

**LICENSING SUB-COMMITTEE: 19 October 2022**

**Report of the Head of Regulatory Services**

**Application for Premises Licence - Grant**

**Application No: 077584**

**Name of Premises: Roxy Lanes, First Floor, Queens West, Queen Street, Cardiff, CF10 2AQ**

**Ward: Cathays**

**1. Application**

1.1 An application for the Grant of a Premises Licence has been received from Roxy Leisure Ltd in respect of Roxy Lanes, First Floor, Queens West, Queen Street, Cardiff, CF10 2AQ.

1.2 The applicant has applied for the following:

(1) In respect of the following licensable activities:

- (i) The sale by retail of alcohol for consumption on and off the premises.
- (ii) The provision of regulated entertainment in the form of films (indoors), indoor sport, live music (indoors), recorded music (indoors), dance (indoors) and entertainment of a similar description to music and dance (indoors).
- (iii) The provision of late night refreshment (indoors).

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

“Roxy Lanes is a bowling alley with additional gaming and bar facilities”.

(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:

Sunday to Wednesday: 10:00 to 01:30  
Thursday to Saturday: 10:00 to 03:30  
On commencement of British Summertime: extended by one hour  
New Year's Eve: 10:00 until start of permitted hours on New Year's Day.

(4) To provide licensable activities during the following hours:

(i) The sale by retail of alcohol for consumption on and off the premises:

Sunday to Wednesday: 10:00 to 01:00  
Thursday to Saturday: 10:00 to 03:00  
On commencement of British Summertime: extended by one hour  
New Year's Eve: 10:00 until start of permitted hours on New Year's Day.

- (i) The provision of regulated entertainment in the form of films (indoors), indoor sport, live music (indoors), recorded music (indoors), dance (indoors) and entertainment of a similar description to music and dance (indoors).

Sunday to Wednesday: 10:00 to 01:00

Thursday to Saturday: 10:00 to 03:00

On commencement of British Summertime: extended by one hour

New Year's Eve: 10:00 until start of permitted hours on New Year's Day.

- (ii) The provision of late night refreshment (indoors):

Sunday to Wednesday: 23:00 to 01:00

Thursday to Saturday: 23:00 to 03:00

On commencement of British Summertime: extended by one hour

New Year's Eve: 23:00 to 05:00

- 1.3 A site map showing the premises and a plan of that premises can be found in **Appendix A**.

## **Promotion of Licensing Objectives**

- 2.1 The additional conditions proposed by the applicant to meet the licensing objectives are attached to the report and can be found in **Appendix B**.
- 2.2 Also included as **Appendix C** are copies of the Brand Pack and Customer Flow documents as submitted with the application.

## **Relevant Representations**

- 3.1 A representation has been received from South Wales Police. A copy of the representation can be found attached as **Appendix D**.
- 3.2 A representation has been received from the local Ward Councillors. A copy of the representation can be found attached as **Appendix E**.

## **Legal Considerations**

- 4.1 In respect of the application the decision must be taken following consideration of the representations received with a view to promoting the licensing objectives, which are:

Prevention of crime and disorder

Public Safety

Prevention of Public Nuisance

Protection of Children from Harm

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

- a) To grant the application.
- b) To modify the conditions of the licence, by altering, omitting or adding to them, where relevant.
- c) Reject the whole or part of the application.

- 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 e.g. 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.

**Helen Picton  
Regulatory Services**

**3<sup>rd</sup> October 2022**

# **APPENDIX A**

## **Site Map & Plan**



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CHIEF EXECUTIVE

Neuadd y Sir, Glanfa'r Iwerydd  
CAERDYDD CF10 4UW  
Tel: 029 20872088

County Hall, Atlantic Wharf  
CARDIFF CF10 4UW  
Tel: 029 20872087

**Cyngor Caerdydd**

**Cardiff Council**



**Title**

Scale: 1:2000

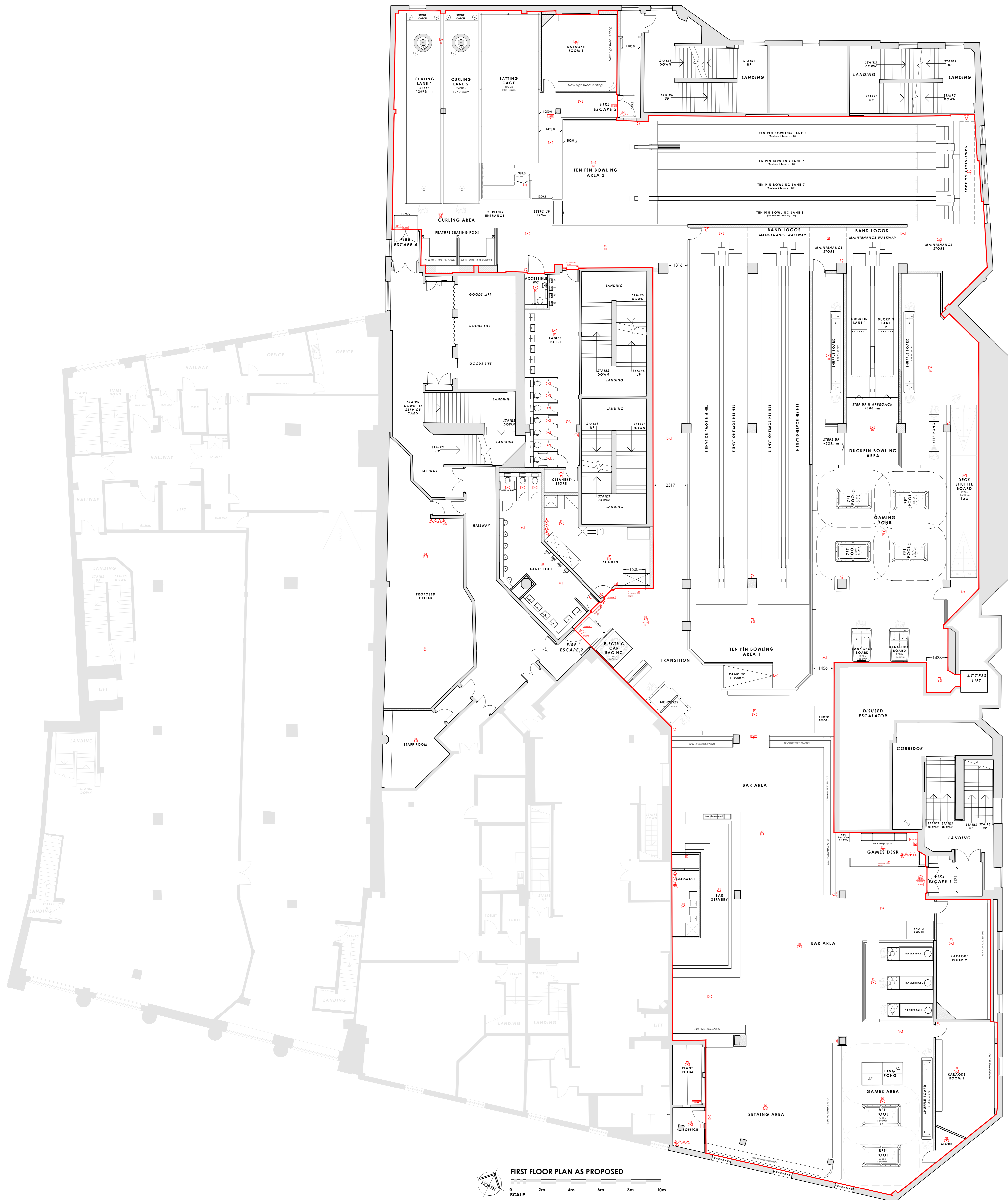
Date: 3/10/2022 at 12:54 PM

Coordinates:

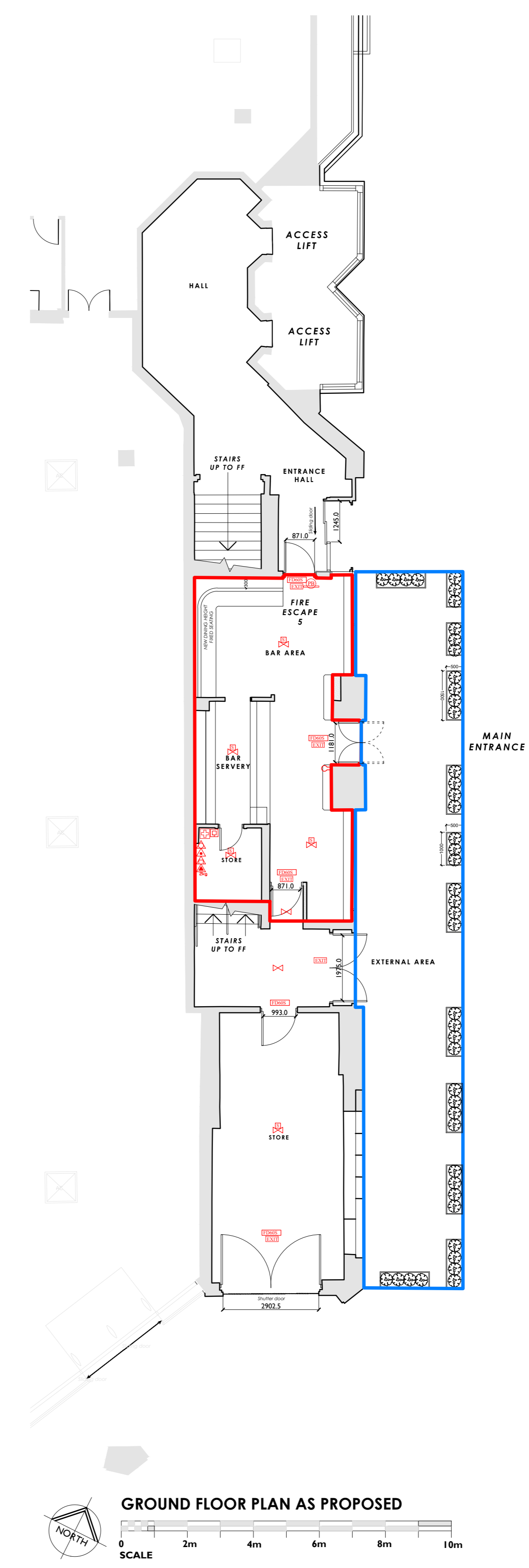
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**Ordnance Survey 100023376 (2014).**



FIRST FLOOR PLAN AS PROPOSED  
SCALE 1:100 @ A0



GROUND FLOOR PLAN AS PROPOSED  
SCALE 1:100 @ A0

AREA DENOTES LICENSABLE ACTIVITIES	
AREA DENOTES FOR CONSUMPTION ONLY	
<b>KEY TO LICENSING SYMBOLS (Note Existing fittings are marked 'EP')</b>	
	Illuminated emergency exit sign mounted above door indicating escape route (located on approach side)
	Illuminated emergency exit directional sign (located on approach side), direction indicated
	Illuminated emergency exit sign suspended above head height 90-deg. to escape route (located on approach side)
	Break-Glass Fire Alarm Manual call point
	Fire Alarm electronic sounder
	Head/Smoke Detector
	Fire Alarm Control Panel
	Fire Alarm Zener Beacon
	30-minute fire resistant solid core door
	30-minute fire resistant door with self-closing device
	one-hour fire resistant solid core door with smoke seal
	A1, Wet Chemical (Flat Fights) Fire Extinguisher
	Foam Fire Extinguisher
	9L Water Fire Extinguisher
	6L Hydro spray Fire Extinguisher
	Fire Blanket
	Dry Powder Fire Extinguisher
	2kg or 9kg, Carbon Dioxide Fire Extinguisher
	9L F-Class Fire Extinguisher
	Vision panel in door
	escape stair emergency (push bar/push) on door
	First Aid kit box

Items shown on this plan which are not required by the Plans Regulations are for illustrative purposes only, and do not form part of the license. These items may be moved at the discretion of the License Holder. The current location of the fire safety equipment and other safety equipment is as shown. These items may be moved from time to time with agreement of the Fire Officer or after the risk assessment.

Rev	Description	By	Date

**INVENTIVE DESIGN ASSOCIATE**  
ARCHITECTURE & INTERIOR DESIGN

57 Station Road, Cheadle Hulm  
Stockport, Greater Manchester SK8 7A  
Company Reg No: 925141

**ROXY LANES**  
ROXY LANES LTD, 1ST FLOOR, QUEENS WES  
QUEEN STREET, CARDIFF, CF10 2AQ  
**PROPOSED LICENSING PLAN**

DRAWN AK DATE 18/07/22 DRAWING NO. 2130 - 502  
SCALE 1:100 @ A0 REV. -

0161 428 0310  
office@inventiveda.com  
www.inventiveda.com  
@inventiveda

# **APPENDIX B**

## **Operating Schedule**

*Continued from previous page...*

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

1. All licensable activities authorised by this licence shall be ancillary to the main function as a bowling alley and competitive socialising venue.

Please also see b), c), d) and e) below.

b) The prevention of crime and disorder

2. A CCTV system will be installed to a standard agreed with the South Wales Police. This standard being that there will be coverage of all licensable areas used by the public (excluding toilets) including entrances and exits and any outside area used by customers. Images will be kept for a minimum of 31 days and produced to an authorised member of South Wales Police upon demand when the premises are open to the public and within a reasonable time when the premises are closed. There will be sufficient staff training to facilitate the above.

3. SIA registered door staff will be employed at the premises in accordance with a written risk assessment carried out by the premises. A copy of the risk assessment shall be kept on the premises and made available to the police and other responsible authorities on request.

The risk assessment shall be reviewed on a six monthly basis. In addition:

The Premises Licence Holder will as a rule employ a minimum of 3 SIA licensed door supervisors from 20:00 hours until premises closes on Thursday, Friday and Saturday nights. However, should the number of customers within the venue be less than 200 after 20:00 hours on Thursday, Friday and Saturday nights, the Premises Licence Holder will employ 2 SIA licensed door supervisors.

For Sunday to Wednesday the need for Door Supervisors will be risk assessed regularly by the Premises Licence Holder and only door supervisors registered with the Security Industry Authority (SIA) will be employed.

4. SIA registered door staff will ensure the dispersal of all patrons from the premises at the end of the trading day, if employed.

5. On those days designated by South Wales Police as major event days in the City Centre and Bay areas of Cardiff, no less than four (4) SIA registered door supervisors will be employed at the premises from either 16:00 hours that day or no less than two hours before the commencement of the event, whichever is earlier, until closure of the premises.

6. There shall be a minimum of one body worn camera device in use at the premises whenever SIA licensed door staff are on duty. The body worn devices shall be capable of recording video (images) and sound. Recorded images shall be stored for a minimum of 31 days and shall be produced to a police employee on the provision of satisfactory identification in a readily playable format, immediately upon request when the premises are open to the public and at all other times as soon as reasonably possible subject to data protection legislation. There will be sufficient trained staff to facilitate the above.

7. SIA Licensed door staff shall each carry an internal radio to allow communication between themselves and management.

8. A register of door supervisors shall be kept at the premises. The register shall show the full name and SIA registration number of each door supervisor, stating the start and end duty times from each door supervisor. The register shall be kept by the DPS for a minimum of 6 months and will be made available to a police employee on request.

9. SIA door supervisors must wear Hi- Vis vests whilst on duty.

10. The premises shall operate a drug safe scheme. A dedicated register shall be kept in which any drugs deposited in the drug safe are recorded. This register shall be cross referenced with the incident book.

11. The designated premise supervisor will be an active member of the Cardiff Licensees Forum.

12. The premises will operate a South Wales Police / Cardiff Council approved radio system.



*Continued from previous page...*

13. No dancefloor to be available at the premises.

14. An incident book will be kept and maintained at the premises at all times.

This book will record the following;

(i) All crimes reported at the venue

(ii) Any ejections of patrons

(iii) Any disorder on the premises

(iv) Any visit by representatives of a relevant authority or emergency service

(v) Any failure of the CCTV system

It shall be made available on request to a police officer

15. On days classified as major event days by South Wales Police, all drinks will be dispensed into non glass vessels, with the exceptions being hot drinks (ceramics) unless otherwise agreed with the police in writing on request made no less than 14 days before such event.

16. A dispersal policy will be drawn up and implemented to ensure that as far as practicable customers leaving the premises at the end of each nights trading session do so quickly and quietly.

17. Consumption of alcohol on the ground floor will only be for seated customers, there will be no vertical drinking.

18. The internal capacity for customers will be limited to 450 persons, not including the Outside Area. There will be a minimum of 315 seats at all times the premises is operating.

Beer Pong Specific Conditions

19. All tables for use of "Beer Pong" must be booked at reception via a member of staff or via an on-line booking that will be verified by a member of staff upon entry.

20. A Beer Pong 'session' will be limited to 60 minutes. Sessions will be limited to one session per group, multiple sessions will not be permitted.

21. There will be a maximum of 10 persons per Beer Pong table.

22. All persons participating in "Beer Pong" will be monitored for behaviour and intoxication levels by trained staff before and during the game.

23. On days classified as major event days by South Wales Police "Beer Pong" tables will not be in use.

24. There will be no-more than three Beer Pong tables at the premises.

25. For Beer Pong only drinks are limited to closed containers, no spirits are allowed to be sold for purpose of Beer Pong.

26. Live Sport viewing condition to be agreed with South Wales Police

c) Public safety

27. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

28. The licensee shall ensure that drinks glasses and any other glass receptacles are prevented from being taken off the premises.

29. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risks of scalds and burns to them.

d) The prevention of public nuisance

*Continued from previous page...*

30. Clear and legible notices will be displayed at the exits requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting.

31. During regulated entertainment after 23:00 hrs all external doors and windows to be fixed closed except for access and egress.

32. Terminal hour for use and Consumption of alcohol in the external area highlighted as blue on the premises plan document no 2130 - 502 shall be conducted in-line with the street furniture pavement licence.

e) The protection of children from harm

33. At all times that the premises is operating under the licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy to minimise the risk of alcohol being sold to underage customers. This policy shall provide that before any sale of alcohol any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport, driving licence, UK Military card, PASS )or similar) card to prove that he/she is over the age of 18. Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises. The premises licence holder shall arrange staff training in relation to underage sales.

34. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic)

35. No persons under the age of 18 permitted on the premises after 20:00 hours.

**Section 19 of 21**

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

# **APPENDIX C**

**Further application information  
(Brand Pack and Customer Flow)**



ROXY

***Roxy Lanes  
Cardiff Licensing  
Information Pack***

# *The Team*

*We are professionals at PLAY*





# ROXY

LEISURE LTD

*Here is a link to  
our Roxy Lanes  
Leeds Video:*

[VIDEO HERE](#)

# What We Do

A group of people are gathered around a pool table in a modern, dimly lit room. The room features blue and red lighting, creating a vibrant atmosphere. In the background, there are large windows with a geometric pattern and a target-like graphic on the wall. The text "What We Do" is overlaid in a large, white, stylized font across the center of the image.

# What we do ...

- Roxy Leisure is one of the leading operators in the UK of competitive socialising
- We have 3 brands, Roxy Ball Room, Roxy Lanes & King Pins
- We opened our first site in December 2013 in Leeds
- We are 11 sites strong spread across many major UK cities with strong growth planned to circa 20 sites by the end of 2023
- We are opening 4 new Roxy Ball Room & Lanes sites this year in Edinburgh, Sheffield, Bristol (Union Street) and a 2<sup>nd</sup> site in Birmingham.
- Our offering differs from other competitive socialising businesses by having multiple gaming activities under one roof including bowling, pool, ping pong, ice curling and shuffleboard to name a few
- Roxy Ball Room is strictly over 18s, [Roxy Lanes](#) allows under 18s in until 6pm and King Pins always welcomes families.





# What we do ...

- The corporate world love us for events and socialising.
- We are welcomed by police and licensing over other leisure businesses due to our impeccable health & safety records.
- We operate in many CIP/CIZ areas across England.
- 50% of total revenue is made up from gaming revenue
- 12% of total revenue is made up from food
- 75% of our custom is pre booked in advance allowing us to vet our customers rather than just being a circuit drinking stop off.
- As our main focus is gaming there is very little 'vertical drinking' with all emphasis being put on competitive socialising. Our business is to sell gaming hours.
- 75% of our floor space is taken with gaming areas / tables
- Our demographics are evenly split with 50% men and women

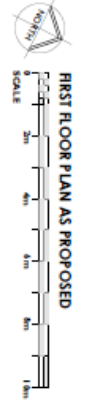


**ROXY**  
**ARE PROFESSIONALS**  
**AT PLAY**  
**WHO BRING THE**  
*playground to*  
**THE BAR**

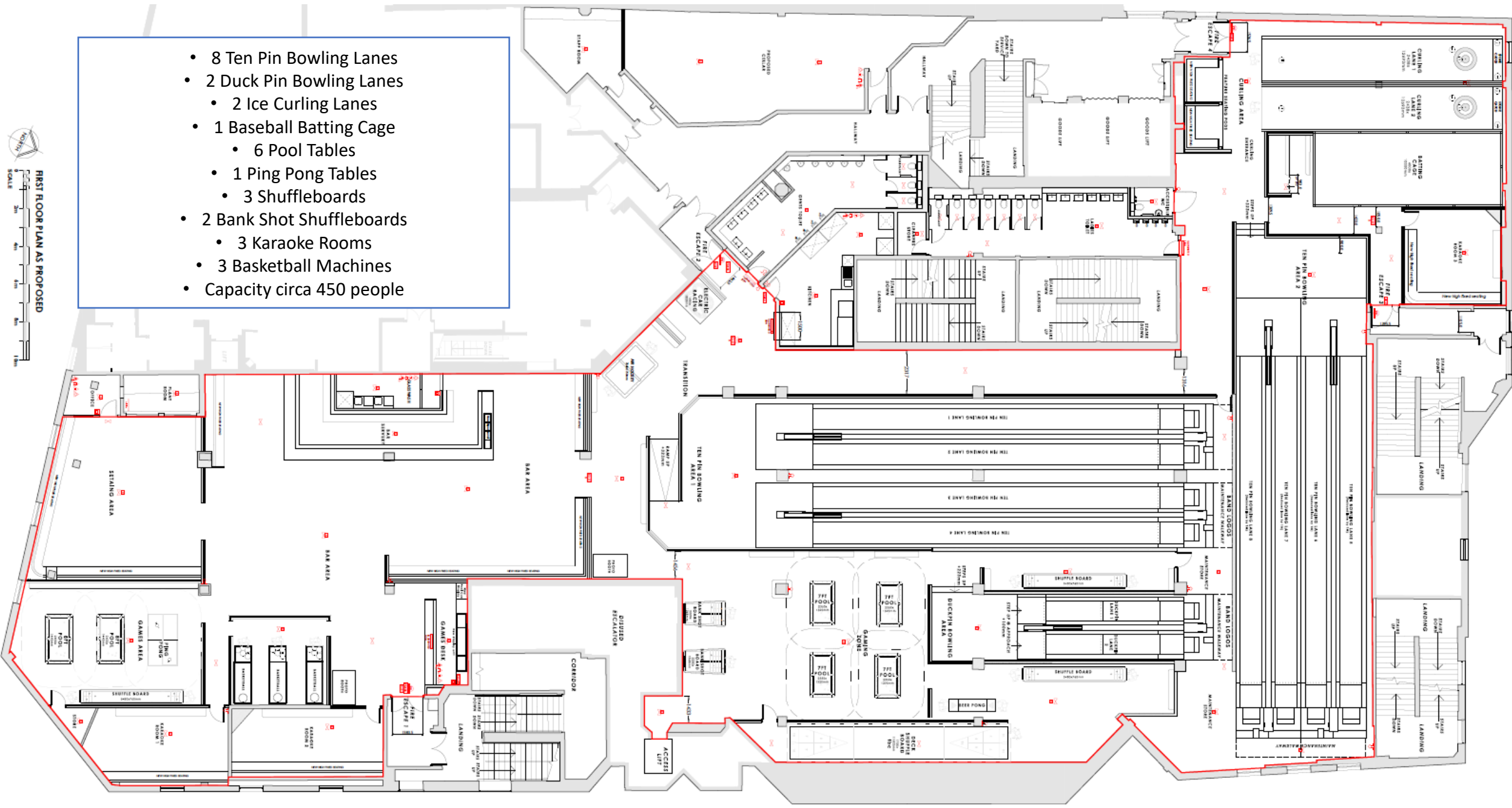
# Floor Plan



- 8 Ten Pin Bowling Lanes
- 2 Duck Pin Bowling Lanes
  - 2 Ice Curling Lanes
- 1 Baseball Batting Cage
  - 6 Pool Tables
  - 1 Ping Pong Tables
  - 3 Shuffleboards
- 2 Bank Shot Shuffleboards
  - 3 Karaoke Rooms
  - 3 Basketball Machines
- Capacity circa 450 people



FIRST FLOOR PLAN AS PROPOSED



# Location

1st Floor

Queen St / The Friary



THE  
SOCIETY

NO ONE IS  
SAFE  
US

WATCH NOW | NETFLIX

blowUPmedia

Superdrug

INTERSPORT  
DW SPORTS STORES

INTERSPORT  
DW SPORTS STORES





For more information please contact:

██████████  
██████████



## Customer Flow

**75% of our customers pre book.**

1. Customer makes a booking online for their activity and receives a confirmation email with all the details they need for the booking including terms and conditions such as age policy.
2. On the day, the customer is greeted at a reception/booking desk and taken to their activity.
3. The customer is shown a quick rundown of how the activity works by Roxy staff and initial drinks orders are taken.
4. The customer starts their activity and have three options to order food and drink
  - a) Order to table system using the customer's smart phone
  - b) Bar service for walk up
  - c) Waiter / waitress who is always on hand
5. Towards the end of the booking the customer will be told how much time they have remaining on their activity. At the end of their booking Roxy staff will either;
  - a) Assist the customer onto their next booking activity if they have booked another
  - b) Find availability for the customer to continue activities if they haven't made any other pre booking
  - c) Show the customer a seated area for food/drinks
  - d) The customer is welcome to remain in the bar area for as long as they like pre and post their booked activity
6. The customer receives a checkout email allowing them to leave feedback on their visit.

**Approximately 5% of customers use Roxy purely as a place to eat and drink, approximately 95% book in for an activity either in advance or at the reception within the venue.**

# **APPENDIX D**

**South Wales Police Representation**

## Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**From:**  
**Sent:** 27 September 2022 10:54  
**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)  
**Cc:**  
**Attachments:** Roxy Lanes Application  
Roxy Lane copyendorsed.docx

**\*\*\* Warning: This email contains a Microsoft Office (Word, Excel, PowerPoint) or Adobe PDF attachment. Although this email has been scanned for threats, please think before opening attachments from unrecognised senders.**

**Rhybudd: Mae'r e-bost hwn yn cynnwys atodiad Microsoft Office (Word, Excel, PowerPoint) neu PDF Adobe. Er bod yr e-bost hwn wedi'i sganio ar gyfer unrhyw fygythiadau, meddylwch cyn agor atodiadau gan anfonwyr nad ydych yn eu hadnabod. \*\*\***

**EXTERNAL:** This email originated from outside Cardiff Council, take care when clicking links.

**ALLANOL:** Daw'r e-bost hwn o'r tu allan i Gyngor Caerdydd, cymerwch ofal wrth glicio ar ddolenni.

Good morning,

Please find attached endorsed Premise License Application for Roxy Lanes for your attention. If you have any further questions please do not hesitate to contact me.

Kind regards  
Mike



**Michael Stone**

**Cwnstabl 4813 | Constable 4813**

**Adran Drwyddedu | Licensing Department**

**Gorsaf Yr Heddlu Bae Caerdydd | Cardiff Bay Police Station**

### Ymateb nad yw'n Argyfwng \ Non-Emergency Response

Oes angen i chi siarad â'r heddlu ond nid oes angen ymateb brys arnoch? Gallwch roi gwybod am fater drwy ein gwefan <https://www.south-wales.police.uk>, anfon neges breifat atom drwy gyfrif Facebook neu Twitter swyddogol Heddlu De Cymru, neu ffonio 101. Gallwch ddefnyddio 101 i roi gwybod am achosion nad ydynt yn rhai brys i unrhyw heddlu yng Nghymru a Lloegr. Mewn argyfwng, ffoniwch 999 bob amser.



**URhS Caerdydd a'r Fro**  
Gorsaf Heddlu Bae Caerdydd,  
Stryd James, Bae,  
Caerdydd CF10 5EW  
Teliffon: 01656 869211  
Mewn argyfwng ffoniwch **999**  
Fel arall, ffoniwch **101**  
Gwefan: [www.heddlu-de-cymru.police.uk](http://www.heddlu-de-cymru.police.uk)

**Cardiff & Vale BCU**  
Cardiff Bay Police Station,  
James Street, Cardiff Bay  
CF10 5EW  
Telephone: 01656 869211  
In an emergency always dial **999**  
for non-emergencies dial **101**  
Website: [www.south-wales.police.uk](http://www.south-wales.police.uk)

SWYDDOGOL - OFFICIAL

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

**26<sup>th</sup> September 2022**

**Roxy Lanes,  
First Floor,  
Queens West,  
Queen Street,  
Cardiff.  
CF10 2AQ**

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

**"Roxy Lanes, First Floor, Queens West, Queen Street, Cardiff. CF10 2AQ"**

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

You as the applicant has applied for a premises licence for a competitive socialising venue, Roxy Lanes which is situated at First floor, Queens West, Queen Street, Cardiff, the old JJB Sports shop, above Superdrug. The application is to allow the sale of alcohol for consumption on and off the premises as follows;

Sunday to Wednesday 10:00 – 01:00 hours

Thursday to Saturday 10:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

South Wales Police welcomes receiving correspondence in Welsh and English.

Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Not Protectively Marked

New Years Eve: Until the start of permitted hours on New Years Day

The provision of regulated entertainment in the form of films, indoor sport, live music, recorded music, performance of dance and anything of a similar description (all indoors only);

Sunday to Wednesday 10:00 – 01:00 hours

Thursday to Saturday 09:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

New Years Eve: Until the start of permitted hours on New Years Day

The provision of late night refreshment (indoors);

Sunday to Wednesday 23:00 – 01:00 hours

Thursday to Saturday 23:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

New Years Eve: Until the start of permitted hours on New Years Day

Roxy Lanes have 11 sites across many UK Cities with plans to grow to 20 sites by the end of 2023. Their offering differs from other competitive socialising businesses by having multiple gaming activities under one roof including bowling, pool, ping pong, ice curling and shuffleboard to name a few.

50% of total revenue is made up from gaming revenue

12% of total revenue is made up from food

75% of custom is pre booked in advance allowing them to vet customers rather than being a circuit drinking stop off.

Main focus is gaming there is very little “vertical drinking” with all emphasis being put on competitive socialising. 75% of floor space is taken with gaming areas / tables. Demographics are evenly split 50% men and women.

The venue will consist of the following games;

8 x Ten Pin Bowling Lanes

2 x Duck Pin Bowling Lanes

2 x Ice Curling Lanes

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.  
South Wales Police welcomes receiving correspondence in Welsh and English.  
Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Not Protectively Marked

1 x Baseball batting cage

6 x Pool Tables

1 x Ping Pong Table

3 x Shuffleboards

2 x Bank Shot Shuffleboards

3 x Karaoke Rooms

3 x Basketball Machines

Opening times of the premise:

Sunday to Thursday 09:00 – 23:30 hours

Friday and Saturday 09:00 – 00:00 hours

Measures offered by yourselves as the applicant in support of the application:

Opening times of the premise:

Sunday to Wednesday 10:00 – 01:30 hours

Thursday to Saturday 10:00 – 03:30 hours

Measures offered by the applicant in support of the application:

1. All licensable activities authorised by this licence shall be ancillary to the main function as a bowling alley and competitive socialising venue.

**Prevention of Crime and Disorder:**

2. A CCTV system shall be installed to an agreed standard as approved by South Wales Police and it shall be maintained and operated at all times when the premises are open to the public. The system will cover all areas of the premises where the public have access (excluding toilets) including all entrances and exits and any external areas associated with the premises. The images will be kept for a minimum of 31 days and shall be produced to a police employee in a readily playable format immediately upon request when the premises are open to the public and at all other lines as soon as reasonably practicable. There will be sufficient trained staff to facilitate the above.

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



3. SIA registered door staff will be employed at the premises in accordance with a written risk assessment carried out by the premises. A copy of the risk assessment shall be kept on the premises and made available to the police and other responsible authorities on request.

The risk assessment shall be reviewed on a six monthly basis. In addition:

The premises License Holder will as a rule employ a minimum of 3 SIA Licensed door supervisors from 20:00 hours until premises closes on Thursday, Friday and Saturday nights. However, should the number of customers within the venue be less than 200 after 20:00 hours on Thursday, Friday and Saturday nights, the premises License Holder will employ 2 SIA licensed door supervisors.

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4. SIA registered door staff will ensure the dispersal of all patrons from the premises at the end of the trading day, if employed.

5. On those days designated by South Wales Police as major event days in the City Centre and Bay areas of Cardiff, no less than four (4) SIA registered door supervisors will be employed at the premises from either 16:00 hours that day or no less than two hours before the commencement of the event, whichever is earlier, until closure of the premises.

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8. A register of door supervisors shall be kept at the premises. The register shall show the full name and SIA registration number of each door supervisor, stating the start and end duty times



from each door supervisor. The register shall be kept by the DPS for a minimum of 6 months and will be made available to a police employee on request.

9. SIA door supervisors will wear Hi – Vis vests whilst on duty.
10. The premises shall operate a drug safe scheme. A dedicated register shall be kept in which any drugs deposited in the drug safe are recorded. This register shall be cross referenced with the incident book.
11. The designated premise supervisor will be an active member of the Cardiff Licensees Forum.
12. The premises will operate a South Wales Police / Cardiff Council approved radio system.
13. No dancefloor to be available at the premises
14. An incident book will be kept and maintained at the premises at all times.

This book will record the following;

- (i) All crimes reported at the venue
- (ii) Any ejections of patrons
- (iii) Any disorder on the premises
- (iv) Any visit by representatives of a relevant authority or emergency service
- (v) Any failure of the CCTV system

It shall be made available on request to a police officer

15. On days classified as major event days by South Wales Police, all drinks will be dispensed into non glass vessels, with the exceptions being hot drinks (ceramics) unless otherwise agreed with the police in writing on request made no less than 14 days before such event.

16. A dispersal policy will be drawn up and implemented to ensure that as far as practicable customers leaving the premises at the end of each nights trading session do so quickly and quietly.



17. Consumption of alcohol on the ground floor will only be for seated customers, there will be no vertical drinking.
18. The internal capacity for customers will be limited to 450 persons, not including the Outside Area. There will be a minimum of 315 seats at all times the premises is operating.
19. All tables for use of "Beer Pong" must be booked at reception via a member of staff or via an on-line booking that will be verified by a member of staff upon entry.
20. A Beer Pong "session will be limited to 60 minutes. Sessions will be limited to one session per group, multiple sessions will not be permitted.
21. There will be a maximum of 10 persons per Beer Pong table.
22. All persons participating in "Beer Pong" will be monitored for behaviour and intoxication levels by trained staff before and during the game.
23. On days classified as major event days by South Wales Police "Beer Pong" tables will not be in use.
24. There will be no more than three (3) Beer Pong tables at the premises.
25. For Beer Pong only, drinks are limited to closed containers, no spirits are allowed to be sold for the purpose of Beer Pong.
26. Live sport viewing condition to be agreed with South Wales Police.

**Public Safety:**

27. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.  
South Wales Police welcomes receiving correspondence in Welsh and English.  
Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



28. The licensee shall ensure that drinks glasses and any other glass receptacles are prevented from being taken off the premises.

29. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risks of scalds and burns to them.

**The Prevention of public nuisance:**

30. Clear and legible notices will be displayed at the exits requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting.

31. During regulated entertainment after 23:00 hours all external doors and windows to be fixed closed except for access and egress.

32. Terminal hour for use and consumption of alcohol in the external area highlighted as blue on the premises plan document no 2130 – 502 shall be conducted inline with the street furniture pavement licence.

**Prevention of children from harm:**

33. At all times that the premises is operating under the licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy to minimise the risk of alcohol being sold to underage customers. This policy shall provide that before any sale of alcohol any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport, driving licence, UK Military card, PASS (or similar) card to prove that he/she is over the age of 18. Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises. The premises licence holder shall arrange staff training in relation to underage sales.

34. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic)

35. No persons under the age of 18 permitted on the premises after 20:00 hours.



## CONCLUSION

South Wales Police wish to object to the grant of this application under the Licensing Objectives;

### **Prevention of Crime and Disorder**

### **Prevention of public nuisance**

There is a disproportionate amount of crime, disorder and nuisance associated with alcohol in the City Centre and surrounding areas, including that of local street drinkers.

However, should the committee be minded to agree to this application, South Wales Police ask that the following additional conditions are attached to the premise licence.

If the applicant is in agreement with these conditions then South Wales Police would then automatically withdraw their objection.

### **Hours agreed for the sale of alcohol:**

Sunday to Wednesday 10:00 – 01:00 hours

Thursday to Saturday 10:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

New Years Eve: Until the start of permitted hours on New Years Day

### **The provision of regulated entertainment in the form of films, indoor sport, live music, recorded music, performance of dance and anything of a similar description (all indoors only);**

Sunday to Wednesday 10:00 – 01:00 hours

Thursday to Saturday 09:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

New Years Eve: Until the start of permitted hours on New Years Day

### **The provision of late night refreshment (indoors);**

Sunday to Wednesday 23:00 – 01:00 hours

Thursday to Saturday 23:00 – 03:00 hours

On commencement of British Summertime: extended by 1 hour

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.





New Years Eve: Until the start of permitted hours on New Years Day

- 1) All licensable activities authorised by this licence shall be ancillary to the main function as a bowling alley and competitive socialising venue.
- 2) A CCTV system shall be installed to an agreed standard as approved by South Wales Police and it shall be maintained and operated at all times when the premises are open to the public. The system will cover all areas of the premises where the public have access (excluding toilets) including all entrances and exits and any external areas associated with the premises. The images will be kept for a minimum of 31 days and shall be produced to a police employee in a readily playable format immediately upon request when the premises are open to the public and at all other times as soon as reasonably practicable. There will be sufficient trained staff to facilitate the above.
- 3) SIA registered door staff will be employed at the premises in accordance with a written risk assessment carried out by the premises. A copy of the risk assessment shall be kept on the premises and made available to the police and other responsible authorities on request.

The risk assessment shall be reviewed on a six monthly basis. In addition:

- 4) The Premises License Holder will employ a minimum of (3) SIA licensed door supervisors from 20:00 hours until premises closes on Thursday, Friday and Saturday nights and / or any nights when the licensable activities continue past 00:00 hours
- 5) SIA registered door staff will ensure the dispersal of all patrons from the premises at the end of the trading day.
- 6) On those days designated by South Wales Police as major event days in the City Centre and Bay areas of Cardiff, no less than four (4) SIA registered door supervisors will be employed at the premises from either 16:00 hours that day or no less than two hours before the commencement of the event, whichever is earlier, until closure of the premises.
- 7) There shall be a minimum of one body worn camera device in use at the premises whenever SIA licensed door staff are on duty. The body worn devices shall be capable of recording video (images) and sound. Recorded images shall be stored for a minimum of 31 days and shall be produced to a police employee on the provision of satisfactory identification in a readily playable



format, immediately upon request when the premises are open to the public and at all other times as soon as reasonably possible subject to data protection legislation. There will be sufficient trained staff to facilitate the above.

- 8) SIA Licensed door staff shall each carry an internal radio to allow communication between themselves and management.
- 9) SIA door supervisors will wear Hi – Vis vests whilst on duty.
- 10) A register of door supervisors shall be kept at the premises. The register shall show the full name and SIA registration number of each door supervisor, stating the start and end duty times from each door supervisor. The register shall be kept by the DPS for a minimum of 6 months and will be made available to a police employee on request.
- 11) The premises shall operate a drug safe scheme. A dedicated register shall be kept in which any drugs deposited in the drug safe are recorded. This register shall be cross referenced with the incident book.
- 12) The designated premise supervisor will be an active member of the Cardiff Licensees Forum.
- 13) The premises will operate a South Wales Police / Cardiff Council approved radio system.
- 14) No dancefloor to be available at the premises
- 15) An incident book will be kept and maintained at the premises at all times.

This book will record the following;

- (i) All crimes reported at the venue
- (ii) Any ejections of patrons
- (iii) Any disorder on the premises
- (iv) Any visit by representatives of a relevant authority or emergency service
- (v) Any failure of the CCTV system

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



It shall be made available on request to a police officer

16) On days classified as major event days by South Wales Police, all drinks will be dispensed into non glass vessels, with the exceptions being hot drinks (ceramics) unless otherwise agreed with the police in writing on request made no less than 14 days before such event.

17) No live sports will be screened at the premises (if live sport to be screened then it will be conditioned appropriately)

18) Consumption of alcohol on the ground floor will only be for seated customers, there will be no vertical drinking.

19) A dispersal policy will be drawn up and implemented to ensure that as far as practicable customers leaving the premises at the end of each nights trading session do so quickly and quietly.

20) At all times that the premises is operating under the licence, the Premises Licence Holder shall ensure that its staff operate a Challenge 25 Policy to minimise the risk of alcohol being sold to underage customers. This policy shall provide that before any sale of alcohol any person who appears to be under the age of 25 will be required to produce photo ID in the form of a passport, driving licence, UK Military card, PASS (or similar) card to prove that he/she is over the age of 18. Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises. The premises licence holder shall arrange staff training in relation to underage sales.

21) All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic)

22) No striptease, no nudity and all persons to be decently attired at all times.

23) No persons under the age of 18 permitted on the premises after 20:00 hours.

24) During regulated entertainment after 23:00 hours, all external doors and windows to be closed except for access and egress.

25) The internal capacity for customers will be limited to 450 persons, not including the Outside Area. There will be a minimum of 315 seats at all times the premises is operating.

Not Protectively Marked

- 26) All tables for use of “Beer Pong” must be booked at reception via a member of staff or via an on-line booking that will be verified by a member of staff upon entry.
- 27) A Beer Pong “session will be limited to 60 minutes. Sessions will be limited to one session per group, multiple sessions will not be permitted.
- 28) There will be a maximum of 10 persons per Beer Pong table.
- 29) All persons participating in “Beer Pong” will be monitored for behaviour and intoxication levels by trained staff before and during the game.
- 30) On days classified as major event days by South Wales Police “Beer Pong” tables will not be in use.
- 31) There will be no more than three (3) Beer Pong tables at the premises.
- 32) For Beer Pong only, drinks are limited to closed containers, no spirits are allowed to be sold for the purpose of Beer Pong.

If you wish any further information then please contact Police Licensing Officer Michael Stone at the Cardiff Bay Police Station .

Yours faithfully,

*Jeff Lewis*

Acting Chief Inspector 2107

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi. South Wales Police welcomes receiving correspondence in Welsh and English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



# **APPENDIX E**

## **Ward Councillors Representation**

## **Barker, Kirstie**

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**From:** Mackie, Norma (Cllr)  
**Sent:** 20 September 2022 13:29  
**To:** Barker, Kirstie  
**Subject:** Licensing Act 2003: Application for the grant of a Premises Licence - Roxy Lanes, First Floor, Queens West, Queen Street, Cardiff, CF10 2AQ  
**Attachments:** Licensing Objection Queen Street.docx

Hi Kirstie

Please find attached our objection to the above Licensing Application.

Regards

Norma

**Y Cynghorydd / Councillor Norma Mackie**  
**Yr Aelod Cabinet dros Wasanaethau Cymdeithasol (Gwasanaethau Oedolion)**  
**Cabinet Member for Social Services (Adult Services)**  
**Cyngor Caerdydd | Cardiff Council**

# **Licensing Act 2003: Application for the grant of a Premises Licence - Roxy Lanes, First Floor, Queens West, Queen Street, Cardiff, CF10 2AQ**

I am writing on behalf of myself, Cllr Weaver and Cllr Merry to object to this application as we feel quite strongly that the loss of another retail outlet, in favour of another licenced outlet, from one of our main shopping streets is detrimental to Queen Street and to Cardiff.

We recognise that following COVID retailers have struggled to encourage customers back to the shops but the loss of another retail outlet will further discourage shoppers to come to Cardiff. Cardiff with Queen Street at it's heart, is well known through Wales and England as a great place to shop and bus loads come from as far as Plymouth to do their Christmas shopping. We are at risk of losing many visitors and shoppers to the City if we continue to allow more shops to become licensed premises.

Granting this application will give the green light to other applications and this will have a knock-on effect to other businesses such as cafés and restaurants and other shops as customers will be inclined to shop elsewhere or online.

The City Centre is subject to a Cumulative Impact Policy which is in place to limit the number of licensed premises in the area as a means of ensuring promotion of the Licensing Objectives and a further licensed premises in the middle of Queen Street, which will attract stag and hen parties and late-night drinking etc, will not promote those objectives. Shoppers are likely to be exposed to more intoxicated people with the anti-social behaviour that brings, putting off more people and especially families from coming to Queen Street and creating more work for the police and other services.

Cardiff now has sufficient licensed activity outlets, with a number of new venues being allowed to open over the last 2 years, this should stop and time should be given to try and encourage more shopping outlets to take over premises that are closing.

We do not want to create another St Mary Street, with all the antisocial behaviour it brings, and that is what we will achieve if we continue to allow more licensed premises on Queen Street.

We object to this application on the grounds that it will not promote the Licensing Objectives of the prevention of:

Crime and Disorder

Public Safety

Public Nuisance and

The protection of children from harm.

Regards

*nmackie*

Cllr Norma Mackie and on behalf of Cllrs Sarah Merry and Chris Weaver  
Cathays Councillors