#### **AGENDA**

Committee LICENSING SUB COMMITTEE

Date and Time of Meeting

FRIDAY, 14 JANUARY 2022, 2.00 PM

Venue REMOTE MEETING VIA MS TEAMS

Membership Councillor Mackie (Chair)

Councillors Sattar and Lancaster

#### 1 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

- 2 Application for the Grant of a Premises Licence Next Retail Ltd, Queen Street (Pages 1 14)
- Application for the Grant of a Premises Licence Desg, Penhill Road, Pontcanna (Pages 15 62)
- 4 Urgent Items (if any)

Davina Fiore
Director Governance & Legal Services

Date: Monday, 10 January 2022

Contact: Graham Porter,

02920 873401, g.porter@cardiff.gov.uk

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email Democratic Services

CARDIFF COUNCIL
CYNGOR CAERDYDD

Agenda Item CO.

**LICENSING SUB-COMMITTEE: 14 January 2022** 

Report of the Head of Regulatory Services

**Application for Premises Licence - Grant** 

Application No: 068387

Name of Premises: Next Retail Limited, 82-88 Queen Street, Cardiff, CF10 2GR

Ward: Cathays

#### 1. Application

- 1.1 An application for the Grant of a Premises Licence has been received from Next Retail Limited in respect of Next Retail Limited, 82-88 Queen Street, Cardiff, CF10 2GR.
- 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 off the premises.
  - (2) Description of Premises (as stated by applicant):

"Retail store selling clothes, footwear, furniture and accessories. The Licence is to enable Next Retail Limited to sell alcoholic gifts at this store".

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 Friday: 09:00 to 20:00

Saturday: 06:00 to 19:30 Sunday: 11:00 to 17:00

On days when the NEXT sale is planned to start the store opening hours will commence at 06:00 hours.

During the month of December, the store opening hours will be extended until 00:00 hours.

- (4) To provide licensable activities during the following hours:
  - (i) The sale by retail of alcohol for consumption off the premises:

Monday to Friday: 09:00 to 20:00

Saturday: 06:00 to 19:30 Sunday: 11:00 to 17:00

On days when the NEXT sale is planned to start, licensable activity will commence at 06:00 hours.

During the month of December, permitted hours for licensable activity will be extended until 00:00 hours.

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

#### 2. 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*.

#### 3. Relevant Representations

3.1 A representation has been received from South Wales Police. A copy of the representation can be found attached as *Appendix C*.

#### 4. <u>Legal Considerations</u>

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

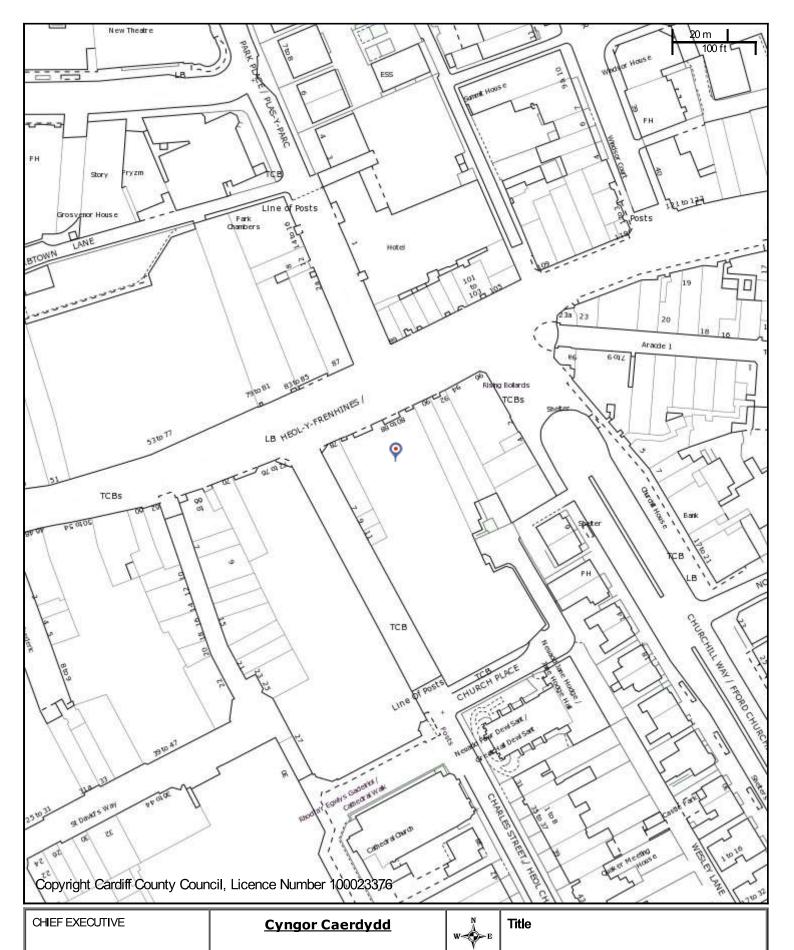
5.1 The application should be determined and the appropriateness of any conditions on the licence needs to be discussed.

Dave Holland Regulatory Services

29th December 2021

# **APPENDIX A**

Site Map & Plan



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

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

#### **Cardiff Council**



Page 4

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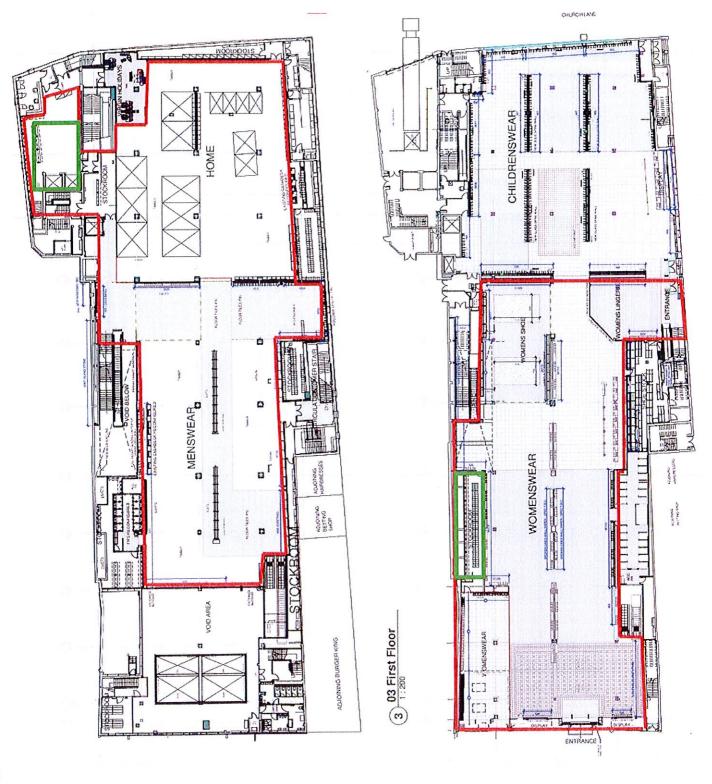
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### **APPENDIX B**

**Operating Schedule** 

#### Continued from previous page...

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

This Company operates a retail business from the aforementioned premises, providing a range of goods and services, including the sale of alcohol (in the form of alcoholic gifts) for consumption off the premises.

Sales of the alcoholic gifts are primarily concentrated during seasonal events such as Christmas & Mothers/Fathers Day but will also occur at other times throughout the year as appropriate.

We operate a robust and well established training policy for all our staff, which includes information in relation to age related sales stock.

Alcohol will never amount to more than 1% of the entire store's stock.

This information is provided to support the Application made by the Company and to demonstrate the Company's commitment to supporting the licensing objectives.

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

This Company has adopted the following steps to ensure the prevention of crime and disorder and these measures are in place prior to this application being submitted.

Staff training emphasises vigilance in monitoring customer activity to minimise general theft and public disorder.

The store operates a CCTV system which is used to monitor general activity within the store. Store security is the responsibility of the Manager or delegated to a designated member of staff in the Manager's absence. All recordings are retained and kept for a minimum of 28 days and are accessible to a Police Officer upon request.

Notices are displayed at the point of sale advising customers of the Company's Policy in relation to age-related sales. Stocks of alcohol are stored in a section of the locked storeroom as shown on the plan submitted in support of this application.

#### c) Public safety

All stores have fire and smoke detection equipment.

General staff training includes steps to ensure the safety of customers in and around the premises including evacuation in the event of a fire.

Store design aims to ensure safe ingress and egress of customers.

#### d) The prevention of public nuisance

All staff are required to be diligent in monitoring activities in and around the premises and are instructed to report incidents to the designated member of staff responsible for security or the Store Manager.

All staff are trained in respect of the requirement to refuse the sale of alcohol to an intoxicated customer.

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

The Company has a Policy in relation to underage sales in respect of alcohol and other age-restricted goods. In relation to alcohol, this requires staff to challenge any person attempting to purchase alcohol who appears to be under the age of 25 and request proof of age where necessary.

Employees are briefed on current recognised proof of age schemes and other forms of identification deemed to be acceptable as proof of age.

The Company's till system utilises an "electronic flag" on all age restricted products which triggers a prompt on the till reminding the operator to check the age of the purchaser when such products are scanned.

#### Section 19 of 21

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

### **APPENDIX C**

### **South Wales Police Representation**

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

From:

**Sent:** 22 December 2021 10:37

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Premises Licence Application NEXT Queen Street

**Attachments:** License Application NEXT.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, meddyliwch 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 the Premise Licence Application for Next Queen Street.

Kind regards Mike



4813 Michael Stone - 4813 Michael Stone

Adran Diogelwch Cymunedol | Community Safety Department

Urhs Caerdydd a'r Fro / Cardiff & Vale BCU South Wales Police - Heddlu De Cymru





#### 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.

Do you need to speak to the police but don't require an emergency response? You can make a report via our website https://www.south-wales.police.uk, send us a private message via an official South Wales Police Facebook or Twitter account, or call 101. 101 can be used to report a non-emergency to any force in Wales and England. In an emergency always dial 999.

#### CADW DE CYMRU'N **DDIOGEL** • KEEPING SOUTH WALES **SAFE**

#### URhS Caerdydd a'r Fro

Gorsaf Heddlu Bae Caerdydd, Stryd James, Bae, Caerdydd CF10 5EW Teliffon: 01656 869211

Mewn argyfwng ffioniwch 999 Fel arall, ffioniwch 101

Gwefan: 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

SWYDDOGOL - OFFICIAL

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

21st December 2021

Next Retail Limited 82-88 Queen Street, Cardiff, CF10 2GR.

> RE: Application for the grant of a premise licence, "Next Retail Limited, 82-88 Queen Street, Cardiff. CF10 2GR"

I have conducted enquiries to be made 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.

The applicant has applied for a premises licence to allow the sale of alcohol for consumption away from the premises, from a currently unlicensed store on Queen Street, Cardiff.

This Company operates a retail business from the aforementioned premises, providing a range of goods and services, including the sale of alcohol (in the form of alcoholic gifts) for consumption off the premises.

Sales of the alcoholic gifts are primarily concentrated during seasonal events such as Christmas & Mothers / Fathers Day but will also occur at other times throughout the year as appropriate.

The Company operate a robust and well established training policy for all staff, which includes information in relation to age related sales stock.

Alcohol will never amount to more than 1% of the entire store's stock.







The applicant has provided a number of measures to promote the licensing objectives which are both appropriate and proportionate.

The applicant has confirmed through consultation that the selling of alcohol will be during the stores trading hours.

The applicant therefore applies to conduct the following licensable activity:

#### Supply of alcohol;

Monday to Friday 09:00 – 20:00.

Saturday 06:00 – 19:30.

Sunday 11:00 – 17:00

On days when the NEXT sale is planned to start the store opening/licensable hours will commence at 06:00. In addition, during the month of December, the store opening/licensable hours will be extended until 00:00.

#### **Opening Hours;**

Monday to Friday 09:00 – 20:00.

Saturday 09:00 – 19:30. (Next sale store opens at 06:00)

Sunday 10:30 – 17:00.

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

Monday to Friday 09:00 – 20:00.

Saturday 06:00 - 19:30.

Sunday 11:00 - 17:00

On days when the NEXT sale is planned to start the store opening/licensable hours will commence at 06:00. In addition, during the month of December, the store opening/licensable hours will be extended until 00:00.

Jeremy Vaughan

Prif Gwnstabl | Chref Genetable

#### Measures offered by the applicant in support of the application:

#### General

Designated premises supervisor nominated.

Monitoring of CCTV.

Challenge 25.







Regular training of all staff.

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

CCTV in place, images kept for 28 days and available for Police.

Staff training emphasises vigilance in monitoring customer activity to minimise theft / public disorder.

Proof of age policy will be in place.

Stocks of alcohol are stored in a locked storeroom.

#### **Public Safety**

All stores have fire and smoke detection equipment.

General staff training includes steps to ensure the safety of customers in and around the premises including evacuation in the event of a fire.

Store design aims to ensure safe ingress and egress of customers.

#### The Prevention of Public Nuisance

All staff are required to be diligent in monitoring activities in and around the premises and are instructed to report incidents to the designated member of staff responsible for security or the store manager.

All staff are trained in respect of the requirement to refuse the sale of alcohol to an intoxicated customer.

#### The Protection of Children from Harm

The Company has a Policy in relation to underage sales in respect of alcohol and other age-restricted goods. In relation to alcohol, this requires staff to challenge any person attempting to purchase alcohol who appears to be under the age of 25 and request proof of age where necessary.

Employees are briefed on current recognised proof of age schemes and other forms of identification deemed to be acceptable as proof of age.

The Company's till system utilises an "electronic flag" on all age restricted products which triggers a prompt on the till reminding the operator to check the age of the purchaser when such products are scanned.





The applicant has offered a number of points that would seek to promote the licensing objectives. However, it is felt that more is required to comprehensively promote the four licensing objectives. As such, I have compared the applicants offering against neighbouring premises and comprised a list of conditions that fit with the operating schedule and nature of the business.

Therefore the Police seek to include the conditions below that are appropriate and proportionate to the application. Such conditions have been used on like premises in Cardiff and the Vale and have prevented incidents of crime and disorder from occurring.

#### **POLICE REPRESENTATION**

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,

The premises falls within the Cumulative Impact Zone as per Cardiff Councils Statement of Licensing Policy.

There is a disproportionate amount of crime, disorder and nuisance associated with alcohol in the City Centre.

I recommend that South Wales Police make an objection to this application for a premises licence, However, should the committee be of mind to grant this application, we ask that the permitted activities and conditions are attached to the premises licence as listed below;

- 1. A CCTV system to be installed to an agreed standard as approved by South Wales Police and maintained at all times when the premises are open. The system will cover all licensable areas of the premises, also including all entrances and exits. The images will be kept for a minimum period of 31 days. The images will be produced to a Police employee in a readily playable format immediately upon request when the premise is open and at all other times, as soon as reasonably practicable. There will be sufficient trained staff to facilitate the above.
- 2. An incident record will be kept at the premises. Any incident of crime or disorder witnessed by staff or any incident reported by customers is to be noted in the log. The following information shall be recorded in relation to each incident:
  - Date and time of the incident
  - Name of person making the report
- Names of the parties involved (if known) or description of the parties (in as much detail as possible)





- Nature of the incident
- Any action taken thereafter
- · Refusals of sale

Staff will be trained in relation to their responsibility to complete an incident report. Access to incident reports shall be made available to South Wales Police on request.

- 3. The premises will operate a 'Challenge 25' policy. This policy will be brought to customers' attention by staff and through the display of appropriate signage. The only forms of identification recognised will be photographic identification cards, such as a driving licence, passport, or proof of age scheme card with PASS logo.
- 4. Anyone being utilised for the sale of alcohol will receive relevant training in relation to alcohol sales and the promotion of the licensing objectives. This training will be refreshed annually with a record held on the premise. The training record shall be retained for a period of 18 months and will be made available for inspection upon request by a South Wales Police officer or other authorised person.
- 5. No beer, lager or cider will be sold on the premises with an ABV of over 6%
- 6. When the store is open and the sale of alcohol is taking place a minimum of one security guard will be in place for the duration of the stores trading hours.

Additional evidence to support the notice of the objection will be presented at any subsequent Licensing Committee hearing. This evidence will be expanded on verbally, written, statistical or CCTV evidence.

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

Yours faithfully,

Jeremy Vaughan

Prif Gwnstabl Dhief Constable

M.CONQUER

**Chief Inspector** 





CARDIFF COUNCIL
CYNGOR CAERDYDD

Agenda Item CO.

**LICENSING SUB-COMMITTEE: 14 January 2022** 

Report of the Head of Regulatory Services

**Application for Premises Licence - Grant** 

Application No: 068065

Name of Premises: Desg, 11-13 Penhill Road, Pontcanna, Cardiff, CF11 9PQ

Ward: Riverside

#### 1. Application

1.1 An application for the Grant of a Premises Licence has been received from Desg Limited in respect of Desg, 11-13 Penhill Road, Pontcanna, Cardiff, CF11 9PQ.

- 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 the premises.
  - (2) Description of Premises (as stated by applicant):

"Office. Individuals/small businesses rent desks or small offices on daily, weekly, monthly or on a yearly basis. This application is to licence the bar area within the offices so staff and invited guests using the space are able to purchase alcohol. The premises may also host the occasional function under a private hire agreement.

The office is open 24 hours a day to its tenants but the applicant is not seeking to enable members of the public to be able to walk in off the street and purchase alcohol".

(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:

24 hours a day, 7 days a week

- (4) To provide licensable activities during the following hours:
  - (i) The sale by retail of alcohol for consumption off the premises:

Monday to Sunday: 10:00 to 22:30 hours

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

#### 2. 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*.

#### 3. Relevant Representations

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

#### 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.
- 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

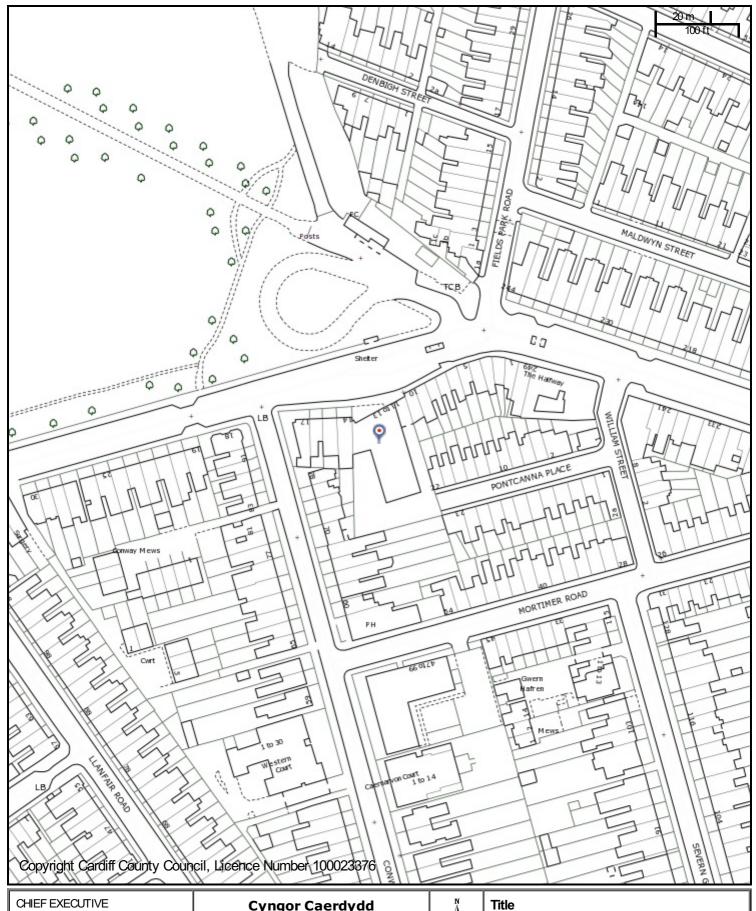
5.1 The application should be determined and the appropriateness of any conditions on the licence needs to be discussed.

Dave Holland Regulatory Services

29th December 2021

# **APPENDIX A**

Site Map & Plan



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

#### **Cyngor Caerdydd**

#### **Cardiff Council**



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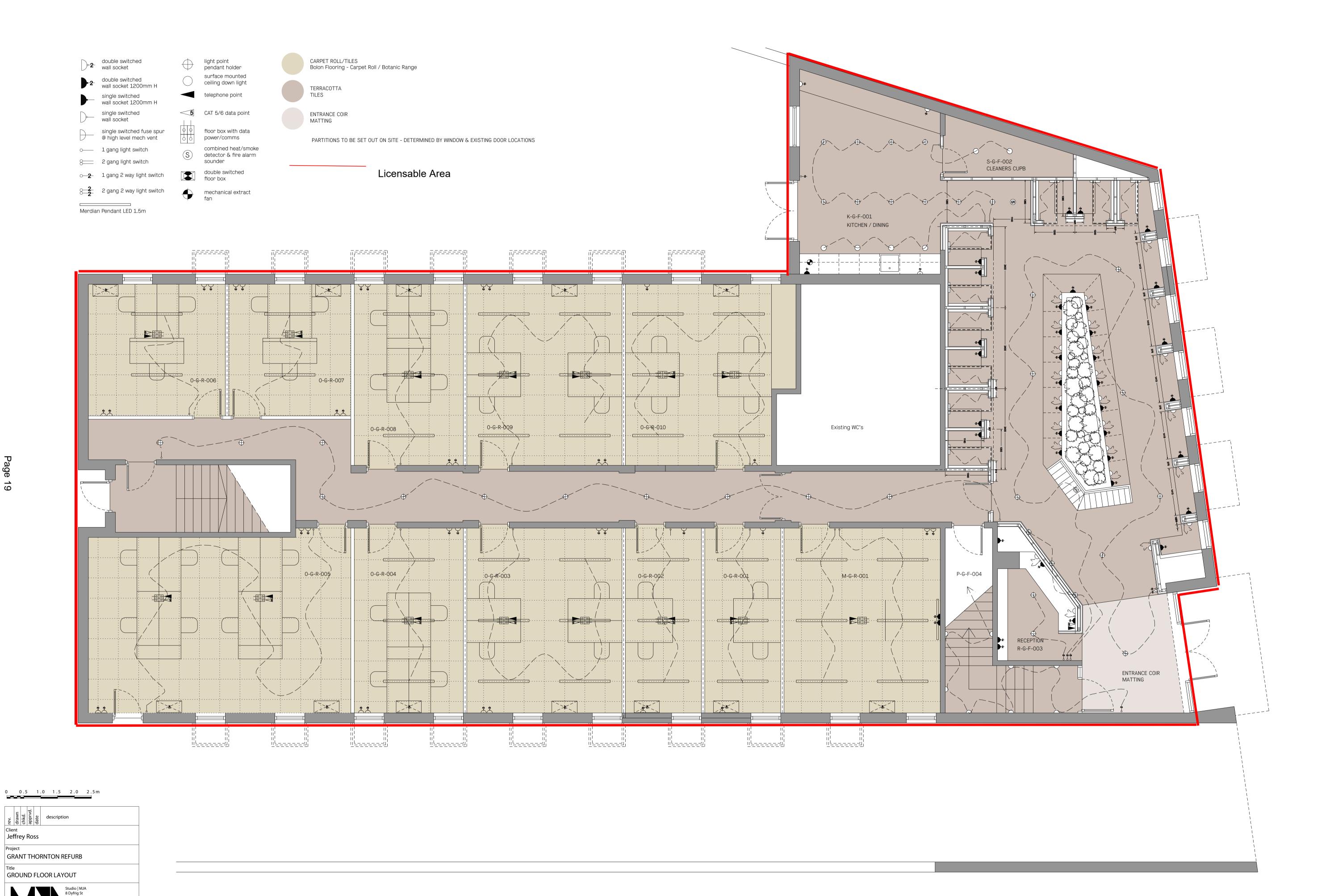
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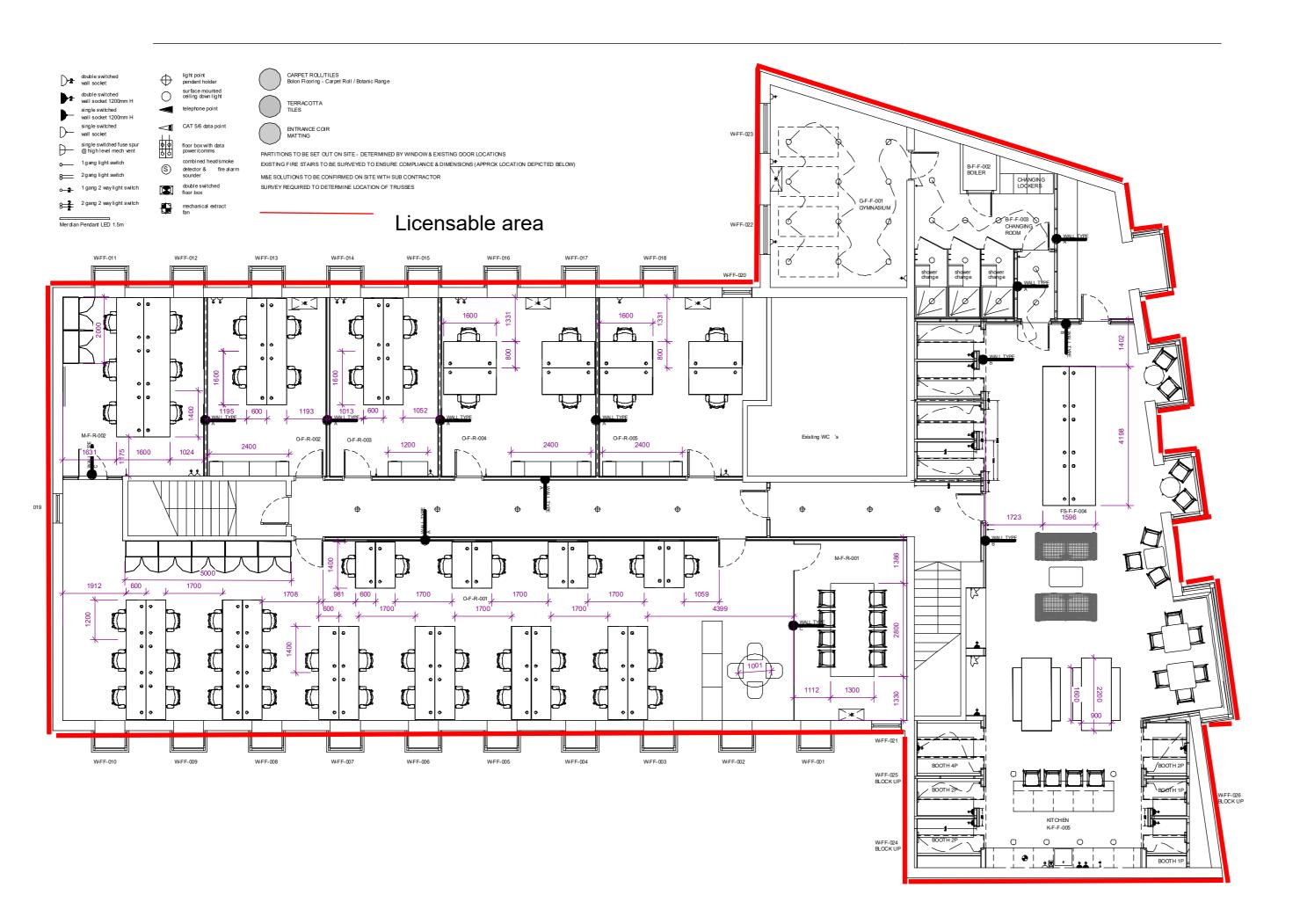
Ordnance Survey 100023376 (2014).



date 10.05.20

status drg. no. T A-P-GF-002





First Floor Plan Scale 1:100

<ul><li>Existing</li></ul>	O High Leve	el O For Approval
<ul><li>Proposed</li></ul>	○ Low Leve	el Construction
NOTE: ALL FINAL DESIGNS AND BUILDING REG		BE SUBJECT TO FULL SURVEY
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PROJECT TITLE : Jeffrey Ross		
TITLE : First Floor General <i>i</i>	Arrangement	
CLIENT : Jeffrey Ross		
AUTHOR :	CHECKED BY:	DATE: 09/30/20
SCALE : 1 : 100 @	9 A2	Project NO : 66610
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### **APPENDIX B**

**Operating Schedule** 

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)
Please see attached.
b) The prevention of crime and disorder
Please see attached.
c) Public safety
Please see attached.
d) The prevention of public nuisance
Please see attached.
e) The protection of children from harm
Please see attached.

Desg Limited
11-13 Penhill Road
Pontcanna
Cardiff
CF11 9PQ

#### Schedule of proposed conditions

#### General – all four licensing objectives

- Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.
- Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time

#### Staff training

- All members of staff shall receive training in relation to the sale of alcohol commensurate with their duties.
- A copy of the training records shall be kept on site and made available for inspection by an authorised officer of the police and or the licensing authority
- All training shall be refreshed at least every 12 months
- Only staff and invited guests are permitted access to the premises, save for the occasional pre booked private hire event.
- The general public will not be permitted access to the premises to purchase alcohol.

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

#### **CCTV**

- CCTV shall be installed to Home Office Guidance standards and maintained in a
  good working condition and recordings shall be kept for 31 days and shall be made
  available to police and authorised Officers from Cardiff City Council
- A staff member from the premises who is conversant with the operation of the CCTV
  system shall be on the premises at all times when the premises is open. This staff
  member must be able to provide a Police or authorised council officer copies of
  recent CCTV images or data with the absolute minimum of delay when requested.
- The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.
- The CCTV system shall also provide coverage of the area in which the alcohol is served and dispensed (the first floor "bar" area").
- The CCTV images shall be kept in an easily downloadable format.

#### **Incident Register**

- An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Cardiff City Council or the Police, which will record the following:
- All crimes reported to the venue
- All ejections of patrons
- Any noise or crime related complaints received
- Any incidents of disorder
- All seizures of drugs or offensive weapons

#### Refusals book

- 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). The log shall contain:
- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.
- This book /register will be available for inspection by a Police Officer or authorised officer of Cardiff City Council upon request.

#### **Public Safety**

- Appropriate fire safety measures will be installed and maintained as shown on the drawings accompanying this application.
- Adequate and appropriate first aid equipment and materials will be kept on site,
   regularly checked and kept in an easily accessible place for staff.
- All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.
- On occasions when door security are provided at the premises the following conditions shall apply
- The licensed door supervisors shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.
- 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.

#### **Prevention of Public Nuisance**

- A prominent notice shall be displayed at the exit from the premises requesting patrons to respect local residents and to leave the premises and area quietly.
- Adequate and suitable receptacles shall be provided to receive and store refuse from the premises and shall be emptied regularly to minimise nuisance smells.
- A notice shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly
- Noise from alcohol deliveries from the premises will not cause a public nuisance.
- Any outside areas are to be monitored and supervised by management and staff, when occupied, during the hours that the premises are open to the public.
- Music shall not be played at such a level that it is likely to cause a public nuisance.
- A 30 minute period for consumption of the alcohol sold at the premises, on top of the last permitted sale of alcohol to allow customers to use the toilet facilities and disperse from the premises.
- A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open.

#### Protection of Children from Harm

- The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.
- At all times that the premises is operating under this 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 ID card; PASS (or similar) card to prove that he/she is over the age of 18
- All customer-focussed bar staff shall receive initial training in relation to age-related sales, sales to intoxicated persons and age challenge procedures prior to being allowed to work at the premises. Refresher training shall be conducted every 12 months. The DPS shall keep records of such training for a period of at least 18 months.
- Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;
- Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.
- No striptease, no nudity and all persons to be decently attired at all times.

### **APPENDIX C**

### **South Wales Police Representation**

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

From:

17 December 2021 15:26 Sent:

Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu) To:

Cc:

**Subject:** 'Desg Limited' Application

Headed Paper- DESG Penhill Road -Final-.docx **Attachments:** 

\*\*\* 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, meddyliwch 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 Afternoon,

Please find attached South Wales Police Representations in regards to the application for a new premises license for 'Desg Limited'.

Kind regards,



William Tapper BA (Hons), PGDIP @ @SWPCardiff **Cwnstabl Yr Heddlu** | Police Constable

Adran Drwyddedu | Licensing Department Gorsaf yr Heddlu Bae Caerdydd | Cardiff Bay Police Station

Mobile:







#### CADW DE CYMRU'N **DDIOGEL** • KEEPING SOUTH WALES **SAFE**

URhS Caerdydd a'r Fro

Gorsaf Heddlu Bae Caerdydd, Stryd James, Bae, Caerdydd CF10 5EW Teliffon: 01656 869211

Mewn argyfwng ffioniwch 999 Fel arall, ffioniwch 101

Gwefan: 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

SWYDDOGOL - OFFICIAL

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

17<sup>th</sup> December 2021

**Desg Limited** 11 - 13 Penhill Road Cardiff CF11 9PQ

#### APPLICATION FOR A NEW PREMISES LICENCE. THE LICENSING ACT 2003. DESG LIMITED. 11 – 13 PENHILL ROAD, CARDIFF CF11 9PQ.

To whom it may concern,

I have caused enquiries to be made into this application.

The application seeks the following licensable activity;

1. The sale by retail of alcohol for consumption on the premises: Monday to Sunday: 10:00 to 22:30.

The applicant has offered the following conditions to be applied to their license:

#### General – all four licensing objectives

- Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.
- Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time Staff training
- All members of staff shall receive training in relation to the sale of alcohol commensurate with their duties.
- A copy of the training records shall be kept on site and made available for inspection by an authorised officer of the police and or the licensing authority

Jeremy Vaughan

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- All training shall be refreshed at least every 12 months
- Only staff and invited guests are permitted access to the premises, save for the occasional pre booked private hire event.
- The general public will not be permitted access to the premises to purchase alcohol.

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

- CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition and recordings shall be kept for 31 days and shall be made available to police and authorised Officers from Cardiff City Council
- A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- The CCTV system shall provide coverage of the entrance to the premises, and shall be capable of obtaining clear facial recognition images of every person entering the premises.
- The CCTV system shall also provide coverage of the area in which the alcohol is served and dispensed (the first floor "bar" area").
- The CCTV images shall be kept in an easily downloadable format. Incident Register
- An incident log shall be kept at the premises, and made available for inspection on request to an authorised officer of Cardiff City Council or the Police, which will record the following:
- All crimes reported to the venue
- All ejections of patrons
- Any noise or crime related complaints received
- Any incidents of disorder
- All seizures of drugs or offensive weapons

#### Refusals book

- 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). The log shall contain:
- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why.
- This book /register will be available for inspection by a Police Officer or authorised officer of Cardiff City Council upon request.

#### **Public Safety**

- Appropriate fire safety measures will be installed and maintained as shown on the drawings accompanying this application.
- Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.
- All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.







- On occasions when door security are provided at the premises the following conditions shall apply
- The licensed door supervisors shall be employed solely for vetting, regulating, controlling and supervising patrons whilst entering and whilst on the premises and to ensure the maintenance of good order, public safety and internal security.
- 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. Prevention of Public Nuisance
- A prominent notice shall be displayed at the exit from the premises requesting patrons to respect local residents and to leave the premises and area quietly.
- Adequate and suitable receptacles shall be provided to receive and store refuse from the premises and shall be emptied regularly to minimise nuisance smells.
- A notice shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly
- Noise from alcohol deliveries from the premises will not cause a public nuisance.
- Any outside areas are to be monitored and supervised by management and staff, when occupied, during the hours that the premises are open to the public.
- Music shall not be played at such a level that it is likely to cause a public nuisance.
- A 30 minute period for consumption of the alcohol sold at the premises, on top of the last permitted sale of alcohol to allow customers to use the toilet facilities and disperse from the premises.
- A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open.

#### **Protection of Children from Harm**

- The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.
- At all times that the premises is operating under this 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 ID card; PASS (or similar) card to prove that he/she is over the age of 18
- All customer-focussed bar staff shall receive initial training in relation to age-related sales, sales to intoxicated persons and age challenge procedures prior to being allowed to work at the premises. Refresher training shall be conducted every 12 months. The DPS shall keep records of such training for a period of at least 18 months.
- Posters advertising the Challenge 25 and proof of age policies shall be displayed in prominent places in the premises so that they can be seen internally and externally;
- Prominent, clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.

Jeremy Vaughan

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

The applicant has been spoken to and the application has been discussed. South Wales Police acknowledge the above offered by the applicant, however, the preferred wording for South Wales Police purposes is below under Police Representations.

At this time, South Wales Police object to the grant of a new premises licence as applied for under the following licensing objectives, namely those of;

- The Prevention of Crime and Disorder
- The Prevention of Public Nuisance
- The Protection of Children from Harm

However, should the applicant agree to the below representations deemed to be appropriate and proportionate to support the licensing objectives, then the Police will automatically withdraw their request for a hearing before the Licensing Committee.

#### **POLICE REPRESENTATIONS:**

- 1. CCTV shall be in operation at all times when the premises are open for licensable activity. The system shall cover the premise entrance(s), the bar area and any corridor/hallway/stairway to which users have access. Images shall be kept for a minimum of 31 days. The images 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 staff training to facilitate the above.
- 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 a police employee and will record the following:
  - All crimes reported to the venue
  - Any complaints received (of a Criminal or Licensing nature)
  - Any incidents of disorder

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

- Any visit by a representative of a relevant authority or a member of the emergency services.
- Any failures of the CCTV system.
- 3. No persons under the age of 18 years are permitted in the bar area at any time.



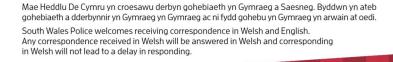
in Welsh will not lead to a delay in responding.



- 4. The premises will operate a Challenge 25 policy. This policy will be brought to the attention of customers by the use 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 cards.
- 5. All staff will receive training prior to being authorised to sell age-related goods (alcohol) as well as annual refresher training. This training shall include Age-Challenge procedures and refusal of sales (due to age/intoxication and/or proxy sales). A record of this training is to be kept on the premises for a minimum of 18 months and made available to a police employee immediately upon request.
- 6. The general public will not be permitted access to the premises to purchase alcohol.
- 7. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open.
- 8. No alcohol is to be consumed on any of the exterior areas of the premises.
- 9. A register for all guests at functions/events (tenants' details already having been obtained/retained) to be retained at the premises and made available to officers upon request.
- 10. All events/functions due to take place on weekends, or where more than fifty persons are attending shall be pre-planned with a minimum booking notice of 48 hours.
- 11. A Personal License Holder shall be present at all pre-planned events / functions.
- 12. The DPS shall prepare a written risk assessment (to determine whether Security Industries Agency (SIA) registered Door Supervisors will be necessary at the premises) whenever there is an event involving 50 or more attendees for Licensable Activities or where Licensable Activities are conducted beyond 23:00hrs when the number of attendees exceeds 50 persons.
- 13. Whenever the written risk-assessment requires Security Industries Agency (SIA) registered Door Supervisors, there will be a minimum of two SIA Door Supervisors for the first 50-100 persons, and a further 1(one) SIA Door Supervisor for each additional 100 persons, or part thereof.

Jeremy Vaughan

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In addition to the above, South Wales Police request the following condition be attached to the premises license should the licensing sub-committee see fit to grant the application;

#### 1. There will be no self-service of alcohol.

Additional evidence to support the notice of objection will be presented at any subsequent Licensing Committee hearing. This evidence will be expanded on through verbal, written, statistical or CCTV evidence.

If you require any further information please contact Police Licensing Constable Will Tapper at Cardiff Bay police station, Licensing Department on 101 Ext

Yours faithfully,

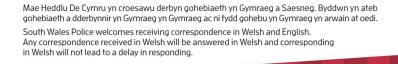
Me conque

Chief Inspector.

M. Conquer

#### **COPY TO:**

Dan Cook
Operations Manager,
Licensing and Strategic Services.
Cardiff City Council.
City Hall,
Cardiff.
CF10 3ND









# **APPENDIX D**Ward Councillors Representations

From: Gordon, Iona (Cllr)
Sent: 29 November 2021 21:51

**To:** Barker, Kirstie; Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio

Trwyddedu)

Cc: Wild, Caro (Cllr); Singh, Kanaya (Cllr)

**Subject:** : Licensing Act 2003: Application for the grant of a Premises Licence - Desg, 11-13

Penhill Road, Pontcanna, Cardiff, CF11 9PQ

Attachments: New Application Desg 11-13 Penhill Road Pontcanna Cardiff CF11 9PQ.pdf

After representations from constituents who live near Desg I wish to object to the application for a Premises license at Desg, 11-13 Penhill Road, Pontcanna, Cardiff CF11 9PQ.

There is inconsistency with the licensing objectives. The main function of this business is to provide office / work stations for small businesses. The building and the business conducted here is unsuitable for the sale of alcohol. There are two other licensed premises within a minutes' walk from Desg, namely, the Halfway public house on Cathedral Road, about five houses down from Desg, and the Conway public house in Conway Road which backs on to the car park of Desg.

I object because I believe a Premises license will add to crime and disorder in the neighbourhood. Public safety is compromised as the application is open ended. There are no boundaries, no set opening hours, no set days of the week. If the tenants of Desg wish to entertain their guests or business contacts then they can step outside and walk a few yards into two well managed public houses on the doorstep. There is no reason to have a bar selling alcohol on these premises. Local residents fear it will morph into a private club, and then it could be hired out for functions and the cause a nuisance of noise and littering.

Granting a Premises license will lead to public nuisance, noise disturbance to neighbouring homes and most likely be the thin end of the wedge with the applicant trying to turn his work / hot desk facility into a private drinking club. This would lead to loss of privacy and amenity of the residents who live on Penhill and whose homes in Conway Road back on to the Desg building and rear car park. Please record my objection on behalf of constituents concerned about this application.

Please could you consider bringing this application to be considered by the Licensing committee? Kind regards, lona Gordon

Councillor Iona Gordon Cynghorydd Iona Gordon

Riverside Ward Glan yr Afon Cardiff Caerdydd

9 @CllrIonaGordon

From: Wild, Caro (Cllr)

**Sent:** 15 December 2021 09:41

To: Barker, Kirstie; Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio

Trwyddedu)

**Cc:** Singh, Kanaya (Cllr); Gordon, Iona (Cllr)

**Subject:** RE:: Licensing Act 2003: Application for the grant of a Premises Licence - Desg,

11-13 Penhill Road, Pontcanna, Cardiff, CF11 9PQ

Attachments: New Application Desg 11-13 Penhill Road Pontcanna Cardiff CF11 9PQ.pdf

I would also like to register an objection to this application having spoken with many residents

I believe the application is contrary to the licensing objectives in that it would cause 'public nuisance'

I am opposed to the proliferation of licensed premises in close proximity to residential properties. It's just not fair on residents trying to relax or sleep, especially those with children. This building abuts several residential properties.

I consider the existing licensed premises in the area differently in that they are longstanding and public houses.

**Kind Regards** 

#### **Councillor Caro Wild**

**Riverside Ward** 

From: Gordon, Iona (Cllr) <Iona.Gordon@cardiff.gov.uk>

**Sent:** 29 November 2021 21:51

To: Barker, Kirstie >; Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio

Trwyddedu) < licensing@cardiff.gov.uk>

Cc: Wild, Caro (Cllr) ; Singh, Kanaya (Cllr)

Subject: Licensing Act 2003: Application for the grant of a Premises Licence - Desg, 11-13 Penhill Road, Pontcanna,

Cardiff, CF11 9PQ

After representations from constituents who live near Desg I wish to object to the application for a Premises license at Desg, 11-13 Penhill Road, Pontcanna, Cardiff CF11 9PQ.

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I object because I believe a Premises license will add to crime and disorder in the neighbourhood. Public safety is compromised as the application is open ended. There are no boundaries, no set opening hours, no set days of the week. If the tenants of Desg wish to entertain their guests or business contacts then they can step outside and walk a few yards into two well managed public houses on the doorstep. There is no reason to have a bar selling alcohol on these premises. Local residents fear it will morph into a private club, and then it could be hired out for functions and the cause a nuisance of noise and littering.

Granting a Premises license will lead to public nuisance, noise disturbance to neighbouring homes and most likely be the thin end of the wedge with the applicant trying to turn his work / hot desk facility into a private drinking club. This would lead to loss of privacy and amenity of the residents who live on Penhill and whose homes in Conway Road back on to the Desg building and rear car park. Please record my objection on behalf of constituents concerned about this application.

Please could you consider bringing this application to be considered by the Licensing committee? Kind regards, Iona Gordon

Councillor Iona Gordon
Riverside Ward
Cardiff
Cardon

@CllrIonaGordon

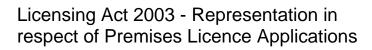
# **APPENDIX E**Other persons representations

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

From:	
Sent:	15 December 2021 22:41
To:	Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)
Subject:	Fwd: License request Desg Penhill Road CF11 9PR
Attachments:	Making Representations Form July 2010 - Application by Desg Penhill Rd CF11 9PQ.pdf
	il contains a Microsoft Office (Word, Excel, PowerPoint) or Adobe PDF this email has been scanned for threats, please think before opening attachments from unrecognised senders.
PDF Adobe. Er bod yr e-bo	wn yn cynnwys atodiad Microsoft Office (Word, Excel, PowerPoint) neu ost hwn wedi'i sganio ar gyfer unrhyw fygythiadau, meddyliwch cyn agor iadau gan anfonwyr nad ydych yn eu hadnabod. ***
clicking links.	ost hwn o'r tu allan i Gyngor Caerdydd, cymerwch ofal wrth
glicio ar ddolenni.	
Please find attached my repre CF11 9PQ.	esentation in response to the licence application made by Desg, Penhill Road
Thanks	

# **CARDIFF COUNCIL**

# **Representation Submission Form**





Details of persor	Details of person or body making representation		
I	-		
·	•		
ı			
	1		
	ses representation is about		
Name of Premises:	DESG LIMITED		
Address of			
premises:	11-13 PENHILL ROAD CARDIFF		
	CF11 9PQ		
Application No.			
(if known)			
Please tick one or relates to:	or more of the licensing objectives that your	representation	
Prevention of crin	ne and disorder	☐ yes	
D. L.E. O. C. C.		□ yes	
Described to the state of the s		□ yes	
Protection of children from harm		□ yes	
- ·			
	se your concerns about this application:		
As a local resident I am writing to oppose the licensing application on a number of grounds: noise nuisance, public nuisance, impact on parking and excessive nature			
and numb	er of the hours and days applied for.	a eversoine liqiqie	

# Please give further details of <u>why</u> you believe this application will have an adverse effect on the licensing objectives

Residents in the area already suffer noise nuisance and anti-social behaviour at all hours of the day and night and this will further contribute to this. There are already 2 licenced premises, The Conway and The Halfway within 100 yards in either direction so the addition of a 3rd licence appears unnecessary and excessive. The area is additionally already well served by pubs and bars.

The number of days and hours and days applied for is excessive and more appropriate for a public house than an office/work space.

The car park will inevitably become a smoking/outdoor drinking area. It is surrounded on all sides by residents gardens. They will no longer have the right to quiet enjoyment of their gardens.

Whilst there is on-site parking, this will potentially attract more visitors to the office. Parking is already a daily challenge and the Penhill Road Traffic proposals which have been approved will remove all of the unrestricted parking on the parkside of Penhill Road affecting the 50 households.

The impact of these changes to residents of Penhill Road will be considerable and further impact residents in nearby streets. These proposals will create further congestion and additional parking pressures in an already oversubscribed area for parking.

There will also be an increase in waiting taxi creating noise nuisance and disturbance to adjacent residents.

People leaving the bar late at night will potentially create further noise nuisance and disturbance to local residents

In view of the above I would urge the licencing authority to refuse the above application.

The authority deals with all representations received in an open and transparent manner. By law the authority must provide the details of any representation to the applicant. The authority will also provide full details to the Licensing Committee to ensure that members have the full information when determining any application at a hearing. Details of any hearing must be made publically available and will be available on the Council website. By submitting this form you are giving permission for the authority to make the information supplied publically available.

#### Return your completed form to:

By Post: By Email:

Licensing Section Cardiff Council Room 161 City Hall Cardiff CF10 3ND

licensing@cardiff.gov.uk

From:

**Sent:** 11 December 2021 18:05

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Desg Limited

Hi

Regarding the above companies application to serve alcohol at 11-13 Penhill Road.

Apart from the fact its right in between residential homes, and it would be noisy with people leaving after 10 o clock at night every night, which residents should not have to put up with, it would also affect the value of the homes close by which again is not right.

There are plenty of premises near by that serve alcohol which might be affected by this, it has been a hard enough couple of years for them already.

The parking is bad enough as it is, as many times I have to tell people off, ring the council to report it, they have tried there best to come out to book these cars. I have seen them going into or coming from Desg, and have even gone into Desg and rang them to complain about people using our Permit Parking spaces. What there reply was that they couldn't do anything about it as they can't really say anything to anyone using their facilities.

We only have a few spaces as it is.

So because of extra noise and the parking issue, which we are affected by already, I object to this license

Regards

Sent from my iPad

From:

**Sent:** 15 December 2021 20:44

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu); Claire

Garber

**Subject:** OBJECTION - Desg Limited

**OBJECTION - Desg Limited** 

Applicant. Desg Limited. 11-13 Penhill Road CF11 9PG

We are the residents of

We are a small family with a little 3 old girl.

We are one of a number of young families, quiet residents and pensioners who live not only on this street but in the surrounding area.

This is already an area that struggles with noisy pubs, increased traffic, and intrusive noise and smoke and intrusions from the pub closest to us (The Halfway, and to a lesser extent The Conway).

The Halfway is already so loud that we cannot leave our windows open due to pissed noisy pub drinks and cigarette smoke actually can be smelt in my home, where my 3 year old girl sleeps. In summer this locks us in an incredibly hot house with no way to get fresh air, unless we can withstand the noise from the pub and the smoke.

We struggle to park close to our house (with a 3 year old, bags, shopping, rain) which is already a struggle.

We suffer from the noise of bottle collections from the pub so loud that the noise of the smashing glasses being slung into the rubbish collection scares my child.

Smoke. Singing and shouting from pubs. A local family area. I am incredulous and shocked that another establishment would EVER be considered for a license in this area. And a license FOR A SUPPOSED OFFICE!!!! Desg have labelled and branded themselves as a 'hot desking' flexible office space. Now they want to serve alcohol. Not only that, in COVID TIMES! Bringing more people into enclosed spaces, drinking (Alcohol reduces the effectiveness of the human immune system so drinkers by their very nature spread and catch disease because their immune system is less able to defend them). there is literally no sense to the fact this is even being considered. It's a safety hazard. And it is damaging the living conditions of the area.

Desg, the supposed 'office' also has their outdoor space literally at the end of our street, 5 doors away. It essentially overlooks Pontcanna Place, meaning our back gardens will suffer at the hands of The Halfway and the front of our houses now will be affected by the 'hot desk' office space-cum-new-all-day-drinking-establishment.

And why would any office or even hotel or bar need a license to start at 10am SEVEN DAYS A WEEK. Has someone paid you off to be considering this license?

I am so incredibly upset about this I want to object in the strongest possible way and would like you to advice me exactly how to do that.

And I will object and continue to object and organise local and city-wide support and planned objections to this, from now onwards. We are a small quiet community here. The negative impact would be massive and I don't understand at all why this is even being considered.

Please can you acknowledge receipt of this.

Can you tell me what your next steps are.

Can you tell me how to effectively continue to protest against this until it is rejected.

Can you let me know if we should instruct lawyers (in your opinion, not to be inflammatory. We just want to know how to best represent and protect ourselves).

We need your help.

Kindest regards

Sent from my iPad

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

From:

**Sent:** 13 December 2021 12:25

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu) **Subject:** Application for New Licence - Desg Limited, 11-13 Penhill Road, Cardiff

**Attachments:** Desg License Representation 13th Dec 21.pdf; ATT00001.htm

\*\*\* 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, meddyliwch 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.

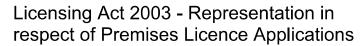
To: Licensing Section,

Please find attached my completed Representation Submission Form relating to this application.

Kind regards

## **CARDIFF COUNCIL**

# **Representation Submission Form**





Details of person or body making representation		
	_	
	_	
Details of premi	ses representation is about	
Name of Premises:	Desg Limited	
Address of	11-13 Penhill Road	
premises:	Pontcanna Cardiff	
	CF11 9PQ	
Application No.		
(if known)		
Please tick one relates to:	or more of the licensing objectives that your repres	entation
Prevention of crin	ne and disorder	□ yes
Public Safety		□ yes
Protection of child	dren from harm	□ yes
		•
Please summari	se your concerns about this application:	
generate nuisance several other licer establishment will	n three fronts; 1. that the sale of alcohol will create an environme to the public and adjoining neighbours, 2. the area is already used premises in close proximity so the addition of another such promote further disturbance for local residents, and 3. the sugd number of days is excessive, and is akin to a public house.	served by h

# Please give further details of <u>why</u> you believe this application will have an adverse effect on the licensing objectives

Referring to the summarised points listed above:

- 1. The link between alcohol consumption and public disturbance is well documented, and this building had never had such a licence, so the associated issues would create a new environment from which those issues may arise. Specifically regarding the layout of the premises, it is served by a car park which is surrounded by residential properties in close proximity, and the space is often used by smokers. The sale of alcohol is likely to increase the frequency and time for such use, and the resulting noise levels are likely to cause disturbance.
- 2. The licensed premises, the Conway pub and the Halfway pub, are both located a short distance from the applicant's premises, which already create a resulting element of public nuisance and disturbance for local residents. This proposed change will add to those issues.
- 3. The suggested period of alcohol sale, across every day of the week, is excessive and akin to a standard pub/club.
- 4. This premises has previously held no alcohol license, and the concern is that the granting of this application will create an irrevocable change that promotes a precedent for future expansion of the offer.

The authority deals with all representations received in an open and transparent manner. By law the authority must provide the details of any representation to the applicant. The authority will also provide full details to the Licensing Committee to ensure that members have the full information when determining any application at a hearing. Details of any hearing must be made publically available and will be available on the Council website. By submitting this form you are giving permission for the authority to make the information supplied publically available.

#### Return your completed form to:

By Post: By Email:

Licensing Section Cardiff Council Room 161 City Hall Cardiff CF10 3ND licensing@cardiff.gov.uk

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

From:

**Sent:** 17 December 2021 14:06

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Desg Limited Application for Licensing

**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.

To whom it concerns,

Having a licensed bar on Penhill Rd that is open from 1000-2230 will cause several undesirable issues, both on the street and for the surrounding area. With many of the houses on Penhill Road containing young families or elderly citizens, a bar that is open into the late evening, seven days a week, does not align itself to the lifestyle of many on Penhill Road.

Some of the issues a licensed bar will cause, but are not limited to:

- 1. Increased noise in the area
- 2. Increased litter
- 3. Further constraints on parking, which is already an ongoing issue for all residents on the road
- 4. Unsociable behaviour

I would like to see how Desg limited plans to limit all of the potential issues and to see the proposed plans of the bar. Unless all of the above problems can be guaranteed not to occur, I firmly object to the licensing being granted.

Kind regards,

From:

15 December 2021 11:26

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Objection to the grant of a licence to DESG 11-13 Penhill Road

**Attachments:** DESG .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, meddyliwch 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.

Please find attached my objection to the above. Could you kindly confirm receipt – regards

Name:		
Address;		
Phone:		
Email		

#### Details of premises representation is about

Desg Limited, 11-13, Penhill Road Pontcanna Cardiff CF11 9PQ

#### **Licensing Objectives:**

Prevention of public nuisance

Protection of children from harm

#### **Summary of concerns:**

- Sale of alcohol will create a nuisance to the public and surrounding neighbourhood. (Alcohol is currently being served in this premises charge if any, not known. Disturbance has been experienced over the last year as a result to include increased noise from vehicles entering and leaving at night and visitors together with outside smoking cigarettes pervading my back garden area)
- There are families living in houses adjoining this premises and as such will be a nuisance to those with children trying to relax or sleep.
- There are multiple long standing licensed premises in proximity I have concerns that the licensing hours requested are that of a private members club when this was intended a place of work. There is a gym on site that also causing a disturbance and is in effect a further change of use.
- The sale of alcohol will no doubt lead to increased noise and disturbance and increased vehicular access. As a woman I would feel vulnerable to an unknown intoxicated clientele being in the adjoining building.
- The opening hours requested are excessive for what is an temporary office environment.
- I have further concerns that this could in turn that a licence granted could lead to additional change of use to a public house / club etc.

Kindly confirm receipt of this objection – happy to expand further if required.

From: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Sent:** 20 December 2021 08:10

**To:** Barker, Kirstie

**Subject:** FW: [External] RE: Objection to the grant of a licence to DESG 11-13 Penhill Road

From:

**Sent:** 18 December 2021 13:53

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu) censing@cardiff.gov.uk>

Subject: RE: [External] RE: Objection to the grant of a licence to DESG 11-13 Penhill Road

**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.

Further to my objection to the above on the evening of the 17<sup>th</sup> December from 17;00 – 11;45pm the property held what appeared to be a private party together with a DJ – the noise from which caused a disturbance to the street. I have video evidence but am struggling to send via this email address – will attempt to do so from another but if you had a mobile number that might be helpful. My property and caused a great disturbance to myself and the neighbourhood. The premises known as DESG is currently serving alcohol and is a grave nuisance. The outdoor car park and last night people were drinking and smoking across my premises –You would at any time be welcome to attend my property for a better understanding of the location regards

The matter was reported under Ref 914357 and police reference 1175.



From:

**Sent:** 13 December 2021 11:18

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

Cc:

**Subject:** RE: License application from Desg 11-13 Penhill Road

**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

Thank you for your prompt response and all the helpful information.

Whilst it's reassuring to hear that there are no plans for an outdoor area in this initial application and that it won't be open to the public other than 'invited guests', I do still have some concerns which would perhaps mainly come under the category of 'public nuisance'.

- Where there is alcohol being served and 'occasional' functions, there is bound to be additional noise and disruption. This is predominantly a residential area, inhabited by many families (mine included). I'm concerned that this will be disruptive to residents who live nearby and as a parent to a young child, I wouldn't want them (or I) to be kept awake by additional noise. I'm also aware of at least three neighbours who live just as close to Desg as I do, who due to where they work e.g. a hospital, are usually working shifts which require them to rest/sleep during the day.
  - We have already experienced additional noise during the summer months from Desg as they open the windows when it's warm. I suspect part of the planning permission was to have privacy glass at desk level on the windows that overlook gardens but as the windows are designed so that the bottom half of the windows pivot outwards, users of Desg sit at their desks overlooking our gardens when the windows are open which isn't very nice- although this may be more of a planning issue than a licencing issue but I mention it due to the noise already generated.
- Those who smoke would congregate outside and there is a concern again around noise (and smells) generated just the other side of the wall surrounding the car park or for houses alongside Penhill Road. There is also often broken glass outside the Halfway Pub at the end of Cathedral road and there's a concern that people may exit Desg with glass (even if they're not meant to as it doesn't stop people at the Halfway pub), especially if operating as private hire where the operators of Desg would like have very little involvement in policing guests.
- I don't know whether this is appropriate to mention at this time, but if the licence was to be granted, there's a real concern that this could be the first step into later opening hours, more frequent events and more noise generated from inside or outside the Desg building.

Kind regards

#### Re: Desg, 11-13 Penhill Road, Pontcanna, Cardiff CF11 9PQ

Thank you for your email. I can confirm that a new premises licence application has been received for the above address requesting the following:

The sale of alcohol for consumption on the premises Monday to Sunday: 10:00 to 22:30 hours.

When asked to describe the premises in the application the applicant has stated the following:

"Office. Individuals/small businesses rent desks or small offices on daily, weekly, monthly or on a yearly basis. This application is to licence the bar area within the offices so staff and invited guests using the space are able to purchase alcohol. The premises may also host the occasional function under a private hire agreement.

The office is open 24 hours a day to its tenants but the applicant is not seeking to enable members of the public to be able to walk in off the street and purchase alcohol".

The application is for the sale of alcohol for consumption on the premises and there are no outside areas included on the submitted plan. This means that if the application were to be granted no alcohol could be taken from the 'licensed premises' e.g. to an outside area.

Any person may make a representation in respect of the application undermining one or more of the licensing objectives, namely;

- Prevention of Crime and Disorder
- Prevention of public nuisance
- Public Safety
- Protection of children from harm

Please send any representations to <u>licensing@cardiff.gov.uk</u> by **17 December 2021** (no representations will be accepted after this date).

If the Licensing Authority receive any relevant representations the application will proceed to hearing to be determined by the Licensing Sub-Committee, if no relevant representations are received the application will be granted as applied for. I can confirm that we currently have one representation on record from a local councillor.

I should also mention that planning and licensing are separate regimes and the applicant may or may not need to amend their planning permissions but this would be dealt with separately.

I hope the above information assists, if you require anything further please let me know.

Kind regards,

Kirsty

From:

Sent: 10 December 2021 15:29

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu) < <a href="mailto:licensing@cardiff.gov.uk">licensing@cardiff.gov.uk</a>

Cc:

Subject: License application from Desg 11-13 Penhill Road

**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.

To whom it may concern,

We've just had a piece of paper posted through our door regarding a licencing application for 'the sale by retail of alcohol for consumption on the premises: Monday to Sunday 10am to 10.30pm.'

There were no other details given but this is potentially very concerning given that Desg is surrounded on three sides by residences, including my own.

Is it possible to have any information about this application please? Such as whether this application is for the consumption of alcohol inside the building or do they plan on turning the car park into some kind of outdoor bar which would create considerable noise in an otherwise quiet area. As someone with a 1 year old child, this is particularly concerning.

My understanding is that 'Desg' an office for estate agents and some kind of desk rental provider so I don't really understand how this could become a bar/brewery type place unless the owners are hoping for a complete change of use.

I look forward to your response.

Kind regards

From:

**Sent:** 12 December 2021 11:49

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Desg Ltd Premises Licence Application

As a direct neighbour of Desg offices, I strongly oppose to a Premises Licence being granted. The sale by retail of alcohol for consumption on the premises would only bring about more noise, anti-social behaviour and traffic from a building which already causes disruption and inconvenience to it's neighbours. Over the course of the past year, events have taken place at the Desg building which have obviously involved alcohol and have been very raucous and extremely noisy with drunken men leaving the premises in a very inebriated state. This is a residential street with a good selection of pubs very close by for those who want to enjoy a drink. The traffic and lack of parking for residents due to people using the Desg offices is a huge problem for us. There is very little, if any, consideration given to residents of Penhill rd by the company or it's clients and people parking in designated resident parking areas and double parking, thus blocking residents cars in, is a daily occurrence which causes much frustration.

I sincerely hope that this application is not granted and that we residents of Penhill rd who live close to these offices are given due consideration and that our lives are not even further disrupted and inconvenienced by Desg Limited.

Sent from my iPhone

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

From:

17 December 2021 16:39

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Objection to application for a Premises Licence (under section 17), Desg Limited.

**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.

To whom it may concern,

re: Application for a Premises Licence (under section 17), Desg Limited, 11-13 Penhill Road, Pontcanna, Cardiff. CF11 9PQ.

I am writing to register my objection to the proposal of the sale of alcohol for consumption, at the above premises for the following reasons:

- 1. The level of noise and general disturbance Increased noise levels will have a huge impact on the residents. Pontcanna Place is a quiet residential street, the area behind Desg backs directly onto it which is likely to cause disruption. Like many of the residence, I work from home and have many conference calls a day. I am concerned about the level of disruption this will cause.
- 2. <u>Traffic and parking</u>- Parking availability in the area is already restricted with limited permit spaces available. There are often issues with non-residents who do not have permits occupying permit spaces in Pontcanna Place, so increased traffic will undoubtedly further reduce parking availability in the surrounding area for residents. I am often unable to park on my street, let alone outside my house. This is by no means ideal for me. As a woman by myself, being unable to park near my house late at night and having to walk from a distance, in the dark, causes me a lot of nervousness, especially when I have my dog with me as she does not like the dark. If I am lucky enough to park in my street, I am reluctant to go out again, as I know re-parking will be problematic. There is already a proposal to turn one of the lanes on Penhill Road adjacent to Llandaff Fields into a bus lane which, if successful, will have a huge impact on traffic and parking so further potential disruption is unnecessary. Beyond parking, increased traffic will have an environmental impact on air pollution levels.
- 3. <u>Anti-social activity & disorder-</u> I am concerned about further disorderly behaviour. Outside the existing pubs, there is often broken glass which is, not only anti-social, but dangerous for my dog. Now and again, there is also vomit on the street which also contaminates the area. I feel with another pub in the area, this will only add to these issues.

Yours Faithfully,

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

From:

17 December 2021 12:34

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

Cc:

**Subject:** Objection to application for a Premises Licence (under section 17), Desg Limited.

**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.

To Whom this may concern,

re: Application for a Premises Licence (under section 17), Desg Limited, 11-13 Penhill Road, Pontcanna, Cardiff. CF11 9PQ.

I am writing to join my fellow residents to object to the proposal for the sale of alcohol for consumption on the above premises for the following reasons:

- 1. The level of noise and general disturbance Pontcanna Place is a quiet residential street, the area behind Desg backs directly onto it, so the increased noise levels will have a huge impact on the residents. I, like many residents, work from home and have multiple conference calls a day, so I am concerned about the disruption this will cause, particularly in the summer months for example, where it is likely that alcohol will be consumed outside.
- 2. <u>Traffic and parking</u>- Parking availability in the area is already restricted. We regularly have issues with non-residents who do not have permits occupying permit spaces in Pontcanna Place, so increased traffic will undoubtedly further reduce parking availability in the surrounding area for residents. My partner is self-employed and drives a van, so being unable to park close to our property to load and unload tools will be detrimental to his time and therefore his business. There is already a proposal to turn one of the lanes on Penhill Road adjacent to Llandaff Fields into a bus lane which, if successful, will have the same impacts on traffic and parking so further potential disruption is unnecessary. Beyond parking, Increased traffic will have an environmental impact on air pollution levels.
- 3. <u>Anti-social activity & intrusion</u>- I am concerned about the impact any potential anti-social behaviour might have and feel increased anxiety around feeling safe walking my dog, or to and from my car if I am unable to park near my property in the evening.
- 4. <u>Need-</u> There are plenty of pubs and bars in the vicinity so I do not see a need for further alcohol licensed premises.

Yours Faithfully,

From:

**Sent:** 14 December 2021 12:22

**To:** Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Fwd: Emailing Making Representations Form July 2010 (5).pdf

**Attachments:** Making Representations Form July 2010 (5).pdf

\*\*\* 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, meddyliwch 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.

## **CARDIFF COUNCIL**

# **Representation Submission Form**

Licensing Act 2003 - Representation in respect of Premises Licence Applications



Details of person or body making representation		
cos ronrosantation is about		
ses representation is about		
Desg		
11-13 Penhill Road		
Cardiff CF11 9PQ		
or more of the licensing objectives that your repres	entation	
or more of the hoofishing objectives that your representation	cination	
ne and disorder	□ yes	
	□ yes	
Prevention of public nuisance		
rotection of children from harm		
se your concerns about this application:		
a boundary with Desg-the application premises		
a boundary with Desg-the application premises is surrounded to the sides and the rear by residential		
	Desg 11-13 Penhill Road Cardiff CF11 9PQ  or more of the licensing objectives that your representation and disorder lic nuisance liren from harm  se your concerns about this application:	

Please give further details of why you believe this application will have an adverse effect on the licensing objectives
There are already two licensed premises in this primarily residential area- The Halfway Inn (which is only 11 doors from Desg) and The Conway- which is in very close proximity.  Additionally, there is an off-licence and a co-op convenience store which sell alcohol nearby.
The addition of another premises selling alcohol would increase traffic and noise and would be detrimental in this residential area and it may set a prescident for another offices in the Cathedral Road to become licensed premises.
The business model of Desg is such that desk space can be leased by the hour, day, or for longer periods c time. A gym and kitchen facilities are also available.  Consequently, there is the potential for people to lease space for a minimum period of time in order for them
to have access to the consumption of alcohol. In this scenario there is the potential for it to become to a private members club.

The authority deals with all representations received in an open and transparent manner. By law the authority must provide the details of any representation to the applicant. The authority will also provide full details to the Licensing Committee to ensure that members have the full information when determining any application at a hearing. Details of any hearing must be made publically available and will be available on the Council website. By submitting this form you are giving permission for the authority to make the information supplied publically available.

#### Return your completed form to:

By Post: By Email:

Licensing Section Cardiff Council Room 161 City Hall Cardiff CF10 3ND licensing@cardiff.gov.uk

From:

**Sent:** 11 December 2021 16:23

To: Licensing (Licensing Regulatory) / Trwyddedu (Rheoleiddio Trwyddedu)

**Subject:** Desg Limited

**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.

I object to this application because it is surrounded closely by residential properties. Why does a purported office space need a bar? Which they already have without a licence, There is a good well established public house a few doors away.

And they have not properly displayed intention of this application (two small notices in the corners of their windows)

#### Prevention of Crime and disorder

A private drinking club where clients can drink all day may lead to drunkeness on the street, excess noise, and damage to local vehicles and properties. Two drinking establishments closing at the same time in close proximity could induce a great deal of noise

#### **Public Safety**

Desg is situated on a busy, fast main road with no easily accessed crossing to the car park or bus stop. It is just around a corner so crossing is not so visible. People less aware may cause danger to drivers and themselves

#### **Prevention of Public Nuisance**

The noise and smoking will cause nuisance to nearby neighbours especially as they will inevitably be in the rear carpark or the wide frontage of the building. There will be increased noise - shouting, laughing, screaming - litter and vomit (as per Halfway)

#### Protection of children from crime or disorder

**There** are already two busy pubs in this area with all the problems that crowds and drunkenness bring but they are not open all day so that there is some limitation on people's behaviour. All day drinking in a busy residential family area may well cause anxiety and upset to chidren, families and the elderly.

There are many families whose children may be disturbed by the noise etc, and elderly people who live in nearby houses.