



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

11 February 2026

Dear Councillor

I write to summon you to the **Meeting of the Planning and Licensing Committee** to be held at the Guildhall on **Tuesday 17th February 2026 at 6.30 pm.**

The meeting is open to members of the public and press. Members of the public wishing to speak about a planning application should register either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX, **no later than 12 noon the day before the meeting** where the application will be considered.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

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

Yours sincerely,

PP S Burrows
Town Clerk / RFO
To:

Essa	Tamar	Trematon
A Ashburn	S Gillies	G McCaw
R Bickford	M Johns	S Miller
J Brady (Vice-Chairman)	S Martin	B Samuels (Chairman)
R Bullock	P Nowlan	B Stoyel
L Mortimore	J Peggs	
P Samuels	J Suter	

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Public Questions - A 15-minute period when members of the public may speak about a planning application.

Please note: Any member of the public requiring to speak about a planning application should register by email **no later than 12 noon the day before the meeting** where the application will be considered.

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes from the Planning and Licensing Committee held on 20 January 2026 as a true and correct record. (Pages 5 - 10)
6. To receive and review the Planning and Licensing Committee's Business Plan Deliverables and consider any actions and associated expenditure. (Page 11)
7. To consider Risk Management reports as may be received.
8. Planning:
 - a. Applications for consideration:

PA26/00243

Kieth Wildman – **1 Hessary View Saltash Cornwall PL12 6HX**
Side Extension.

Ward: Tamar

Date received: 3 February 2026

Response date: 24 February 2026

[https://planning.cornwall.gov.uk/online-](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8VC3EFG)

[applications/applicationDetails.do?activeTab=summary&keyVal=T8VC3EFG](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T8VC3EFG)
HRY00

PA26/00603

Mr Simon Congdon – **Land South of Roodcroft Hatt Cornwall PL12 6PJ**
 Change of Use of Land of existing maintenance area approved under
 PA21/02720 to provide overspill parking.

Ward: Trematon

Date received: 5 February 2026

Response date: 26 February 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9MQ93FGJD200>

PA26/00714

Daniella Clarke and Thomas Barker – **14 Bishops Close Saltash Cornwall PL12 6HP**

Extension over the existing garage to create a bedroom and conversion into the garage below to create a larger kitchen/dining area.

Ward: Tamar

Date received: 9 February 2026

Response date: 2 March 2026

<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9VW78FGMXR00>

b. Tree applications:

None received.

c. Tree notifications:

None received.

9. Consideration of licence applications: (Pages 12 - 35)

Premises Name and Address	Tevethan Distillery Ltd, Unit 14 Edcumbe Trade Park, Tamar View, Industrial Estate, Edcumbe Road, Carkeel, Saltash, PL12 6LD
Applicant	Trevethan Distillery
Application Accepted	2 February 2026
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI26_000230
Representations Deadline	9 March 2026
Licensing Officer	Fiona Cannon
Ward	Trematon

10. 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.
11. To consider any items referred from the main part of the agenda.
12. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
13. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 17 March 2026 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 20th January 2026 at 6.30 pm

PRESENT: Councillors: R Bullock, G McCaw, S Miller, B Samuels (Chairman), B Stoyel and J Suter.

ALSO PRESENT: None.

APOLOGIES: A Ashburn, R Bickford, J Brady (Vice-Chairman), S Gillies, M Johns, P Nowlan, J Peggs and P Samuels.

111/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

112/25/26 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.

None received.

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

None received.

113/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY SPEAK ABOUT A PLANNING APPLICATION.

None received.

114/25/26 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 16 DECEMBER 2025 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.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor B Samuels seconded by Councillor Miller and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 16 December 2025 were confirmed as a true and correct record.

115/25/26 TO RECEIVE AND REVIEW THE PLANNING AND LICENSING COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the Committee's Business Plan Deliverables contained within the circulated reports pack.

It was **RESOLVED** to note.

116/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

117/25/26 TO CONSIDER CORNWALL COUNCILS RENEWAL OF THE PUBLIC SPACES ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor B Samuels, seconded by Councillor Suter, and **RESOLVED** to delegate to the Office Manager / Assistant to the Town Clerk to submit a response on behalf of the Town Council supporting the proposed renewal of the Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces).

118/25/26 TO RECEIVE CORNWALL COUNCIL'S 2026 OFF-STREET PARKING ORDER AND CONSIDER ANY ACTIONS.

Members discussed Cornwall Council's formal off-street parking order for 2026 expressing concern and objection to details contained within the proposal.

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor Miller, seconded by Councillor B Samuels, and **RESOLVED** to delegate to the Office Manager / Assistant to the Town Clerk to submit a response to the public consultation on behalf of the Town Council, setting out the objections as follows:

1. Insufficient context has been provided regarding the scale of the proposed increases;
2. No justification has been given for the removal of the 2–3 hour tariff in long-stay car parks;
3. Further consideration should be given to the removal of Sunday charges;
4. The removal of Sunday charges could help alleviate carriageway obstruction and improve traffic management in the area;
5. Additional clarification is required regarding the provenance and ownership history of land such as Kit Hill.

Members were encouraged to individually respond to the public consultation.

119/25/26 PLANNING:

a. Applications for consideration:

PA26/00068

Mr James Artingstall Bloor Homes – **Land At Phase 2A, Treledan Broadmoor Farm Stoketon Saltash PL12 6PQ**

Non material amendment in relation to decision notice PA23/07113 dated 22.03.2024 for removal of screen wall and addition of enhanced fencing on plots 28, 49, 50, 68, 76, 81, 98, 100, 111, 113 and 115

Ward: Trematon

Date received: 7 January 2026

Response date: 21 January 2026

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL.**

PA25/07696

Mrs Emily-Jane Duckering – **Cockles Park Pill Lane North Pill Saltash**

Cornwall PL12 6LQ

Retention of domestic ground mounted 4.52Kwp PV Solar array

Ward: Tamar

Date received: 7 January 2026

Response date: 28 January 2026

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) was proposed by Councillor Suter, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

PA25/09692

Mr Mark Copp – **19 Deacon Drive Saltash Cornwall PL12 4SL**

Proposed enlarged/replacement ground floor bay window at 19 Deacon Drive, Saltash, PL12 4SL. Proposed works included the removal of the existing box bay to living room of the existing c.1980s detached two storey house and its enlarged and replacement with materials to match the existing house. New bay to extend down to floor level.

Ward: Essa

Date received: 9 January 2026

Response date: 30 January 2026

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor Bullock, seconded by Councillor McCaw and resolved to **RECOMMEND APPROVAL**.

PA25/09514

Susanne David – **255 Callington Road Saltash Cornwall PL12 6LW**

Loft conversion to include altering existing hip roof to a gable and addition of a dormer.

Ward: Tamar

Date received: 13 January 2026

Response date: 3 February 2026

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor Suter, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

PA25/09630

Mr R Canning – **Hope Cottage Longlands Lane Burraton Coombe Saltash**

Proposed single storey rear extension & alteration works

Ward: Trematon

Date received: 13 January 2026

Response date: 3 February 2026

Following a unanimous vote (6 in favour, 0 against, 0 abstentions) it was proposed by Councillor Stoyel, seconded by Councillor McCaw and resolved to **RECOMMEND APPROVAL**.

b. Tree applications:

None received.

c. Tree notifications:

PA25/09346

Mr Mark McGinnes – **Melwyn House Forder Saltash Cornwall PL12 4QR**

Works to trees in a Conservation Area, to fell and remove crack willow tree

Ward: Trematon

Date received: 12 December 2025

It was **RESOLVED** to note.

120/25/26 CONSIDERATION OF LICENCE APPLICATIONS:

None received.

121/25/26 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.

122/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

123/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

124/25/26 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 February 2026 at 6.30 pm

Rising at: 6.56 pm

Signed: _____
Chairman

Dated: _____

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year	What we achieved	Completed	Already do
To ensure in review of planning and licensing applications and considerations, economic opportunities and impacts are examined appropriately	<p>Continue working in partnership with Cornwall Council and keystakeholders to reach the right outcome for Saltash</p> <p>All Councillors to attend planning training annually to keep up to date with current and national planning and licensing laws and local plan policies</p>	Office Manager / Planning and General Administrator			1	<p>Continuing to engage and correspond with Treledan developers. Contacted regarding school provisions, grit bins and noticeboards. Subject to their approval, Treledan are happy for Saltash Town Council to send across the details of having a notice board installed.</p> <p>Contacted Cornwall Council regarding school provisions.</p> <p>Reviewed Councillors planning training and registered Saltash Town Council's interest in planning training sessions with CALC.</p>		
To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.	<p>Continue to strengthen the Town Council's role in the planning process working with key stakeholders</p> <p>Councillors and staff to attend training when available and provided by Cornwall Council and CALC on the National Planning and Policy Framework</p>	Office Manager / Planning and General Administrator			1	<p>Advice sought from CALC on pre-applications to ensure correct procedure is followed.</p> <p>Received presentation from Brunel Recycling regarding pre-application. Followed up on attending an Open Day.</p> <p>Continuing to work with Community Link Officers on the Community Highways Improvement Programme.</p>		



Before completing this form –Do you know whether any exemptions apply to the activities you intend to offer? Do you have all the licences from the Council that you need?

To find out you could take advantage of our pre-application advice service. If you do require a licence you may also want to use our application assistance and check & send services to help you get your application right first time.

The fixed fees for our **Licensing Direct** services include VAT and cover the cost of administration and delivery and are not for profit.

Access these services by calling **0300 1234 212** and select the option for licensing. Alternatively, email us at licensing@cornwall.gov.uk and we will contact you. Our support services can help you save time and money.

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

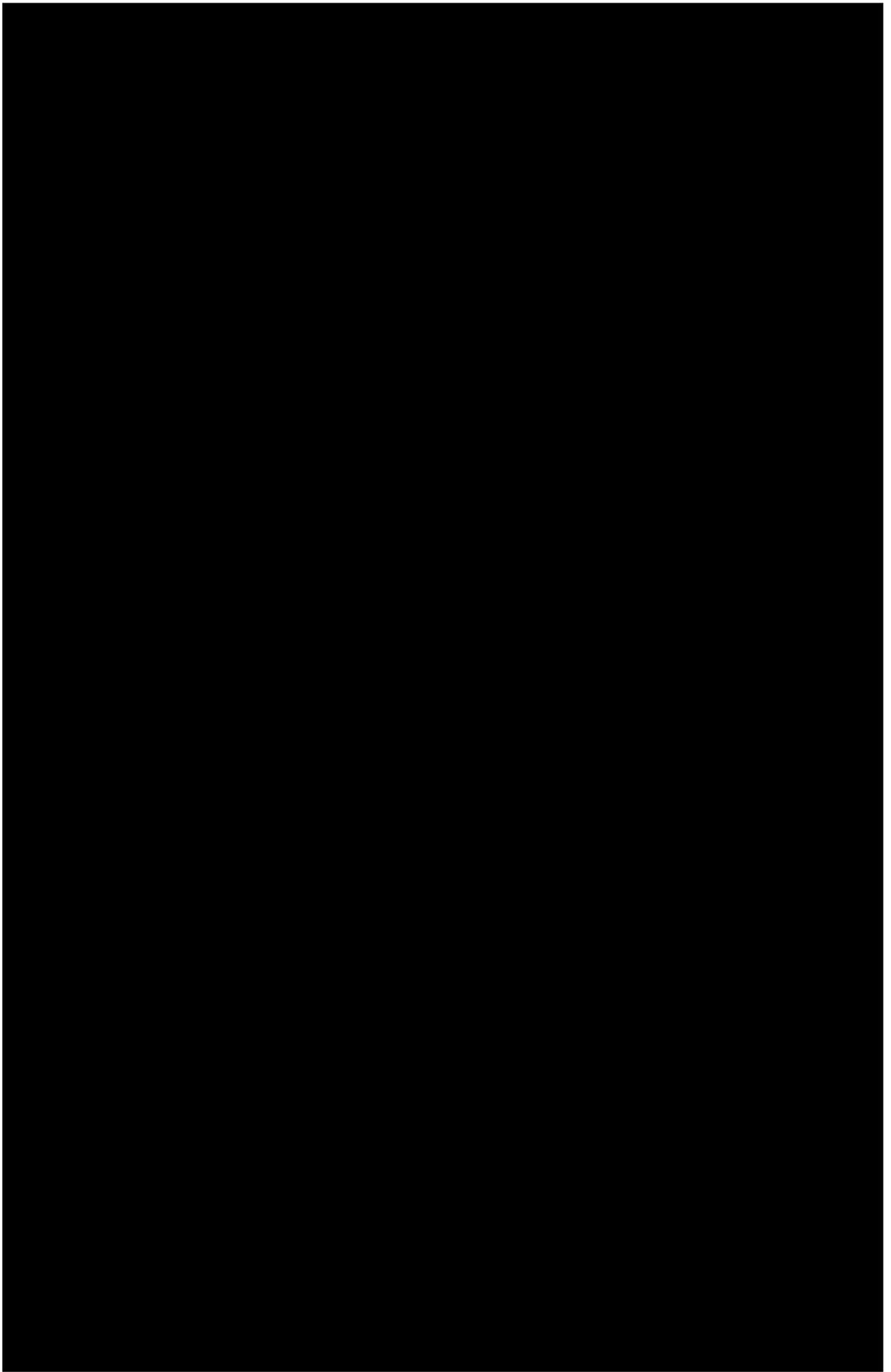
You may wish to keep a copy of the completed form for your records.

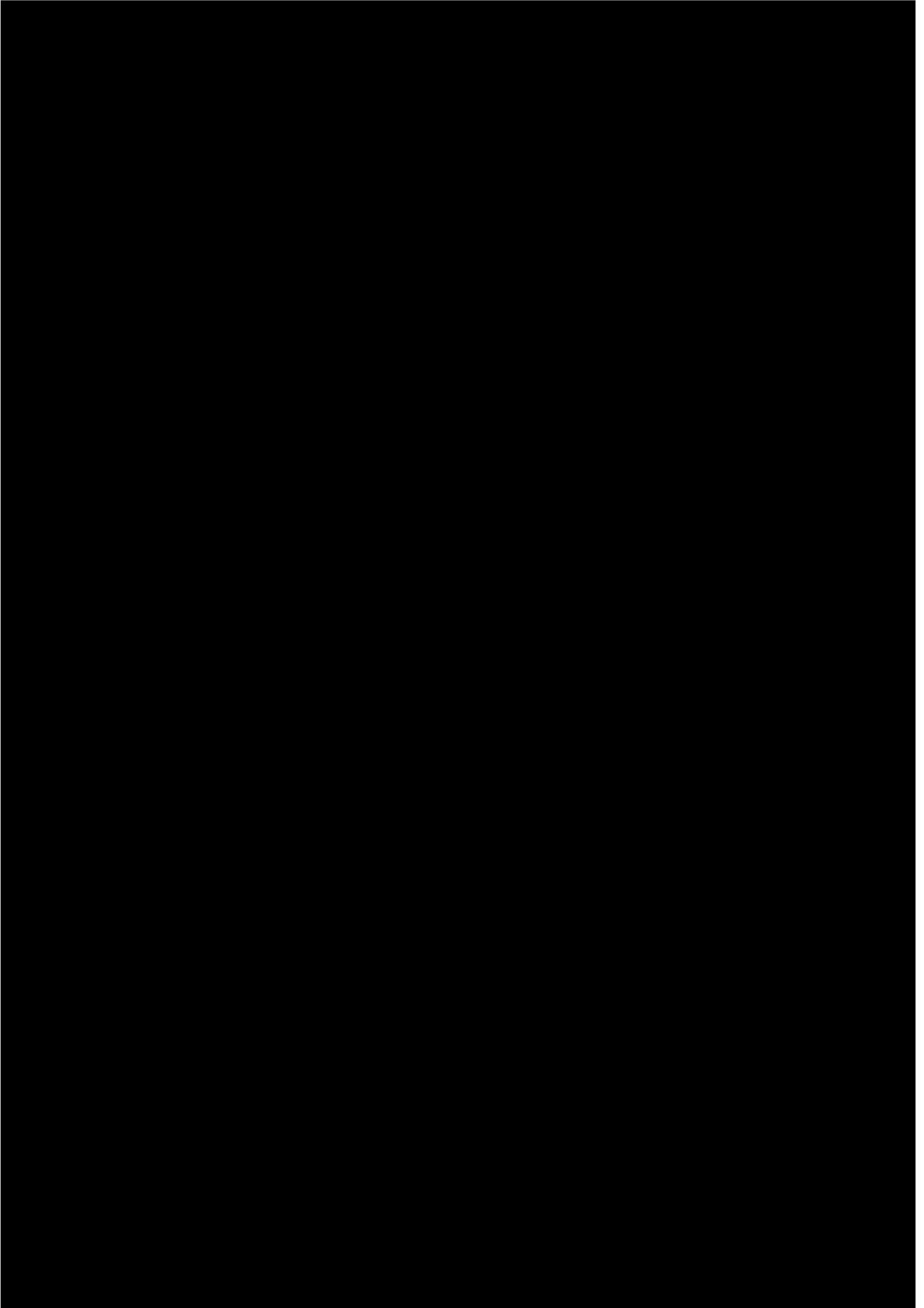
I/We Trevethan Distillery Limited
(Insert name(s) of applicant)

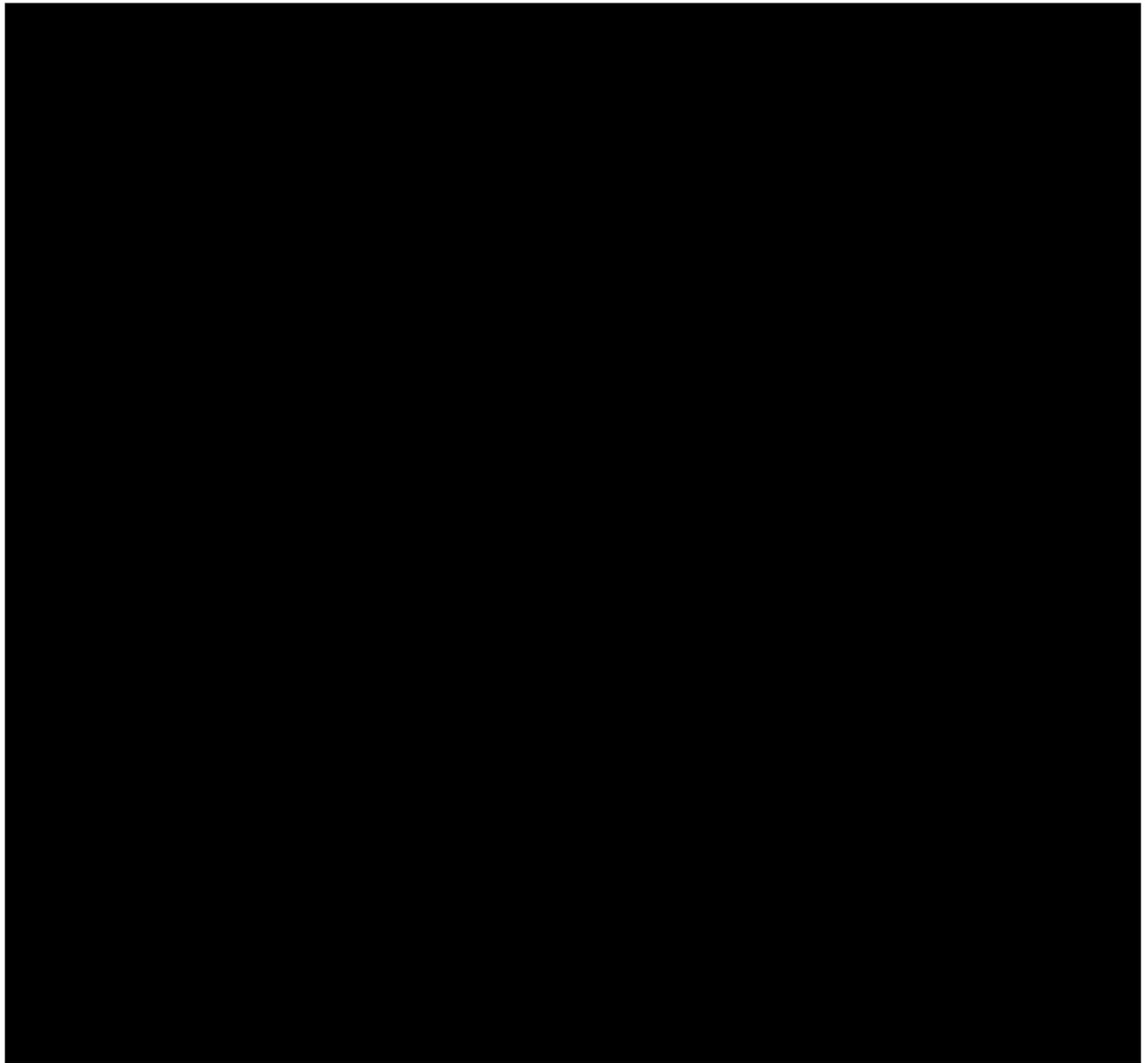
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 –Premises details

Postal address of premises or, if none, ordnance survey map reference or description Unit 14 Edgumbe Trade Park Tamar View Industrial Estate Saltash Cornwall PL12 6LD			
Post town	Saltash	Postcode	PL12 6LD





**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD		MM		YYYY			
0	1	0	4	2	0	2	6

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)
 Distillery producing and distributing spirit products. Licenced by HMRC to produce spirits under APPA licence scheme and licenced by HMRC to distribute alcohol under AWRS scheme. We will be selling alcohol direct to consumers through our website and at the site.

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

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

Provision of late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	YES

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both –please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	-----	-----		Please give further details here (please read guidance note 4)	Both
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for performing play (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place <u>indoors or outdoors or both –please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	-----	-----		<u>Please give further details here</u> (please read guidance note 4)	Both
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – <u>please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon	-----	-----	<u>Please give further details here</u> (please read guidance note 4)		
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors		
Day	Start	Finish		Outdoors		
Mon	-----	-----		<u>Please give further details here</u> (please read guidance note 4)		
Tue	-----	-----				
Wed	-----	-----	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)			
Thur	-----	-----				
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)			
Sat	-----	-----				
Sun	-----	-----				

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	-----	-----		<u>Please give further details here</u> (please read guidance note 4)	Both
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both –please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	-----	-----		<u>Please give further details here</u> (please read guidance note 4)	
Tue	-----	-----			
Wed	-----	-----	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoor: or outdoors or both –please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

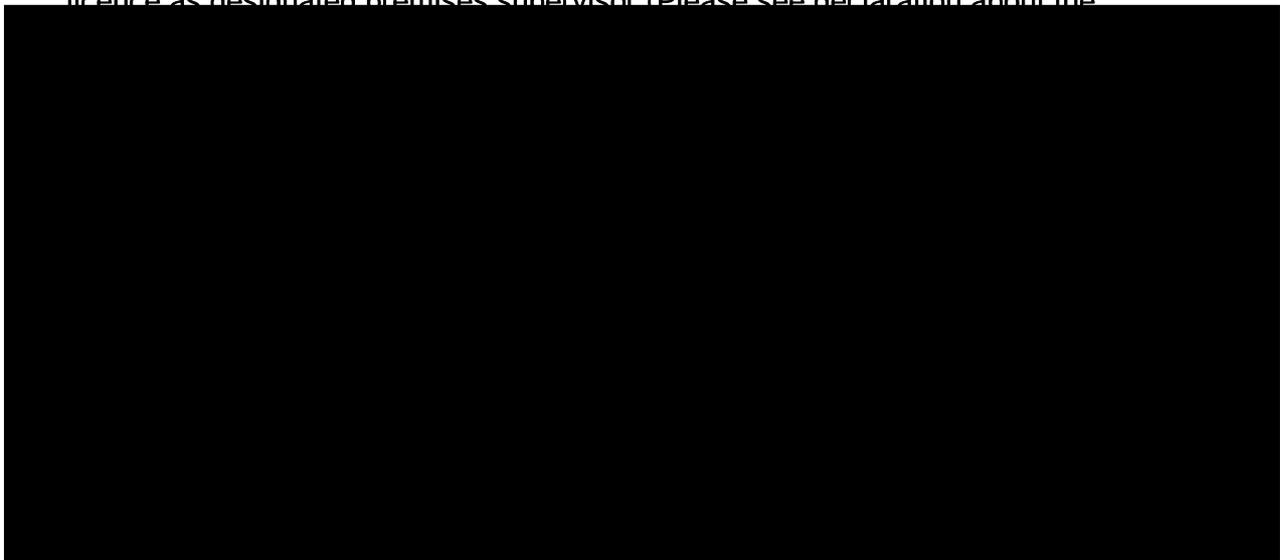
I

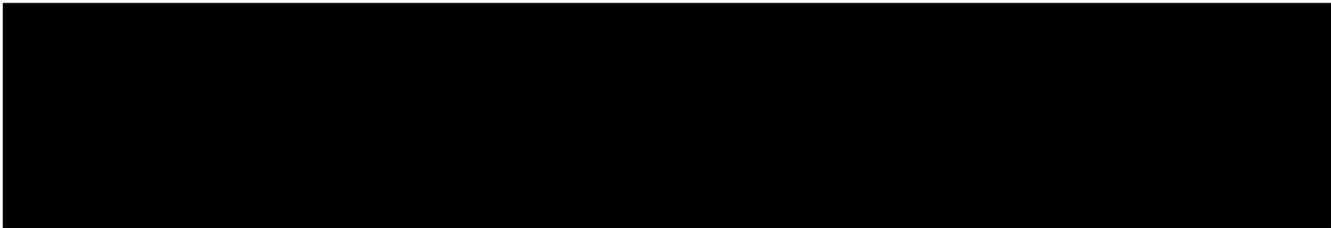
Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both –please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption –please tick (please read guidance note 8)	On the premises		
Day	Start	Finish		Off the premises		
				Both	X	
Mon	09:00	16:30	State any seasonal variations for the supply of alcohol (please read guidance note 5) None			
Tue	09:00	16:30				
Wed	09:00	16:30				
Thur	09:00	16:30		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) None		
Fri	09:00	16:30				
Sat						
Sun						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the





K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations: (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	17:00	
Tue	09:00	17:00	
Wed	09:00	17:00	
Thur	09:00	17:00	
Fri	09:00	17:00	
Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)			

Sat			
Sun			

M

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

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

1. Strong Management and Staff Training A comprehensive staff training programme will be in place covering age#verification, responsible alcohol sales, refusal of service, handling conflict, safeguarding vulnerable people, and emergency procedures. Training will be refreshed regularly and documented for inspection. A written management plan will outline day#to#day operating procedures and responsibilities. 2. Robust Policies and Record#Keeping Policies will be developed for all key areas—age#verification (Challenge 25), incident management, dispersal, noise control, alcohol sales, and dealing with intoxicated or vulnerable customers. Records of refusals, incidents, and staff training will be maintained and made available to responsible authorities upon request. 3. Effective Communication With Authorities and the Community The premises will maintain open lines of communication with the police, licensing authority, environmental health and local residents. Any concerns raised by relevant authorities or local stakeholders will be addressed promptly. 4. Safe and Responsible Operating Environment The design and layout of the premises will promote safety—clear signage, good internal and external lighting, CCTV coverage, and appropriate monitoring of entrances and exits. Crowd management and supervision will be provided when required, including SIA#licensed door staff where appropriate. 5. Preventive and Proactive Approach to Risk Management Risk assessments will be regularly conducted to identify and address potential issues relating to crime, disorder, safety, noise, and underage access. Operational practices will be reviewed routinely to ensure the objectives continue to be met as the business evolves.

b) The prevention of crime and disorder

1. CCTV A comprehensive CCTV system will operate at the premises, covering all entry/exit points, licensable areas and outside spaces where customers may congregate. Recordings will be kept for a minimum of 31 days and made available to the police or authorised officers on request. The system will be regularly maintained to ensure it remains fully operational. 2. Staff Training & Responsible Alcohol Sales All staff will receive training in: preventing crime and disorder recognising signs of intoxication refusing service to drunk, aggressive or disorderly individuals dealing with conflict safely A training log will be maintained and kept on site. 3. Challenge 25 Policy A strict Challenge 25 age#verification policy will be in place. Only valid forms of photo ID (passport, driving licence, PASS#accredited card) will be accepted. A refusals register will be maintained. 4. Incident Log An incident log will be kept and updated with details of: refusals of service ejections criminal incidents interactions with police The log will be made available to relevant authorities on request. 5. Door Supervision (if applicable) SIA#licensed door supervisors will be used when required by the operating schedule or at times of increased risk (e.g., busy trading periods or events). Door supervisors will monitor queuing, manage entry, and help prevent crime or disorder both inside and immediately outside the premises. 6. Managing Customer Behaviour Clear signage will

remind customers to behave responsibly and respect neighbours. Staff will monitor customer behaviour both inside and at entrances/ exits. Drunk or disorderly individuals will not be admitted. 7. Partnership With Authorities The premises will maintain strong communication with the police, local authority and community groups. Any concerns raised by responsible authorities will be acted on promptly

c) Public safety

1) Risk Assessments, Capacity & Supervision Maintain a written public safety risk assessment covering crowding, slips/trips, lighting, fire, evacuation, intoxication, noise-related risk, and activities/entertainment. Set and adhere to a maximum safe capacity, informed by fire safety and layout; headcounts will be taken at peak times. Provide adequate staffing and supervision during busy periods and events to manage queuing, circulation and exits. 2) Fire Safety & Emergency Preparedness Keep a current fire risk assessment and comply with all recommendations. Provide and maintain appropriate fire detection, alarm and firefighting equipment (e.g., extinguishers serviced annually). Keep all escape routes unobstructed, clearly signed and well lit; doors on escape routes will be easily openable without a key. Display a simple Emergency Action Plan, with staff trained in evacuation procedures and assembly points; evacuation drills will be carried out and recorded. 3) First Aid & Incident Management Maintain a suitably stocked first aid kit and ensure at least one trained first aider (or appointed person) is present during operating hours. 4) Building Safety, Maintenance & Utilities Ensure fixed electrical installations are tested (e.g., every 5 years or as advised) and keep PAT records for portable appliances. Maintain good internal and external lighting, including emergency lighting, and promptly repair hazards (floors, steps, handrails). Keep surfaces clean and dry as far as practicable; spills will be cleared promptly with appropriate signage. 5) Training, Records & Continuous Improvement Provide induction and refresher training on public safety, emergency procedures, manual handling, and incident reporting. Keep records of training, maintenance (electrical, gas, fire), drills, incidents, and capacity counts, available for inspection. Review and update risk assessments and procedures at least annually or following any incident/ near miss.

d) The prevention of public nuisance

1. Waste, Glass & Litter Management Conduct regular litter and glass checks around the premises, especially at closing time. Ensure refuse is stored securely and collections are scheduled at reasonable hours to avoid noise disturbance. Prevent staff from carrying out noisy operations (such as moving bins or bottles) during late night or early morning hours where practicable. 2. Light Pollution Ensure any external lighting is properly angled and maintained to avoid causing nuisance to nearby properties while keeping access routes safely lit. 3. Odour & Ventilation Control Maintain kitchen extraction and ventilation systems to prevent odours from causing a nuisance. Ensure filters are cleaned and serviced regularly. 4. Delivery & Collection Controls Schedule deliveries and collections during daytime hours where possible. Ensure delivery drivers follow site rules and avoid unnecessary engine idling or noise. 5. Monitoring & Continuous Improvement Keep a record of any complaints or noise issues raised by residents or authorities. Investigate and respond promptly, adjusting operations where necessary. Maintain open communication with neighbours, the council and responsible authorities.

e) The protection of children from harm

1. Age Verification –Challenge 25 Operate a strict Challenge 25 policy for the sale of alcohol. Require all customers who appear under 25 to produce valid, approved photo identification (passport, UK/EEA driving licence, PASS#accredited card). Ensure all staff are trained to refuse alcohol sales when acceptable ID is not provided. 2. Refusals and Incident Logs Maintain a Refusals Register to record any attempt by a child or young person to purchase alcohol, including the date, time, description and reason for refusal. Keep an Incident Log documenting any safeguarding concerns, suspicious behaviour, or issues involving minors. Make logs available to responsible authorities upon request. 3. Staff Training & Awareness Provide training to all staff on: age#restricted sales and Challenge 25 recognising and dealing with underage drinking identifying signs of exploitation, safeguarding risks or children at risk how to escalate concerns to management or the authorities Keep written training records on site. 4. Prevention of Underage Drinks Consumption Do not permit adults to purchase alcohol on behalf of children (“proxy sales”). Display clear signage warning against underage drinking and proxy purchasing. Staff will remain vigilant to groups of mixed#age customers and behaviour that may indicate underage consumption. 5. Partnership with Authorities & Community Maintain communication with local police, Trading Standards, and safeguarding teams. Act promptly on any issues or concerns raised by responsible authorities or the local community.

Checklist:

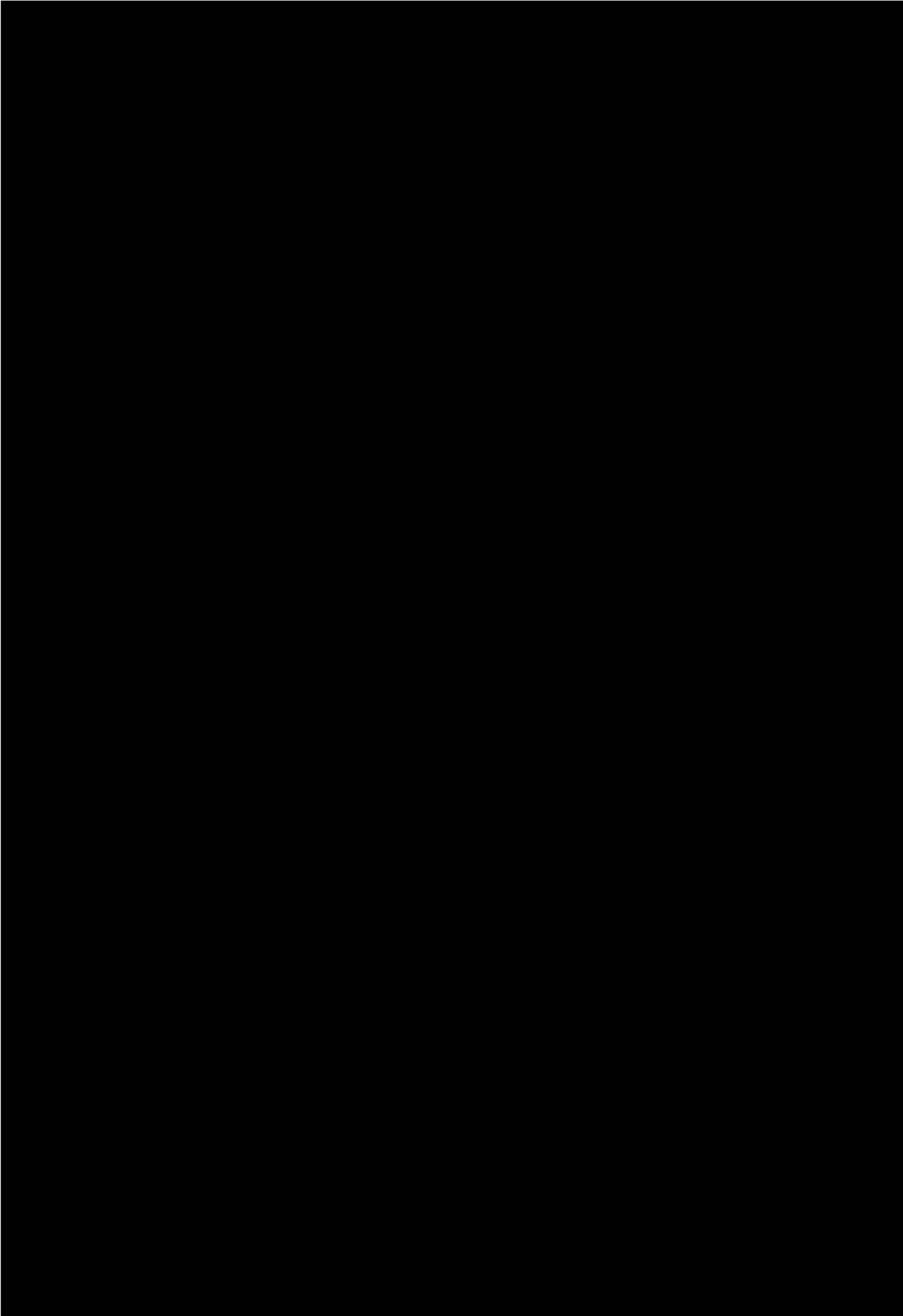
Please tick to indicate agreement

•	I have made or enclosed payment of the fee.	X
•	I have enclosed the plan of the premises.	X
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
•	I understand that I must now advertise my application.	X
•	I understand that if I do not comply with the above requirements my application will be rejected.	X
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

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.

Part 4 –Signatures (please read guidance note 11)



Notes for Guidance

1. Describe 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.
2. 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.
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please 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 or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right 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 in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

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.