

**NORTHAMPTON BOROUGH COUNCIL**

**LICENSING ACT 2003**

**LICENSING SUB COMMITTEE**

A Meeting of the Licensing Sub-Committee will be held at The Council Chamber, St. Giles Square, Northampton, NN1 1DE. on Wednesday, 8 August 2018 at 10:00 am

**George Candler**  
**Chief Executive**

**AGENDA**

- 1. WELCOMES**
- 2. DECLARATIONS OF INTEREST**
- 3. NEW GRANT PREMISES LICENCE APPLICATION - TICK TOCK COFFEE & WINE BAR**
- 4. LICENSING ACT 2003 (HEARINGS) REGULATIONS 2005**

To consider whether the Panel should exclude the public from all or part of the hearing during consideration of any item listed above if the Panel believe that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public, in accordance with regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005.

## PROCEDURES FOR LICENSING SUB-COMMITTEE HEARING

- **Welcome** – Chairman welcomes the Applicant, Representors, Responsible Authorities and Interested Parties and introduces members of the sub-committee (+ other officers e.g. Solicitor, Licensing Officer, Democratic Services Officer etc).
- **Declarations of Interest by Councillors**
- **Reason for Hearing** – to be outlined by the **Licensing Officer** or the **Chair**.
- **Format of the hearing** – an explanation of the format of the proceedings:
  1. **Applicant** (or his/her representative) will address the sub-committee first and put their case.
  2. **The Chair** leads an examination of the **Applicant's case**. First, the panel may ask questions and then the Chair invites Responsible and Interested Parties to participate. Questions may only relate to the points made by the applicant.
  3. **The Representors/Respondents** (and responsible and Interested Parties) then state their case.
  4. **The Chair** leads an examination of the **Representor's case**.

Each party will be given an equal maximum period of time in which to present their case and may, if given permission by the Chair, question any other party.

- **Summing Up**
  - By the Representors/Respondents
  - By the Applicant
- **Sub-committee retires** – and may call for the Solicitor for advice if required.
- **Sub-Committee deliver their decision and reasons for their decision at the conclusion of the meeting IF:**
  1. Application for conversion of existing licence
  2. Application for conversion of existing club certificate
  3. Application by holder of justices' licence for grant of personal licence
  4. Application for conversion and variation of premises licence (including variation of DPS)
  5. Application for conversion and variation of club premises certificate
  6. Counter notice following police objection to temporary event notice
  7. Review of Premises Licence following Closure Order

In all other cases, the Sub-committee delivers its decision and reasons for its decision within five working days beginning with the day on which the hearing was held.

**If you require any further information regarding this meeting please contact Democratic Services on 01604 837722 or [democraticservices@northampton.gov](mailto:democraticservices@northampton.gov)**



## **NEW GRANT PREMISES LICENCE APPLICATION –**

### **Licensing Sub-Committee**

**Wednesday 8 August 2018**

#### **1.0 Purpose of Report**

- 1.1 To consider an application for the new grant of a premises licence for Tick Tock Coffee & Wine Bar, 8 Kent Road, St Crispins, Northampton NN5 4DR

#### **2.0 Summary**

- 2.1 An application for the new grant of a premises licence was submitted on behalf of Tick Tock Coffee & Wine Bar Limited by its director, Karen Anne Hovland, who will also be the designated premises supervisor if the licence is granted. The application was received by Northampton Borough Council on the 18 June 2018.

As part of the application's operating schedule, the applicant has also submitted a number of steps that the licence holder has agreed to implement in order to promote the licensing objectives.

#### **3.0 Application Details**

- 3.1 The application was submitted with the intention to licence the premises in order to trade as a Restaurant/ Café style business licensed to sell Alcohol ancillary to a meal. A copy of the application is attached as Appendix A.
- 3.2 The licensable activities and times requested on the application are for the following;

##### **Sales of Alcohol for consumption On the premises:**

Monday – Saturday 12:00 – 23:00

Sunday 12:00 – 22:00

##### **Late Night refreshment:**

Monday – Sunday 08:00- 00:00 Midnight

##### **Playing of Recorded Music (Indoors)**

Monday – Saturday 09:00 – 23:00

Sunday 09:00 – 22:00

##### **Opening Hours:**

Monday – Thursday 09:00 – 17:00

Friday – Saturday 09:00 – 2300

Sunday 09:00 – 16:00

3.3 The proposed Designated Premises Supervisor is:

**Karen Anne Hovland**  
**Personal Licence Number: Yet to be issued.**

#### **4.0 Consultations/Representations**

4.1 When a request for the new grant of a premises licence or club premises certificate is received, the applicant must display a notice at or near the premises and serve a copy of the application onto the responsible authorities. For electronic applications it is a requirement of the local authority to serve a copy of the application onto the responsible authorities.

This gives responsible authorities and interested parties the opportunity to make representations in relation to the application for a period of 28 calendar days. The last date for representation was the 17 July 2018.

4.2 The obligatory notice was displayed on the premises as verified by licensing officers on the 21 June 2018 and in a local newspaper on the 21 June 2018. A copy of the notice is attached as Appendix B

4.3 The Licensing Department has received one relevant representation under the licensing objective of prevention of crime and disorder from a local resident although no address is given. A copy of the representation is attached as Appendix E

4.4 Northamptonshire Police have considered the application and have suggested some licence conditions which the Applicant agrees to attach to the licence if granted. Sub-committee should note that the final decision as to whether those conditions are added is for the Sub-committee to make.

#### **5.0 Attendance**

5.1 The local authority is required to send a notice of hearing to all interested parties and request confirmation of attendance. A notice of hearing was sent to the following persons on 25 July 2018.

**Member of Public – confirmation of attendance pending**

**Karen Hovland Tick Tock Coffee & Wine Bar – confirmation of attendance pending**

#### **6.0 Plan of Premises Layout & Location**

Please see premises Plan and Location map attached as Appendix D.

## **7.0 Options**

7.1 At the end of the consultation period the licensing authority must hold a hearing. It must take such steps as it considers appropriate for the promotion of the licensing objectives, which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

The steps the Sub-Committee can take are to:

- reject the application;
- grant the licence subject to modifying the conditions of the licence (excluding the mandatory conditions);
- refuse to specify an individual as a designated premises supervisor;
- exclude from the scope of the licence any of the licensable activities to which the application relates.

## **8.0 Policy Considerations**

8.1 Statement of Licensing Policy

8.2 s.182 Guidance Licensing Act 2003

Section 9 gives guidance for determination of this application.

Sections 8 & 10 highlights the elements of the Guidance that are most relevant with respect to this application. This is not exhaustive and guidance should be considered fully prior to making decisions with respect to applications.

## **9.0 Committee**

Each application must be considered on its own merits and any conditions attached to licences and certificates must be tailored to the individual style and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed, may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in any individual case.

<b>Appendix No</b>	<b>Title</b>
<b>A.</b> <b>B.</b> <b>C.</b> <b>D.</b> <b>E.</b>	Application & Conditions of Operating Schedule Public Notice Agreed Police conditions Premises Plan and Location map Representation from local resident
<b>Report Author</b>	Ian Ellis Senior Licensing Enforcement Officer

# Appendix A



**Northampton**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@northampton.gov.uk](mailto:licensing@northampton.gov.uk)  
 Telephone:

\* required information

**Section 1 of 21**

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

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

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

Are you an agent acting on behalf of the applicant?  
 Yes  No Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

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

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If your business is registered, use its registered name.

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

Legal status

*Continued from previous page...*

Your position in the business	<input type="text" value="Director"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
<b>Registered Address</b>		Address registered with Companies House.
Building number or name	<input type="text" value="[REDACTED]"/>	
Street	<input type="text" value="[REDACTED]"/>	
District	<input type="text" value="[REDACTED]"/>	
City or town	<input type="text" value="Northampton"/>	
County or administrative area	<input type="text" value="Northamptonshire"/>	
Postcode	<input type="text" value="[REDACTED]"/>	
Country	<input type="text" value="United Kingdom"/>	

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name	<input type="text" value="8"/>
Street	<input type="text" value="Kent Road"/>
District	<input type="text" value="St Crispins"/>
City or town	<input type="text" value="Northampton"/>
County or administrative area	<input type="text" value="Northamptonshire"/>
Postcode	<input type="text" value="NN5 4DR"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text" value="01604580250"/>
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Non-domestic rateable value of premises (£)	12,000
<b>Section 3 of 21</b>	
<b>APPLICATION DETAILS</b>	
In what capacity are you applying for the premises licence?	
<input type="checkbox"/> An individual or individuals <input checked="" type="checkbox"/> A limited company / limited liability partnership <input type="checkbox"/> A partnership (other than limited liability) <input type="checkbox"/> An unincorporated association <input type="checkbox"/> Other (for example a statutory corporation) <input type="checkbox"/> A recognised club <input type="checkbox"/> A charity <input type="checkbox"/> The proprietor of an educational establishment <input type="checkbox"/> A health service body <input type="checkbox"/> A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales <input type="checkbox"/> A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England <input type="checkbox"/> The chief officer of police of a police force in England and Wales	
<b>Confirm The Following</b>	
<input checked="" type="checkbox"/> I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities <input type="checkbox"/> I am making the application pursuant to a statutory function <input type="checkbox"/> I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative	
<b>Section 4 of 21</b>	
<b>NON INDIVIDUAL APPLICANTS</b>	
Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.	
<b>Non Individual Applicant's Name</b>	
Name	Karen Hovland
<b>Details</b>	

**Continued from previous page...**

Registered number (where applicable)

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

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  Documents that demonstrate entitlement to work in the UK

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

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

Provide a general description of the premises

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

*Continued from previous page...*

Part of a selection of retail and catering units in a barn conversion retail village. Unit is currently run as a coffee shop 7 days a week. Includes 24 indoor covers and 18 outdoor covers. The previous owner had licensed the unit to sell alcohol as part of an evening pizza service, but this service finished about a year ago and alcohol has not been served since. There is a licensed restaurant next door (Hops and Chops) which is open 12-10pm 7 days a week. The coffee shop is situated on the corner of the retail village, about 6 meters from the Kent Road. There are residential properties on the opposite side of Kent Road.

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

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

Yes  No

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes  No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes  No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes  No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

Yes  No

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

Continued from previous page...

**Standard Days And Timings**

MONDAY

Start

End

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

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Background music via mp3 player.

State any seasonal variations for playing recorded music

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

Christmas tunes during festive season

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music 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.

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes  No

**Section 13 of 21**

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

See guidance on regulated entertainment

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

Yes  No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes  No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start 12:00

End 23:00

Start

End

THURSDAY

Start 12:00

End 23:00

Start

End

FRIDAY

Start 12:00

End 23:00

Start

End

SATURDAY

Start 12:00

End 23:00

Start

End

SUNDAY

Start 12:00

End 22:00

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

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

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

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

Continued from previous page...

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

Continued from previous page...

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

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

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

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.

We plan to occasionally run special event evenings until 23:00 on nights that will routinely only be open until 5pm. The



*Continued from previous page...*

could include events such as wine tasting, murder mystery dinner, private birthday parties.

**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

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

We will ensure that all staff are fully trained, aware of and follow the below objectives. 24/7 recorded CCTV will be in use. A close relationship with the surrounding retail units, and late evening catering premises within the retail village, will enable us to communicate any potential issues or problem customers, as well as a close relationship with the local community officer.

b) The prevention of crime and disorder

We currently reduce risk of break-ins, by having a dummy alarm system installed, using CCTV, and leaving an empty cash drawer on display overnight. We have a close relationship with other units on the retail village and share knowledge of any trouble in the area, and also have a community officer. We don't anticipate violent crime being a problem as it has not previously been in the area, and therefore do not see a need for security staff.

c) Public safety

As our name indicates, we are a coffee and wine bar and therefore it is our aim to attract customers who will be wanting to have a quiet drink and food, rather than customers who would want to drink excessively, be loud or cause trouble. We will refuse to serve alcohol, and potentially entry, to anyone who we believe may pose a risk to themselves or others. This could also include large groups, such as hen/stag parties. We will also ensure that there are no glasses/bottles or broken glass left around the outside of the premises at the close of each day.

d) The prevention of public nuisance

We will put signs up and point out to customers (especially those that we believe are at risk of causing a nuisance) that we are a respectable establishment, and close to residential property, therefore it is essential to respect the local residences. We will also provide bins in the outdoor area and highlight the importance of keeping the area clean and tidy. The outdoor area will be cleared and everything brought indoors at the end of the night.

e) The protection of children from harm

All staff will be trained to follow the challenge 25 age identification procedure. And signs will be placed for customers to see. Whilst we would accept under 18s to visit the premises as part of a family evening coming for a meal, under 18s will not be permitted entry unless accompanied by a responsible adult after 7pm. Adults responsible for a minor will not be served if it is believed that they are purchasing alcohol for a minor, or if we consider them to be drinking too much to continue responsibility of such minor. Alcohol will be served for on premise consumption only, so we will be able to see who is consuming it.

**Section 19 of 21**

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

*Continued from previous page...*

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

*Continued from previous page...*

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

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

**Section 21 of 21**

**PAYMENT DETAILS**

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**DECLARATION**

**Continued from previous page...**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my \* licence will become invalid if I cease to be entitled to live and work in the UK. The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate.

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

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

\* Full name   
\* Capacity   
\* Date  /  /   
          dd      mm      yyyy

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/northampton/apply-1> to upload this file and continue with your application.

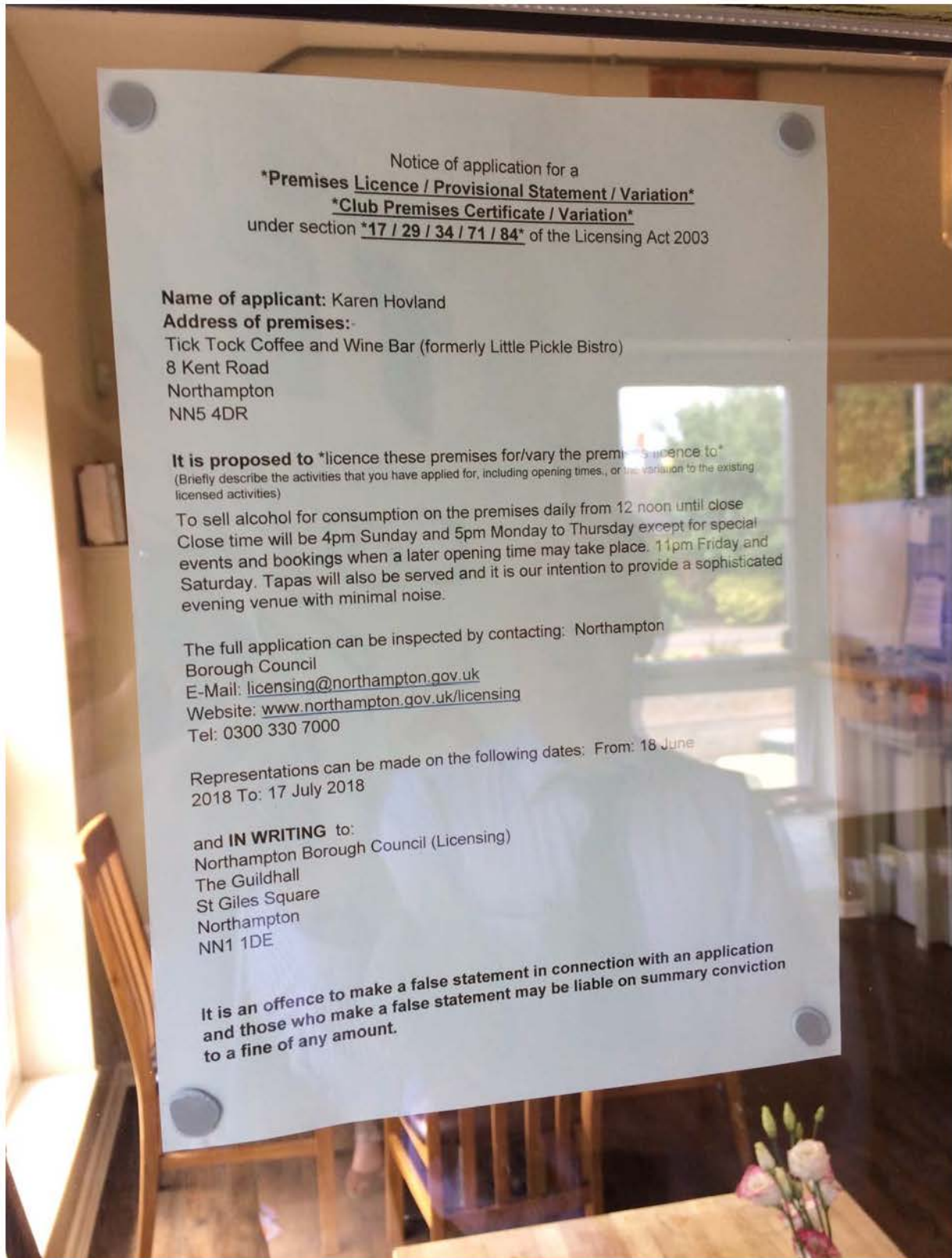
Don't forget to make sure you have all your supporting documentation to hand.

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

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

OFFICE USE ONLY	
Applicant reference number	<input type="text" value="TickTockPremLicJun18"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>
<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> <a href="#">11</a> <a href="#">12</a> <a href="#">13</a> <a href="#">14</a> <a href="#">15</a> <a href="#">16</a> <a href="#">17</a> <a href="#">18</a> <a href="#">19</a> <a href="#">20</a> <a href="#">21</a> <a href="#">Next &gt;</a>	

## Appendix B





## Appendix C

**Ian Ellis**

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**From:** Stevens Chris [REDACTED]  
**Sent:** 12 July 2018 12:01  
**To:** Karen Hovland  
**Cc:** Stone Kate; Licensing Enforcement  
**Subject:** RE: New premises application - Tick Tock Coffee and Wine Bar.

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Karen,

No just your acceptance is fine and then the conditions can be applied to the licence.

In relation to the training, it is something that I ask licensees to pull together in terms of the syllabus however it should include responsible alcohol retailing, licensing law and the offences that can be committed as well as the specifics of your licence and the employees responsibility to ensure that conditions are being adhered to.

Thank you for coming back to me with this.

Chris

Police Constable 1432 Chris Stevens  
Northamptonshire Police Licensing Officer



Prevention and Community Protection  
The Guildhall  
St Giles Square  
Northampton  
NN1 1DE

☎ Telephone [REDACTED]

☎ Mobex: [REDACTED]

✉ [REDACTED]

**From:** Karen Hovland [REDACTED]  
**Sent:** 12 July 2018 11:57  
**To:** Stevens Chris [REDACTED]  
**Cc:** Stone Kate [REDACTED]; licenforcement@northampton.gov.uk  
**Subject:** RE: New premises application - Tick Tock Coffee and Wine Bar.

Hi Chris,

Please accept my apologies. I don't think I read your original email properly, and took it as conditions to apply, rather than something that I need to confirm.

Yes I can confirm that we will have everything in place in accordance to the 5 listed conditions before we commence the sale of alcohol. Do you require evidence, or just my confirmation?

You mentioned in your original email in relation to staff training: *A record of this training must be kept and maintained with a copy of the syllabus attached.* However, there are no attachments with the email.

Can you also let me know if there is a particular method/provider of the training that we are required to use, or is it simply down to me to provide the training according to the syllabus that you will provide?

Many thanks,

Karen Hovland

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**From:** Stevens Chris [REDACTED]  
**Sent:** Thursday, July 12, 2018 11:32:34 AM  
**To:** [REDACTED]  
**Cc:** Stone Kate; [licenforcement@northampton.gov.uk](mailto:licenforcement@northampton.gov.uk)  
**Subject:** RE: New premises application - Tick Tock Coffee and Wine Bar.

Good morning,

In relation to the below, my records show that I have not had a reply from you confirming your acceptance or otherwise the below.

Can I please ask that you do so as if I haven't heard from you I will have no alternative but to raise a formal objection to the local authority on the grounds that the current proposed operating schedule does not adequately promote the licensing objectives of the prevention of crime and disorder and the protection of children from harm.

I look forward to hearing from you.

Thanks  
Chris

Police Constable 1432 Chris Stevens  
Northamptonshire Police Licensing Officer



Prevention and Community Protection  
The Guildhall  
St Giles Square  
Northampton  
NN1 1DE

☎ Telephone [REDACTED]

☎ Mobex: [REDACTED]

✉ [REDACTED]

**From:** Stevens Chris  
**Sent:** 22 June 2018 08:56  
**To:** 'karen.hovland@outlook.com' [REDACTED]  
**Subject:** New premises application - Tick Tock Coffee and Wine Bar.

Good morning,

I have received a copy of the above application and while I have no objections to this being granted, I would ask that you consider accepting the below as conditions of the licence:

- 1) A fully working and maintained CCTV system capable of recording and storing images must be installed on the premises. The system must record at all times the premises s open to the public and images must be stored for a minimum of 28 days with date & time stamping. As a minimum this must cover all entry and exit points, both sides of all areas where the sale/supply of alcohol takes place.
- 2) All recordings must be made available to an officer from a responsible authority upon reasonable request and in line with the provisions of the current data protection legislation.
- 3) All staff involved in the retail of alcohol will be trained in relation to the law regarding its sale. This training must be completed prior to them being authorised to sell alcohol and refreshed every 12 months as a minimum. A record of this training must be kept and maintained with a copy of the syllabus attached. The recipient of the training must sign to state that they have received and understood the training and this should be dated. Training records must be kept on the premises at all times and made available to an officer from a responsible authority upon reasonable request.
- 4) Customers must not take open vessels of alcohol from the premises at any time unless there is an authorisation such as a street café licence in place. Where such an authorisation is in place open vessels of alcohol must not be taken beyond the boundaries indicated by the licence.
- 5) The premises will operate and adhere to an age verification scheme with the minimum standard of Challenge 25. Signs advertising the policy must be displayed in all areas where alcohol is for sale.

If you are happy with the wording of these I would be grateful if you could confirm this by way of a reply email. Alternatively if you have any questions please feel free to contact me using any of the methods below.

Thanks  
Chris

Police Constable 1432 Chris Stevens  
Northamptonshire Police Licensing Officer



Prevention and Community Protection  
The Guildhall  
St Giles Square  
Northampton  
NN1 1DE

☎ Telephone [REDACTED]

☎ Mobex: [REDACTED]

✉ [REDACTED]

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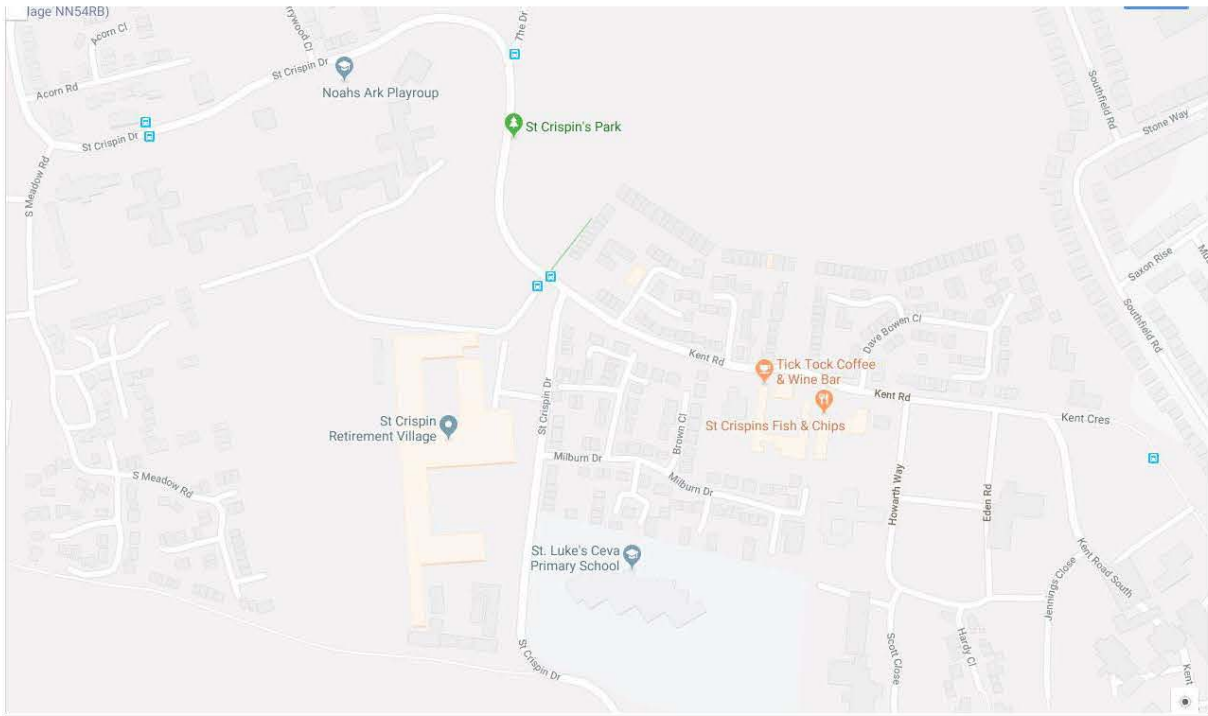
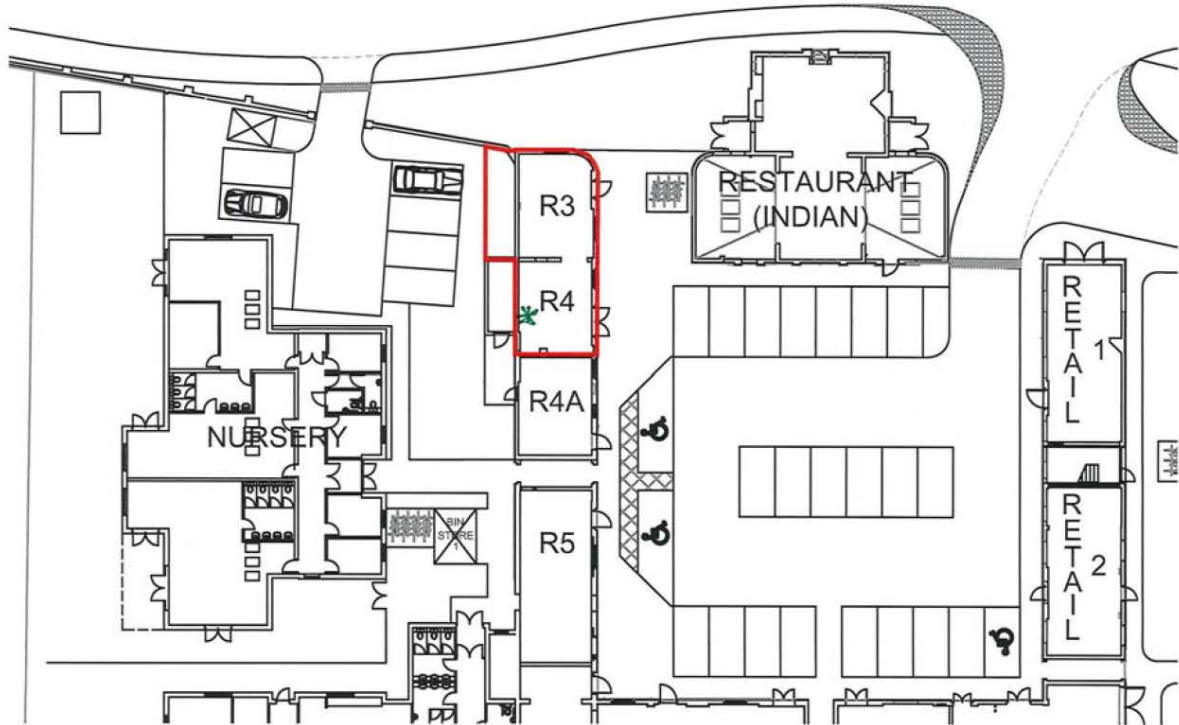
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**Appendix D**



## Appendix E

**Ian Ellis**

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**From:** Louise Faulkner on behalf of Licensing  
**Sent:** 22 June 2018 08:49  
**To:** [REDACTED]  
**Subject:** RE: Customer Enquiry

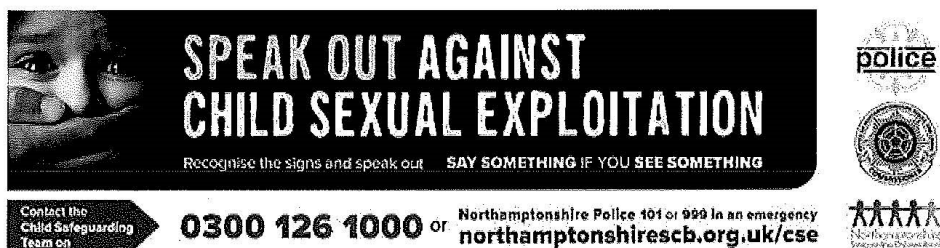
Good morning thank you for your email, this has been noted on the application and passed to my colleague Ian Ellis who is dealing with the application.

The consultation period ends on the 16<sup>th</sup> July 2018 and we will be in touch with you again shortly after that date.

Kind Regards

Louise Faulkner  
Licensing Team Leader  
Northampton Borough Council  
[www.northampton.gov.uk/licensing](http://www.northampton.gov.uk/licensing)

Northampton Borough Council | The Guildhall St Giles Square, Northampton NN1 1DE | [Directorate] | 0300 330 7000



**From:** catselling@mail.com [REDACTED]  
**Sent:** 21 June 2018 19:19  
**To:** Licensing <licensing@northampton.gov.uk>  
**Subject:** Customer Enquiry

You have a new customer enquiry.

*Customer Name:* [REDACTED]

*Enquiry Details:* In regard to application for a premises licence by Tick tock winebar for 8 Kent road south Northampton NN54DR The basis for this opposition is that granting a licence for these premises will not promote the licensing objectives particularly the prevention of disorder and antisocial behaviour. enabling the premises to sell alcohol would be totally detrimental to the area The application proposes that alcohol will be sold for consumption on premises seven days a week Granting a licence would provide a further source of alcohol within an area already so heavily populated with anti social Behaviour public nuisance have already reached problem levels for the local police Residents in this area already suffer noise nuisance and antisocial behaviour at all hours of the day and night In view of the above I would urge the Licensing Authority to refuse the application. Yours faithfully,

