** 05 December 2017 13:18  
**To:** Licensing (Licensing, Regulatory) \ Trwyddedu  
**Subject:** Objection to application

Sirs

**Application:** Mount Events Barry  
**Premises:** Portland House 113 – 116 Bute Street

I write to raise a formal objection to the licensing application to the above premises for the following part of the application:

Thursday to Sunday 0900 to 0500

My reasons are as follows:

These premises are located in a mainly residential area. Noise until 0500hrs will be to the detriment of residents living nearby. Indeed at present you can hear music from the venue late at night around 100yards away. In summer you cannot sleep with your windows open because of this. There would be noise also from persons leaving the venue in the early hours. There has previously been assurances from the venue to keep noise to a minimum but this has not happened.

There is the potential for anti social behaviour within the area from persons attending the venue leaving drunk, thereby causing annoyance to residents and the potential for assaults and damage.

There is also an ongoing problem with litter generated from the venue especially within the alley way leading from West Bute Street to Bute Street.

There would also be more traffic around the location particularly in the early hours from private vehicles and taxis.

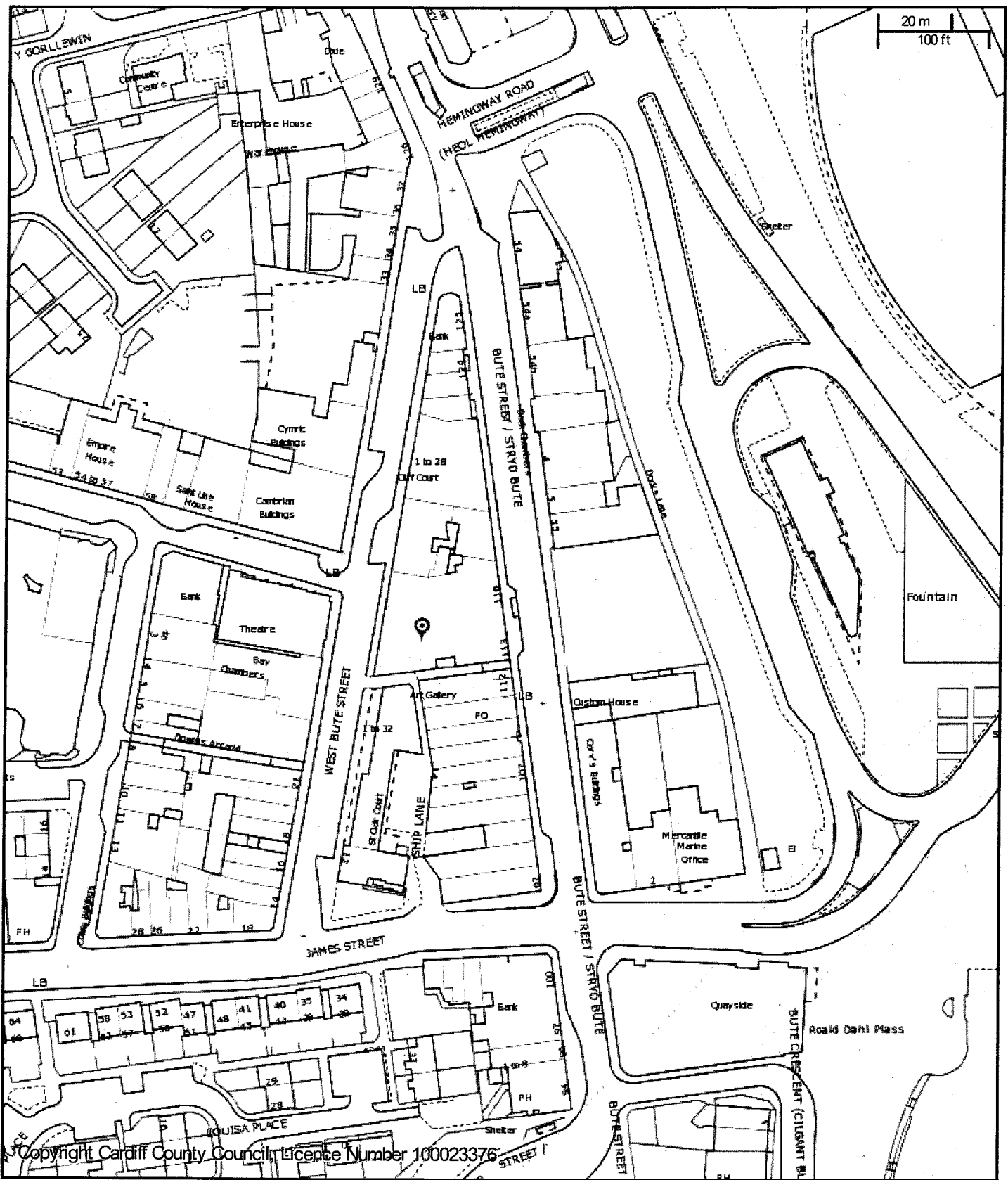
I respectfully request that the licence only be approved for the hours of 0900 until 0000 throughout the week and not later than this time from Thursday onwards.

**WALES**

**United Kingdom**



Virus-free. [www.avast.com](http://www.avast.com)



CHIEF EXECUTIVE  
 Paul Orders  
 County Hall  
 Atlantic Wharf  
 Cardiff CF10 4LW  
 Tel: 029 20872000

**City of Cardiff Council**

**Cyngor Dinas Caerdydd**



Title

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