



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

11 May 2022

Dear Councillor

I write to summon you to the **Meeting of Planning and Licensing Committee** to be held at the Guildhall on **Tuesday 17th May 2022 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk). Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

| <b>Essa</b>                                                                      | <b>Tamar</b>                                                                         | <b>Trematon</b>                                         |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|
| R Bickford<br>R Bullock<br>G Challen<br>J Foster<br>M Griffiths<br>S Lennox-Boyd | L Challen<br>J Dent (Vice-Chairman)<br>S Gillies<br>S Martin<br>J Peggs<br>P Samuels | S Miller<br>B Samuels (Chairman)<br>B Stoyel<br>D Yates |

## **Agenda**

1. Health and Safety Announcements.
2. To elect a Chairman.
3. To elect a Vice Chairman.
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.
7. To receive and approve the minutes from the Planning and Licensing Committee held on Tuesday 26th April 2022 as a true and correct record. (Pages 6 - 18)
8. To consider Risk Management reports as may be received.
9. Planning: (Page 19)
  - a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
  - b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

**PA22/03450**

**Peter Gain – Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash**

Demolition of existing conservatory and erection of replacement conservatory.

**Ward: Trematon**

Date received: 03/05/22

Response date: 24/05/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R9YYUFFG G8S00>

**PA22/03451**

**Peter Gain – Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash**

Listed building consent for demolition of existing conservatory and erection of replacement conservatory.

**Ward: Trematon**

Date received: 25/04/22

Response date: 20/05/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R9YYUMFG G8T00>

**PA22/03668**

**Tim Atkinson – Eales Barn A388 Between A38 Roundabout And Dirty Lane Carkeel PL12 6NR**

Listed building consent for proposed extension to existing barn. New terraced swimming pool and garden within existing garden area.

**Ward: Trematon**

Date received: 05/05/22

Response date: 26/05/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RAA2X6FG MOY00>

**PA22/04001**

Mr William Benn – **12 Essa Road Saltash PL1 4ED**

Proposal of two new windows (ground floor and first floor) on rear elevations of 12 Essa Road.

**Ward: Essa**

Date received: 04/05/22

Response date: 25/05/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RAYB5JFGMA700>

d. Tree Notifications:

**PA22/04089**

Mr Roger Fursier – **Isafjordur Forder Saltash PL12 4QR**

Works to trees in a conservation area, works include x1 dead Weeping Willow tree to be removed and x1 Wild Cherry Tree to be thinned and re-balanced.

**Ward: Trematon**

Date received: 39/04/22

Response date: 20/05/22

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RB1XM7FG1W400>

10. Consideration of licence applications: (Pages 20 - 30)

|                           |                                         |
|---------------------------|-----------------------------------------|
| Premises Name and Address | 132-134 Fore Street, Saltash, PL12 6JR. |
| Applicant                 | Foreign Muck Limited                    |
| Application Accepted      | 25.04.2022                              |
| Application Type          | Grant                                   |
| Licensable Activities     | Sale by retail of alcohol               |
| Reference                 | LI22_001992                             |
| Representations Deadline  | 23.05.22.                               |
| Licensing Officer         | Terianne Findlay                        |

11. Public Bodies (Admission to Meetings) Act 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

12. To consider any items referred from the main part of the agenda

13. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

14. To consider urgent non-financial items at the discretion of the Chairman.
15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 21 June 2022 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 26th April 2022 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Foster, S Gillies, S Lennox-Boyd, S Martin, S Miller, B Stoyel and D Yates.

**ALSO PRESENT:** 21 Members of the Public, S Burrows (Acting Town Clerk) and F Morris (Planning and General Administrator)

**APOLOGIES:** R Bickford, G Challen, J Dent (Vice-Chairman), M Griffiths, J Peggs, B Samuels (Chairman) and P Samuels.

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#### **1/22/23      TO APPOINT A CHAIRMAN.**

The Acting Town Clerk informed Members that due to the absence of the Chairman and the Vice-Chairman, it was required to appoint a Chairman for the purpose of this meeting only.

The Acting Town Clerk called for nominations.

Councillor Miller nominated Councillor Yates. There were no other nominations.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to appoint Councillor Yates as Chairman for this meeting only.

Members supported the above resolution by a majority vote.

Councillor Yates in the chair.

#### **2/22/23      HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

3/22/23

**DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary/Non-Pecuniary</b> | <b>Reason</b>      | <b>Left Meeting</b> |
|-------------------|--------------------|--------------------------------|--------------------|---------------------|
| Lennox-Boyd       | PA22/01691         | Non-Pecuniary                  | Customer & Friend  | Yes                 |
| Lennox-Boyd       | PA22/02259         | Non-Pecuniary                  | Customer & Friend  | Yes                 |
| Lennox-Boyd       | PA22/03097         | Non-Pecuniary                  | Customer & Friend  | Yes                 |
| Gillies           | PA22/03136         | Non-Pecuniary                  | Known through work | Yes                 |
| Lennox-Boyd       | PA22/03148         | Non-Pecuniary                  | Customer & Friend  | Yes                 |
| Lennox-Boyd       | PA22/03153         | Non-Pecuniary                  | Customer & Friend  | Yes                 |
| Lennox-Boyd       | PA22/03178         | Non-Pecuniary                  | Customer & Friend  | Yes                 |

- b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

4/22/23

**QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman informed Members that three requests to speak had been received in relation to Agenda Item 7c – Applications for consideration:

PA22/01691 in objection to Rickdale Cottages Road from Liskeard Road To Castle Hill Trematon Cornwall PL12 4RT.

PA22/02259 in objection to Land West Of Rickdale Cottages Trematon Cornwall PL12 4RT

PA22/03097 in objection to Eales Barn Carkeel Saltash PL12 6NR.

The Chairman confirmed the public statements are to be received under Agenda item 7c – Applications for consideration.

**5/22/23      TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 15TH MARCH 2022 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Yates, seconded by Councillor Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 15<sup>th</sup> March 2022 were confirmed as a true and correct record.

**6/22/23      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**7/22/23      PLANNING:**

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.



c. Applications for consideration:

Councillor Lennox-Boyd declared an interest in the next two agenda items and left the meeting.

After a discussion with the member of the public wishing to speak in objection to PA22/01691 and PA22/02259, the Chairman announced that PA22/02259 would be the first Planning Application to be considered under Agenda Item No. 7c to be followed by PA22/01691.

**PA22/02259**

Mr Andrew Stafford – **Land West Of Rickdale Cottages Trematon Cornwall PL12 4RT**

Proposed change of land usage, from Agricultural to occasional leisure use for the purpose of combat gaming activities (Laser Tag and Airsoft gaming).

**Ward: Trematon**

Date received: 28/03/22

Response date: 29/04/22

A member of the public spoke in objection to PA22/02259.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Unsuitable location for gaming activities due to being in an area of outstanding natural beauty.
2. Proposed site too close to neighbouring dwellings resulting in noise and disturbance.
3. Highway issues, in particular traffic generation, vehicular access and highway safety.
4. Reference in the proposal to 'occasional leisure use' is unspecific.

**PA22/01691**

Mr Roger Legg R.A. and M. Legg and Sons – **Ricksdale Cottages Road from Liskeard Road To Castle Hill Trematon Cornwall PL12 4RT**

Construction of a storage shed and creation of access track.

**Ward: Trematon**

Date received: 23/03/22

Response date: 29/04/22

A member of the public spoke for three minutes in objection to PA22/01691.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The shed is situated in the wrong place and should be nearer to the access point.
2. A replacement road is not required due to the prior existence of a useful track.
3. The siting of the shed and the proposed lengthy hard track neither enhance nor conserve the existing character of the site to the detriment of the wider AONB landscape within this location.

Councillor Lennox-Boyd was invited and returned to the meeting.

The Chairman announced that PA22/03097 would be the next Planning Application to be considered under Agenda Item No. 7c.

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

**PA22/03097**

Mr Tim Atkinson – **Eales Barn Carkeel Saltash PL12 6NR**

Proposed extension to existing barn. New terraced swimming pool and garden within existing garden area.

**Ward: Trematon**

Date received: 13/04/22

Response date: 04/05/22

A member of the public spoke in objection to PA22/03097.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The previous planning response from Saltash Town Council to PA21/03391 dated 23<sup>rd</sup> July 2021 states that 'It was resolved to RECOMMEND APPROVAL subject to the condition that no boundary walls are removed and that this area cannot be used for future development. No development whatsoever is to be built on this land'.
2. Cornwall Council's Grant of Conditional Planning Permission PA21/03391 dated 22<sup>nd</sup> December 2021 supported the above response within the conditions of that Planning Permission.
3. The applicant is now requesting planning permission via PA22/03097 for a proposal which has already been refused via Cornwall Council's Grant of Conditional Planning Permission PA21/03391.

Councillor Lennox-Boyd was invited and returned to the meeting.

**PA21/11848**

Mr & Mrs Kearney - **1 Chapman Court Latchbrook PL12 4TT**

First floor front extension and two storey rear extension.

**Ward: Trematon**

Date received: 20/04/22

Response date: 29/04/22

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL**.

**PA22/02228**

Mrs Ruth Stott – **12 Convent Close Saltash Cornwall PL12 6HA**

Two storey side extension for additional family accommodation.

**Ward: Tamar**

Date received: 17/03/22

Response date: 28/04/22

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL**.

**PA22/02279**

Mr & Mrs Mike Leggett, Mike Leggett Building Plans Ltd – **35 St Georges Road Saltash PL12 6EH**

Removal of existing dormers, formation of hips to gables and formation of front and rear dormers.

**Ward: Tamar**

Date received: 10/03/22

Response date: 29/04/22

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

**PA22/02331**

N/A Greggs PLC – **1 Channon Road Saltash PL12 6LX**

One Fascia Sign and One Totem Sign

**Ward: Tamar**

Date received: 04/04/22

Response date: 29/04/22

It was proposed by Councillor Bullock, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL**.

**PA22/02333**

Greggs PLC – **Cloud Break Surf Moorlands Trading Estate Callington Road Saltash PL12 6LX**

External alterations to the building including plant, new bin store, car park alterations and associated works.

**Ward: Tamar**

Date received: 30/03/22

Response date: 29/04/22

It was proposed by Councillor Foster, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

**PA22/02643**

Mr D Watson – **41 Clear View Saltash PL12 6HD**

Two-storey side extension.

**Ward: Tamar**

Date received: 31/03/22

Response date: 29/04/22

It was proposed by Councillor Martin, seconded by Councillor Gillies and resolved to **RECOMMEND REFUSAL** due to:

1. Absence of sufficient information.
2. Overdevelopment of the site and lack of amenity space.
3. Overlooking of neighbouring property.
4. Not compatible with the ground layout.
5. Potential for construction issues.
6. Lack of amenity space.

**PA22/02762**

Mr Wayne Greenidge – **31 Dartmoor View Saltash PL12 6WF**

Two storey extension to rear elevation to form enlarged lounge, kitchen and dining room on ground floor and extended bedrooms on first floor.

**Ward: Tamar**

Date received: 08/04/22

Response date: 29/04/22

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

**PA22/03007**

Mr & Mrs James – **Spindrift Westbourne Terrace Saltash PL12 6BX**

Proposed extension to rear dormer including external balcony.

**Ward: Tamar**

Date received: 31/03/22

Response date: 29/04/22

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

**PA22/03049**

Mrs A & Mr L Rangelov – **14 Hillside Avenue Saltash PL12 6HF**  
Alterations to roof to allow for rooms in roof with a rear dormer.

**Ward: Tamar**

Date received: 11/04/22

Response date: 02/05/22

It was proposed by Councillor Martin, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

**PA22/03099**

Mr & Mrs D Harrison – **2 Mote Park Saltash PL12 4JX**  
Single-storey front extension to provide entrance porch.

**Ward: Tamar**

Date received: 05/04/22

Response date: 29/04/22

It was proposed by Councillor Foster, seconded by Councillor Gillies and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The proposal is too large for the site.
2. Overdevelopment of the site.
3. Out of character with the site.
4. Wrong side of the building line.

Councillor Gillies declared an interest in the next agenda item and left the meeting.

The Chairman announced a 2 minute break at 20:08

The Chairman reconvened the meeting at 20:10

**PA22/03136**

Mr D I Barrett Tamar Fresh Ltd – **Land At Pillmere Drive Saltash**

Change of use of part of existing B8 warehouse building to use as fish and chip shop A5 hot food and take away.

**Ward: Tamar**

Date received: 07/04/22.

Response date: 28/04/22.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Highway issues, including traffic generation, vehicular access, highway safety;
2. Particularly parking for customers and allocation for staff parking.

Councillor Gillies was invited and returned to the meeting.

**PA22/03144**

Ms Elizabeth Gay – **8 & 10 Hillside Road Saltash PL12 6EX**

Loft conversions with new dormer windows to the front elevation of both halves of adjacent semi-detached bungalows.

**Ward: Tamar**

Date received: 07/04/22

Response date: 28/04/22

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL**.

Councillor Lennox-Boyd declared an interest in the next three agenda items and left the meeting.

**PA22/03148**

Mr Peter Gain – **Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash PL12 4QZ**

Proposed Oak garden profiled balustrade, partially completed. With proposed dwarf local stone wall.

**Ward: Trematon**

Date received: 06/04/22

Response date: 29/04/22

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

**PA22/03153**

Peter Gain – **Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash PL12 4QZ**

Erection of 2no. south garden Pavilions

**Ward: Trematon**

Date received: 06/04/22

Response date: 29/04/22

It was proposed by Councillor Stoyel, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL.**

**PA22/03178**

Mr Peter Gain - **Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash**

New growing garden layout and erection of new units – Main Glasshouse, Fruitcage, cold frames, garden walls, storage sheds, potting shed, Tennis Pavilion & existing Pool House refurbishment.

**Ward: Trematon**

Date received: 11/04/22

Response date: 02/05/22

It was proposed by Councillor Stoyel, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL.**

Councillor Lennox-Boyd was invited and returned to the meeting.

**PA22/03612**

Mr & Mrs Kawolski – **341 New Road Saltash PL12 6HL**

Proposed garage/retaining wall and steps to provide off street parking. New floor area 17.5 s.q.m.

**Ward: Tamar**

Date received: 19/04/22

Response date: 10/05/22

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**



d. Tree applications:

**PA22/02959**

Mr Matt Underwoo – **Land South of 6 Carkeel Barns Carkeel Cornwall PL12 6PR**

Application for tree works within TPO: A reduction of all lateral growth by 1m on the eastern side of the tree (G8) nearest the building.

**Ward: Trematon**

Date received: 04/04/22

Response date: 29/04/22

The Chairman informed Members of the Cornwall Council Tree Officer's Report.

It was proposed by Councillor Gillies, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL** in line with the Cornwall Council Tree Officer's Report and subject to the Cornwall Council Tree Officer keeping this work under review.

**8/22/23      CORNWALL COUNCIL - NAMING NEW DEVELOPMENT AND STREETS IN CORNWALL DOCUMENT: USE OF CORNISH LANGUAGE.**

It was **RESOLVED** to note.

**9/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**10/22/23      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**11/22/23      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting

12/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

13/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

Tuesday 17 May 2022 at 6.30 pm

Rising at: 8.45 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **SALTASH TOWN COUNCIL'S VOLUNTARY TREE WARDENS' REPORT**

### **PA22/04089 - Isafjordur Forder Saltash PL12 4QR**

The three Tree Wardens visited the site on Thursday 5th May, which was of course before planning permission had been given. The owner was not present, but had given us prior permission to access all trees concerned.

We discovered that the work was actually done and completed on Saturday 7th May. Adrian revisited on 10th to check, and found the willow had been felled and the cherry crown thinned (the 3rd tree, labelled as 'elm', in the back garden, was not inspected on this later visit).

We cannot find any justification for this. The application is a standard application for 'Works to Trees' and not a notification of work that needs to be completed urgently. And we note that the application was registered on 28th April 2022 so there has not been undue delay in dealing with it.

It does appear that the tree surgeon has worked illegally on trees that are protected by a tree preservation order.

We would ask STC to put in a request to Cornwall Council that the illegal work be followed up rigorously by them, so that a precedent is not set in the conservation area.

Adrian White, Derek Holley, Jo Allen

## Premises Licence Extract of Application

132-134 Fore Street

Saltash

PL12 6JR

| Section 2 of 21                                                                                                                                                                                                                                                                                            |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>PREMISES DETAILS</b>                                                                                                                                                                                                                                                                                    |                |
| 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. |                |
| <b>Premises Address</b>                                                                                                                                                                                                                                                                                    |                |
| Are you able to provide a postal address, OS map reference or description of the premises?                                                                                                                                                                                                                 |                |
| <input checked="" type="radio"/> Address <input type="radio"/> OS map reference <input type="radio"/> Description                                                                                                                                                                                          |                |
| <b>Postal Address Of Premises</b>                                                                                                                                                                                                                                                                          |                |
| Building number or name                                                                                                                                                                                                                                                                                    | 132-134        |
| Street                                                                                                                                                                                                                                                                                                     | Fore Street    |
| District                                                                                                                                                                                                                                                                                                   |                |
| City or town                                                                                                                                                                                                                                                                                               | Saltash        |
| County or administrative area                                                                                                                                                                                                                                                                              | Cornwall       |
| Postcode                                                                                                                                                                                                                                                                                                   | PL12 6JR       |
| Country                                                                                                                                                                                                                                                                                                    | United Kingdom |
| <b>Further Details</b>                                                                                                                                                                                                                                                                                     |                |
| Telephone number                                                                                                                                                                                                                                                                                           |                |
| Non-domestic rateable value of premises (£)                                                                                                                                                                                                                                                                | 21,000         |

**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ 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
- ☐ The chief officer of police of a police force in England and Wales

**Confirm The Following**

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

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.

**Non Individual Applicant's Name**

Name

**Details**

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

\* 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.

The premises is a coffee shop with large clear glass windows along its length at the front and two doors/ point of entry onto the main Fore Street within the town. There is an additional open patio/ outside area at the front, which is bordered by glass panelled railings. The interior is on split levels and has seating areas and a food service/ counter arrangement with open cooking facilities behind this. There are two separate kitchen preparation rooms at the rear of the premises.

There are privately occupied residential flats above the premises.

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



|                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 9 of 21</b>                                                                                                                                                                |
| <b>PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS</b>                                                                                                                                |
| <a href="#">See guidance on regulated entertainment</a><br>Will you be providing boxing or wrestling entertainments?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

|                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 10 of 21</b>                                                                                                                                       |
| <b>PROVISION OF LIVE MUSIC</b>                                                                                                                                |
| <a href="#">See guidance on regulated entertainment</a><br>Will you be providing live music?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

|                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 11 of 21</b>                                                                                                                                           |
| <b>PROVISION OF RECORDED MUSIC</b>                                                                                                                                |
| <a href="#">See guidance on regulated entertainment</a><br>Will you be providing recorded music?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 12 of 21</b>                                                                                                                                                  |
| <b>PROVISION OF PERFORMANCES OF DANCE</b>                                                                                                                                |
| <a href="#">See guidance on regulated entertainment</a><br>Will you be providing performances of dance?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

|                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 13 of 21</b>                                                                                                                                                                                                    |
| <b>PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE</b>                                                                                                               |
| <a href="#">See guidance on regulated entertainment</a><br>Will you be providing anything similar to live music, recorded music or performances of dance?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

|                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|
| <b>Section 14 of 21</b>                                                                                        |
| <b>LATE NIGHT REFRESHMENT</b>                                                                                  |
| Will you be providing late night refreshment?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |

**Section 15 of 21****SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes☐ No**Standard Days And Timings**

MONDAY

Start 10:00

End 21:30

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 10:00

End 21:30

Start

End

WEDNESDAY

Start 10:00

End 21:30

Start

End

THURSDAY

Start 10:00

End 21:30

Start

End

FRIDAY

Start 10:00

End 21:30

Start

End

SATURDAY

Start 10:00

End 21:30

Start

End

SUNDAY

Start 10:00

End 21:30

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.

*Continued from previous page...*

State any seasonal variations

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

None

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.

None

#### **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.

None

**Section 17 of 21****HOURS PREMISES ARE OPEN TO THE PUBLIC****Standard Days And Timings****MONDAY**

Start 08:00

End 22:00

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 08:00

End 22:00

Start

End

**WEDNESDAY**

Start 08:00

End 22:00

Start

End

**THURSDAY**

Start 08:00

End 22:00

Start

End

**FRIDAY**

Start 08:00

End 22:00

Start

End

**SATURDAY**

Start 08:00

End 22:00

Start

End

**SUNDAY**

Start 08:00

End 22:00

Start

End

State any seasonal variations

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

None

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.

None

**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.

All staff responsible for alcohol sales will be fully trained to perform their role. They will be trained on the contents of the premises license including times of operation and all conditions. They will also be trained on the requirements of the Challenge 25 Policy, which we will operate and the correct procedure to be followed when refusing service to any person who is drunk, underage or appears to be underage.

The training will be recorded in documentary form that will be available for inspection on request by a member of any relevant authority. The records will be retained for at least 12 months.

An incident book will be maintained to record any activity of a violent, criminal or anti-social nature. The record will contain the nature of the incident, the time and date, the people involved and action taken; and details of the person responsible for the management of the premises at the time of the incident. This incident book will be available for inspection on request by a member of any relevant authority. The records will be retained for at least 12 months.

There will be a safeguarding policy of refusing admission to persons who are drunk and/ or disorderly. As an active member of Pubwatch, we already attend Pubwatch meetings to promote good practice throughout the town with regard to safe and responsible drinking environments. Our existing business is not known as a venue that causes concern and is within close proximity to the premises.

Service will be by way of table service to persons seated both inside and outside the premises. This will allow a capacity limit to prevent overcrowding and any opportunity that could lead to crime and disorder. Drinks will be served in toughened glasses for customers using the outside seating area, except for the sale of bottles of wine for consumption to seated patrons. The collection of glasses and bottles will be undertaken on regular intervals to ensure there is no build-up of empty receptacles in and around the premises. No drinking vessel, glass or opened bottle or can shall be taken away from the premises.

The License Holder and Designated Premises Supervisor will ensure that any outside area included in the license will be controlled in a safe and effective manner to the same standard operated within the premises building and will pay special attention at all times, to the impact that the use of the outside area has on the surrounding community. Our current licensed premises situated opposite this one, has no history of any disruptive behaviour from customers or cause for concern with regard to consuming food and drinking alcohol in an outside seated area.

b) The prevention of crime and disorder

CCTV will be installed, maintained and compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document. The CCTV equipment will be maintained in good working order, regularly checked for accuracy and will continually record 24/7 both inside and outside the premises, covering all areas where the public have access. Images will be retained for a minimum of 30 days. The CCTV system will be capable of downloading images to a recognisable viewable format of every person entering or leaving the premises.

The system will also be connected to the current system that is operational at the existing business applying for this new license. This system software is capable of allowing playback of images at full screen resolution and to allow pause and slow motion effects. At all times the premises are open for business, there will be a member of staff who is capable of

**Continued from previous page...**

operating the CCTV system and downloading images at the request of a police officer or images will be made available within a 24 hour period from the time the image is captured.

A drugs policy will be adopted detailing the actions to be undertaken to minimise the opportunity to supply or use illegal substances in or around the premises. Staff will be made aware of the actions required in line with this policy.

**c) Public safety**

The premises will be a sit down venue, with both internal and external seating provided. It will operate as a restaurant and so as to avoid any doubt about the potential for the premises to be targeted as a vertical drinking establishment, patrons must be seated at all times whilst consuming food and drink, which will be controlled by way of table service.

Suitable and sufficient lighting will be provided and maintained within the outside seating area with patrons not utilising this area after 21:00 each day. The perimeter will be bordered by railings and a low level gate to ensure that it is not possible for anyone who isn't a customer, to access this area.

A Fire Risk Assessment has been undertaken at the premises and any additional necessary control measures will be implemented immediately. Fire doors will be maintained and unobstructed at all times. Records of these checks will be retained and available for inspection at the request of an authorised officer from a relevant responsible authority.

**d) The prevention of public nuisance**

Prominent, clear and legible notices shall be displayed at all exits requesting that patrons respect local residents and leave the premises and the area quietly. It is intended that during the evenings, this premises will also allow us to provide an alternative venue, for those customers who are unable to immediately be seated at our restaurant (Foreign Muck) opposite. Therefore the intended license trading times will be during and up to the busiest times at the restaurant and not late night, therefore reducing the opportunity for any public nuisance. The patio area to the front of the premises shall not be used after 21:00. Notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons.

The Premises License Holder or nominated person shall control levels of noise in the outside area and advise customers of the need to respect local residents where appropriate. Any patrons causing any disturbance or disorder will be asked to leave the premises immediately.

**Control of light pollution**

The use of additional lighting in the external area will cease at 21:00hrs except for security or health and safety reasons.

**Smoking**

A separate designated area for those patrons wishing to smoke on the premises, will be made available with provision of suitable receptacles for smoking-related litter.

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

The Challenge 25 - Proof of Age Scheme will be in operation and a notice shall be displayed advising patrons that they may be required to prove their age before purchasing alcohol. If a young person who appears to be 25 years or under asks for alcohol, they will be required to prove their age before they are served, unless the staff are certain (from personal knowledge or because they have seen proof of age on a previous occasion) that the person is 18 years or over.

The forms of proof of age that will be accepted are; a passport, a photo driving license, or a proof of age card that has the PASS accreditation hologram. Photocopies will not be accepted.

All staff will be trained in this policy on induction and at regular intervals thereafter. All training will be recorded in documentary form that will be available for inspection at the request of an authorised officer from a relevant responsible authority. The records will be retained for at least 12 months.