



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

|                                    |   |
|------------------------------------|---|
| <b>Pwyllgor</b>                    | IS-BWYLLGOR TRWYDDEDU   |
| <b>Dyddiad ac amser y cyfarfod</b> | DYDD GWENER, 7 MEDI 2018, 10.00 AM                              |
| <b>Lleoliad</b>                    | YSTAFELL E, NEUADD Y DDINAS - NEUADD Y DDINAS                   |
| <b>Aelodaeth</b>                   | Cynghorydd Mackie (Cadeirydd)<br>Cynghorwyr Murphy a/ac Goddard |

- 1 Datganiadau o Fuddiant**
- 2 Cais am Drwydded Safle - Coffi Co, Watkiss Way** (*Tudalennau 3 - 16*)
- 3 Materion Brys (os o gwbl)**

**Davina Fiore**

**Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

Dyddiad: Dydd Llun, 3 Medi 2018

Cyswllt: Graham Porter, 02920 873401, [g.porter@caerdydd.gov.uk](mailto:g.porter@caerdydd.gov.uk)

Mae'r dudalen hon yn wag yn fwriadol

**CARDIFF COUNCIL  
CYNGOR CAERDYDD**

**Agenda Item CO.**

**LICENSING SUB-COMMITTEE: 7<sup>th</sup> September 2018**

**Report of the Head of Shared Regulatory Services**

**Application for Premises Licence - Grant**

**Application No: 025563**

**Name of Premises: Coffi Co**

**Ward: Butetown**

**1. Application**

1.1 An application for a Premises Licence - Grant, has been received from Coffi Co (Cardiff) Ltd in respect of Coffi Co, Ground Floor Commercial Unit 2, Bayscape Cardiff Marina, Watkiss Way, Cardiff, CF11 0SY.

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 live music and recorded music (indoors).
3. The provision of late night refreshment (indoors).

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

“Coffi Co coffee shop located in the ground floor commercial unit of the new Bayscape apartment building in Cardiff Marina. The premises are made of standard concrete construction and are in an area designated for residential, leisure and tourism. The business will primarily be involved in the sale of coffee and food products but will also sell craft and specialized alcoholic beverages between the specified standard trading hours for consumption exclusively on the premises. It is envisaged that revenue through the sale of alcohol will make up less than 20% of total sales”.

(3) The opening hours are proposed as follows:

Monday to Wednesday: 08:00 to 21:00  
 Thursday to Sunday: 08:00 to 23:00  
 Sunday preceding Bank Holidays: 08:00 to 00:00  
 Christmas Eve: 08:00 to 00:00  
 New Years Eve: 08:00 to 00:00

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

1. The supply of alcohol for consumption on the premises:

Monday to Wednesday: 08:00 to 21:00  
Thursday to Sunday: 08:00 to 23:00  
Sunday preceding Bank Holidays: 08:00 to 00:00  
Christmas Eve: 08:00 to 00:00  
New Years Eve: 08:00 to 00:00

2. The provision of regulated entertainment in the form of live music (indoors):

Christmas Eve: 13:00 to 00:00  
New Years Eve: 13:00 to 00:00

3. The provision of regulated entertainment in the form of recorded music (indoors):

Sunday preceding Bank Holidays: 13:00 to 00:00  
Christmas Eve: 13:00 to 00:00  
New Years Eve: 13:00 to 00:00

4. The provision of late night refreshment (indoors):

Monday to Wednesday: 08:00 to 21:00  
Thursday to Sunday: 08:00 to 23:00  
Sunday preceding Bank Holidays: 08:00 to 00:00  
Christmas Eve: 08:00 to 00:00  
New Years Eve: 08:00 to 00:00

2. **Promotion of Licensing Objectives.**

2.1 The additional conditions proposed by the applicant to meet the licensing objectives are attached to the report.

3. **Relevant Representations**

Representations have been received in respect of the application, copies of which are enclosed with the report.

**4. 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 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**

**17 August 2018**

Continued from previous page...

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

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.

On Christmas Eve, New Years Eve and on all UK bank holidays, the premises may remain open to the public until 00:00hrs

**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.

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

Coffi Co specialises in the sale and service of coffee related products and non-alcoholic beverages.

It envisages that 80% of sales will relate to coffee, non-alcoholic and food relates products with alcohol accounting for just 20% of sales.

The majority of alcohol will be served during Coffi Co hosted special events which will typically commence from 7pm on a Friday or Saturday, in addition the business will take private bookings for parties and special occasions.

It should be noted that the business will only sell craft and premium products and that said products will be priced accordingly, we will not offer any kind of alcohol related promotions and or use low prices as a mechanism to sell alcohol.

As a license holder Mr J Carty has vast experience of running licensed premises and events and has a first class record in running licensed venues that deliver a first class customer experience

**Continued from previous page...**

with ZERO public nuisance or safety issues occurring.

For all larger special events after 7pm the business will ensure licensed door staff are on hand, the primary aim here will be to manage those allowed to enter the premises ensuring that we attract our core target audience i.e. 25yr and above who demonstrate an ability to drink sensibly and are not impaired by alcohol prior to entry.

As a business, our success is driven through the continued delivery of a family friendly environment where our customers come to relax and socialise, the continued delivery of customer safety and a first class experience is fundamental in every business decision we make.

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

The sale of alcohol will focus on the servicing of special events and pre booked events.

The business will send non-core products to include craft ales and ciders and speciality spirits, etc. Alcohol will be sold at premium price points with absolutely NO discount deals or incentives being used to promote the sale of alcohol.

The business will operate a challenge 25 bar service system.

Licensed security staff will be employed for any larger special occasions where alcohol is served on the premises.

Coffi Co has experience of working closely with local police and community officers with the aim of ensuring that our approach to the sale and service of alcohol to our customers has no negative impact to our local communities.

**c) Public safety**

The premises will serve craft beer and premium spirits targeting an audience aged 21 years and above.

The business employs experienced team members and the license holder Mr J Carty has run hundreds of licensed events at similar venues / outlets for a period in excess of five years with all events passing peacefully with no public safety or disturbance issues.

In addition, where licensed activity runs past 7pm the business will employ a minimum of two licensed door staff to ensure standards are maintained in terms of customers allowed to enter the premises and that safety is guaranteed once customers are in the restaurant.

**d) The prevention of public nuisance**

The business has vast experience of working in similar locations and running similar events.

Noise levels will be restricted to levels that can be contained within the premises ensuring peace for our neighbours.

In addition, the business will ensure that all customers are monitored as they enter and leave the premises with guidance re noise levels being given to guests on exit.

Our requested licencing hours and frequency of events (i.e. typically once or twice per week) will ensure that we make a minimum impact in terms of nuisance.

Our core business is the sale of coffee and non-alcoholic drinks and as such the overall ambience of the premises will be set up and managed to reflect this.

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

Coffi Co will primarily operate as a coffee shop, with the sale of food and non-alcoholic beverages envisaged to provide 90% of sales and alcoholic beverages providing 20% of sales, hence Coffi Co aims to target a family audience and provide a family friendly atmosphere.

Private events whereby the majority of sales will be provided from alcoholic beverages will be hosted by ourselves and will be pre-organised, typically taking place after 7pm when children are not present or are under the strict control of their parents.

The business will operate a challenge 25 service policy which will strictly enforce the sale of alcohol based on proven ID. Staff will also closely monitor the consumption of alcohol on site ensuring that it is not consumed by minors.

225563

**Hartrey, Claire**

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**From:** :om>  
**Sent:** 11 August 2018 20:45  
**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)  
**Subject:** Re:-application for a premises licence by Coffi Co (Cardiff )Ltd.

Referring to the above application for a license at "Bayscape" Watkiss Way,Cardiff.

I wish to object to the application for the following reasons:-

- 1 The notice regarding the application is posted in the window of the premises in an area restricted to public access and generally masked by builders vehicles ,equipment and fenced off waste skip.
- 2 At this time there are only a handful of residents in the apartments above the premises who are in a position to object,should they have received individual notification? This entire area is residential with no comparable establishment nearby.
- 3 The extended drinking hours proposed will almost certainly lead to outside smoking with associated noise,fumes and litter contaminating the surrounding area including rubbish,glasses and bottles contaminating the adjacent river and White Water Rafting Centre.
- 4 During purchase of our apartment we were led to believe that the establishment would be a low key coffee shop.(not a high profile bar/restaurant more suited to Mermaid Quay!) and the proposal can only sour our right to quiet enjoyment of the area.
- 5 Where are patrons cars to be parked? Will taxis be arriving and departing early and late at night with associated noise?
- 6 Will large delivery trucks be required at any time during the proposed extended opening hours further adding to the noise contamination issues?
- 7 Reduced alcohol serving times would be more acceptable ,eg between 10am.and 7pm.all days of the week.
- 8 Many families visit the White Water Rafting Centre,are they likely to be confronted by loutish alcohol fuelled behaviour on occasions?

For the above reasons and perhaps many more I request that you turn down the application .Please acknowledge receipt of this objection Yours faithfully ,

r  
Sent from my iPad



**Barker, Kirstie**

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**From:**  
**Sent:** 09 August 2018 11:06  
**To:**  
**Cc:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu);  
**Subject:** RE: Coffi Co Bayscape Confirmation of Acceptance of Conditions

Dear Justin and Licensing,

All would appear to be agreed in relation to this application.

The Police therefore withdraw their request for the application to be heard before the licensing sub committee.

Regards

Tony

**From:** Five Star Chef [mailto:  
**Sent:** 09 August 2018 11:03  
**To:**  
**Cc:** uk;  
**Subject:** Re: Coffi Co Bayscape Confirmation of Acceptance of Conditions

Claire / Tony.

Thanks for the detail and your time in resolving this matter.

In response to your confirmed conditions I can confirm as follows:

1. A CCTV system that provides clear day and night images with 31 day play back will be installed prior to the store opening and will subsequently record all activity in the store. We will ensure that images are available for real time playback and that any recording required by the police is made available via trained members of our team who will be on site during all standard opening hours to assist in this matter.
2. An incident book will be kept on site and made available to the police which will detail all / any events of the following nature.
  1. Any / all crimes reported to the venue
  2. Any complaints received of a criminal / licensing nature
  3. Any incidents of disorder
  4. Any refusal of the sale of alcohol
  5. Any visit by a representative authority or a member of the emergency services.
  6. Any failures of the CCTV system
3. Notices will be placed at the exit requesting that all customers leave the premises quietly.
4. SIA security will be employed where the venue holds an event or function for 75 people or more, security will be employed on a ratio of 1:75
5. All staff involved in the sale of alcohol will attend an annual training session with records of attendance / completion being kept accordingly.
6. All alcohol on sale will be displayed and sold more than five meters away from the main front door.
7. All doors and windows will be kept closed when music is being played
8. We can confirm that "No persons under the age of 18 years will be allowed on the premises after 21:00 each day unless accompanied by a responsible adult and attending a pre planned function."

I can confirm that our fit out will be complete with the CCTV system available for inspection etc by the 25th August 2018.


Thanks again for your assistance on this matter.

Regards

Justin

Five Star Chef Ltd.  
Coffi Co  
Harbour Drive  
Cardiff Bay  
Cardiff  
CF24 5BS  
02922 331 995

 Five Star Chef Catering

 @fivestarchef2

[www.fivestarchef.co.uk](http://www.fivestarchef.co.uk)

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**From:** Cj  
**Sent:** 08 August 2018 12:12  
**To:** j  
**Cc:** [licensing@cardiff.gov.uk](mailto:licensing@cardiff.gov.uk)  
**Subject:** Coffi Co Bayscape SWP representations

Dear Mr Justin Carty,

Please find attached South Wales Police representations regarding the premises licence submitted for Coffi Co. Bayscape, Cardiff Marina, Watkiss Way, Cardiff, CF11 OSY.

If you are happy to accept our representations can I ask you confirm this by return email including Cardiff Council Licensing [licensing@cardiff.gov.uk](mailto:licensing@cardiff.gov.uk)

Many thanks, Kind Regards  
Claire

**Claire-Louise Dewhurst**   
**Swyddog Trwyddeduy Heddlu / Police Licensing  
Officer**  
**Adran Drwyddedu / Licensing Department**

**Barker, Kirstie**

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**From:** [redacted]@south-wales.police.uk  
**Sent:** 09 August 2018 10:09  
**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu);  
**Cc:**  
**Subject:** Premises Licence application COFFI CO, Bayscape Cardiff Marina

Dear Licensing and Mr CARTY,

I refer to the police letter of representation/seeking of conditions served on yourselves and dated 8<sup>th</sup> August 2018;

In relation to condition number 8. "Access for persons under the age of 18 will not be permitted on the premises unless accompanied by an adult and for no persons under the age of 18 to be allowed on the premises past 2100 hours unless attending a pre planned function."

Please delete and replace with; 8. "No persons under the age of 18 years will be allowed on the premises after 21:00 each day unless accompanied by a responsible adult and attending a pre planned function."

Sorry for any inconvenience caused,  
Regards  
Tony Bowley

**Ydych chi angen siarad gyda'r heddlu ond nad oes angen ymateb brys arnoch? Ffoniwch 101? Gellir defnyddio'r rhif i roi gwybod am achos nad yw'n un brys i unrhyw heddlu yng Nghymru a Lloegr.  
Mewn argyfwng, ffoniwch 999 bob amser.**

**Do you need to speak to police but don't require an emergency response? Call 101? The number can be used to report a non-emergency to any force in Wales and England.  
In an emergency, always dial 999.**

**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.**

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**Barker, Kirstie**

**From:**  
**Sent:** 08 August 2018 12:13  
**To:**  
**Cc:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)  
**Subject:** Coffi Co Bayscape SWP representations  
**Attachments:** Coffi co Bayscape signed.pdf

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**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 fgythiadau, meddylwch cyn agor atodiadau gan anfonwyr nad ydych yn eu hadnabod. \*\*\***

Dear Mr Justin Carty,

Please find attached South Wales Police representations regarding the premises licence submitted for Coffi Co. Bayscape, Cardiff Marina, Watkiss Way, Cardiff, CF11 OSY.

If you are happy to accept our representations can I ask you confirm this by return email including Cardiff Council Licensing [licensing@cardiff.gov.uk](mailto:licensing@cardiff.gov.uk)

Many thanks, Kind Regards  
Claire



**Claire-Louise Dewhurst**   
Swyddog Trwyddeduy Heddlu / Police Licensing Officer  
Adran Drwyddedu / Licensing Department

Heddlu De Cymru / South Wales Police  
URS y Dwyrain / Eastern BCU  
Gorsaf yr Heddlu Bae Caerdydd / Cardiff Bay Police Station  
Stryd James / James Street  
Bae Caerdydd / Cardiff Bay  
CF10 5EW

: 02920 633421 | Ext: 34208 |

[Claire.dewhurst@south-wales.pnn.police.uk](mailto:Claire.dewhurst@south-wales.pnn.police.uk)

/SWPolice @SWPolice @SWPolice /SWPTV

**Ydych chi angen siarad gyda'r heddlu ond nad oes angen ymateb brys arnoch? Ffoniwch 101 Gellir defnyddio'r rhif i roi gwybod am achos nad yw'n un brys i unrhyw heddlu yng Nghymru a Lloegr. Mewn argyfwng, ffoniwch 999 bob amser.**

**Do you need to speak to police but don't require**

**an emergency response? Call 101 The number can be used to report a non-emergency to any force in Wales and England. In an emergency, always dial 999.**

**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.**



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

8<sup>th</sup> August 2018

Coffi Co (Cardiff) Ltd  
Ground Floor, Commercial Unit 2,  
Bayscape Cardiff Marina, Watkiss Way  
Cardiff  
CF11 OSY

**APPLICATION FOR A NEW PREMISES LICENCE.LICENSING ACT 2003.**  
**COFFI CO, BAYSCAPE CARDIFF MARINA, WATKISS WAY, CARDIFF, CF11 OSY**

Dear Mr Justin Carty,

I have caused enquiries to be made into this application. The proposed premises is located adjacent to Cardiff Marina in Cardiff Bay. The Business utilises a ground floor unit with domestic accommodation above. I therefore ask that the Licensing Committee hear the representations made by the Police when determining the grant of this application.

However, should the applicant confirm they are in agreement with the below representations made to meet the licensing objectives, then please accept that the Police will automatically withdraw their request for a hearing before the Licensing Committee.

However 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.

**CONDITIONS OFFERED BY THE APPLICANT**

The business will only sell craft and premium products and that said products will be priced accordingly and will not offer any kind of alcohol related promotions and or use low prices as a mechanism to sell alcohol.

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.

Prif Gwnstabl **Matt Jukes QPM, MA(Oxon)MSc.** Chief Constable

The business will operate a challenge 25 bar service scheme.

### 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;

Prevention of Crime and Disorder;

1. A CCTV system shall be installed to a standard as approved by South Wales Police and maintained and operated at all times 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 areas associated with the premises. The images shall 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 and at all other times as soon as reasonably practicable. There will be sufficient trained staff to facilitate the above.

Whilst the Police acknowledge the above condition offered by the applicant, the proposed condition sets out exactly what is required of such a condition to the avoidance of doubt.

2. An incident book shall be kept at the premises and maintained on site for a period of twelve months. It shall be made available on request to an authorised officer of the local authority or a member of police staff, which will record the following:

All crimes reported to the venue

Any complaints received (of a Criminal or Licensing nature)

Any incidents of disorder

Any refusal of the sale of alcohol

Any visit by a representative of a relevant authority or a member of the emergency services.

Any failures of the CCTV system.

The above condition will allow the accurate documenting of incidents likely to arise at the premises.

The following representations are made to promote Prevention of Crime and disorder/ Public Safety;

3. Notices will be placed at the exits requesting patrons leaving the premises to do so quietly.

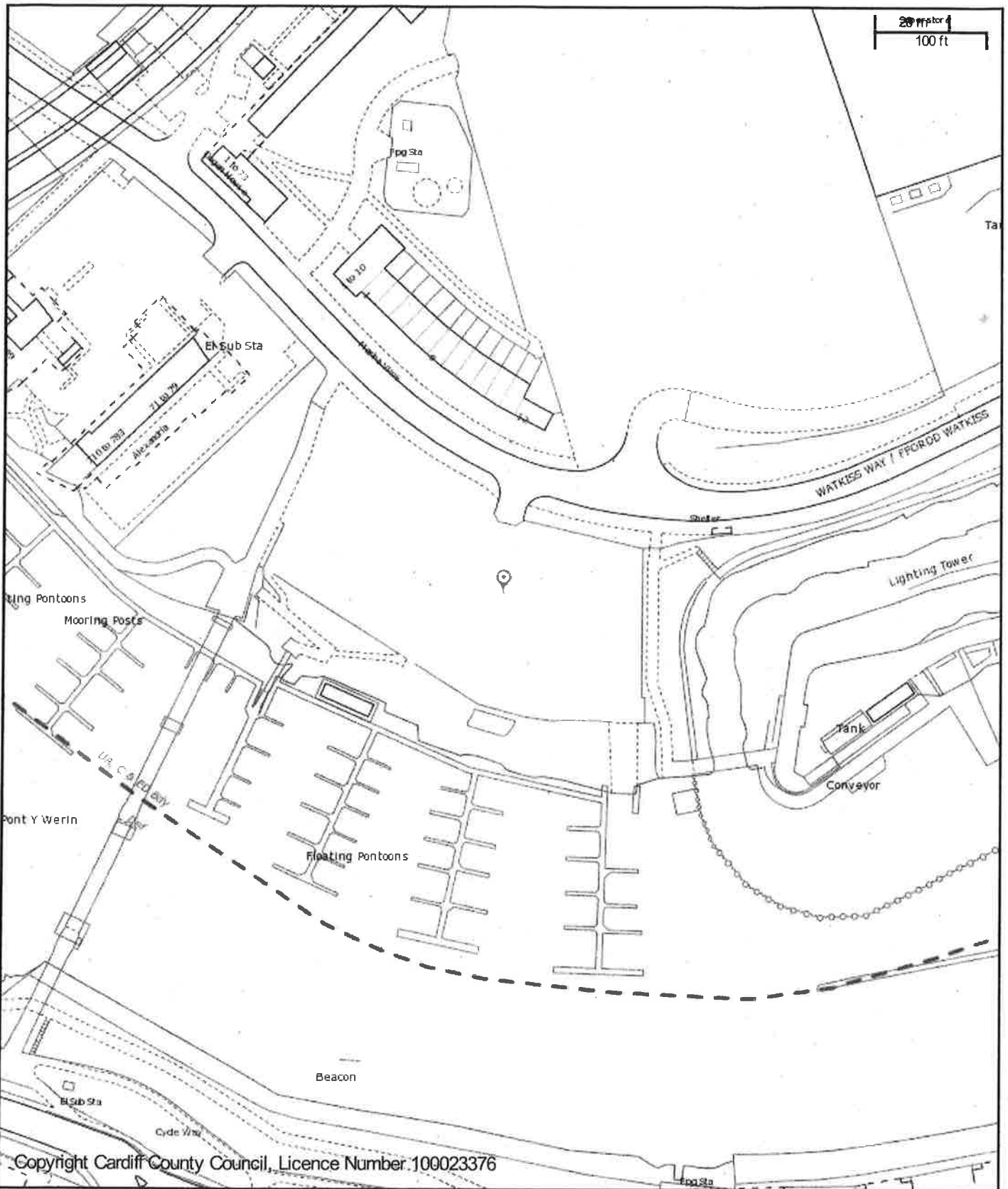
4. S.I.A registered door supervisors will be employed for any pre-planned event or function exceeding 70 persons or more. S.I.A registered door supervisors will be employed at the premises on a ratio of 1:75 from the commencement of the event to the end.

5. All staff involved in the sale of alcohol will participate in training on an annual basis concerning knowledge of licensing laws to promote responsible retailing.

6. No display of alcohol shall be located within 5 metres to the main front entrance/exit of doors.

To ensure the prevention of public nuisance the business will:

7. All doors and windows must be kept closed when music is being played except for those doors when allowing access/egress to the premises.



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| <p>CHIEF EXECUTIVE<br/>Paul Orders<br/>County Hall<br/>Atlantic Wharf<br/>Cardiff CF10 4UW<br/>Tel: 029 20872000</p> | <p><b>City of Cardiff Council</b><br/><b>Cyngor Dinas Caerdydd</b></p> |  | <p><b>Title</b><br/>Scale: 1:1417<br/>Date: 17/8/2018 at 13:56 PM<br/>Coordinates<br/>© Crown copyright and database rights (2014).<br/>This copy is produced specifically to supply County Council information NO further copies may be made.<br/><b>Ordnance Survey 100023376 (2014).</b></p> |
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