

# Schedule 12

## Part A



### Premises Licence

**Premises Licence Number**

HDC/PRE00898

#### Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

**Little Piggy Café**  
**21 High Street**  
**Fenstanton**  
**PE28 9JZ**

Telephone number

Where the licence is time limited the dates : **Not Applicable**

This licence comes into effect on: **10<sup>th</sup> July 2024**  
The annual fee is due with effect from: **June** and each year thereafter.

Licensable activities authorised by the licence

**Supply of Alcohol**

Times the licence authorises the carrying out of licensable activities

**Supply of Alcohol – Tuesday to Saturday 10:00 to 22:30, Sunday 10:00 to 22:00**

**Seasonal Variations & Non- Standard Timings –** For the licensable activities authorised by this licence:

**Not Applicable**

The opening hours of the premises

**Not provided on application**

**Seasonal Variations & Non- Standard Timings –** For the licensable activities authorised by this licence:

**Not applicable**

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

**For consumption on the premises**

#### Part 2

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Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Charlotte McLoughlin**  
**33 Mills Lane**  
**Longstanton**  
**Cambridgeshire**  
**CB24 3DG**

Registered number of holder, for example company number, charity number (where applicable)

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Charlotte McLoughlin**  
**33 Mills Lane**  
**Longstanton**  
**Cambridgeshire**  
**CB24 3DG**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

**Licence Number: PA277035**

**Issuing Authority: South Cambridgeshire District Council**

### ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made at a time when
  - a. there is no designated premises supervisor in respect of the premises licence, or
  - b. the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
3. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
4. In paragraph 3, an irresponsible promotion means anyone or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises —
  - a. games or other activities which require or encourage, or are designed to require or encourage, individuals to —

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- i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - d. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - e. dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
7. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
8. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either —
- a. a holographic mark, or
  - b. an ultraviolet feature.
9. The responsible person must ensure that-
- a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures —
- i. beer or cider: ½ pint;
  - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - iii. still wine in a glass: 125 ml;
- b. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - c. where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
10. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
11. For the purposes of the condition set out in paragraph 10 -

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- a. "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- b. "permitted price" is the price found by applying the formula -  $P = D + (D \times V)$  where -
- P is the permitted price,
  - D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- c. "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- the holder of the premises licence,
  - the designated premises supervisor (if any) in respect of such a licence, or
  - the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- d. "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- e. "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
12. Where the permitted price given by paragraph b. of paragraph 1 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
13. Paragraph 14 applies where the permitted price given by paragraph b. of paragraph 11 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
14. The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. All staff will be trained in all areas and promote responsible practices.
2. The premises licence holder will maintain written procedures for managing incidents.
3. An incident book will be kept which lists incidents and actions taken by staff and management.
4. The premises licence holder will ensure that staff receive proper training and refresher training on relevant issues, policies and procedures.
5. The premises licence holder will maintain a relevant dispersal policy (leaving quietly)
6. Contacting and co-operating with when incidents of a violent, anti-social or otherwise criminal nature occur.

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7. Any members of the public that appear to be intoxicated will not be served.
8. The premises, both internally and externally, will be maintained in good, clean and tidy condition at all times.
9. Glassware or alternatives (including toughened or safety glass) are frequently cleared.
10. There will clear and accurate signage in and around premises.
11. Fully completed risk assessments, for both premises and proposed activities to be carried out, will be kept.
12. Regular maintenance and testing of safety systems will take place.
13. A suitable litter and waste management programme including provisions for recycling will be implemented and adhered to.
14. The premises licence holder will ensure the appropriate instruction, training and supervision of staff occurs.
15. Guests will be asked to leave quietly and quickly.
16. Windows will be kept closed to prevent noise pollution.
17. Music levels will be kept to an acceptable level at the discretion of the trained on site manager.
18. The premises licence holder will be mindful of the location of the premises during hours of operation and licensable activities.
19. The premises licence holder will comply with all conditions of the premises licence.
20. Staff will be trained to recognise a fake ID.
21. The premises will remain vigilance against underage drinking.
22. Children must be accompanied by an adult.
23. Children and young people will not be exposed to strong language, violence or disorder.

### ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

1. All serving staff will undertake responsible alcohol sales training prior to engaging in the sale of alcohol. Refresher training will be carried out at least once every 12 months. Fully auditable training records should be maintained for all staff in respect of the sale of alcohol. These will be made available for inspection upon request to the Police and all other Responsible Authorities.
2. A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder.

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3. A "Challenge 25" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 25. The only acceptable photographic driving licences, passports, HM forces cards, or a form of identification with the "PASS" hologram.
4. The premises licence holder shall ensure that notices shall be prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates in the premises.
5. Prominent, clear and legible notices at all exits will be displayed requesting patrons departing to respect the needs of local residents and to leave the premises and the area quietly.
6. The premises licence holder shall install and maintain a comprehensive CCTV system. The outdoor licensed seating area will be covered, as will customers entry and exit points which will enable frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of the police or an authorised officer throughout the preceding 31-day period. A staff member from the premises who is conversant with the operation of the CCTV system shall always be on the premises when the premises are open to the public. This staff member shall be able to show police recent data or footage with the absolute minimum of delay when requested and be able to download relevant footage onto a disc or memory stick.
7. Staff will take reasonable steps to ensure that customers do not take partly consumed alcoholic products or drinking receptacles away from the premises.
8. A Refusals log will be kept and made available for inspection by police or authorised officer of a responsible authority.
9. Alcohol shall be served by way of waiter/waitress service to seated customers.

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### ANNEX 4 — PLANS



Licence valid from: 10<sup>th</sup> July 2024

Date of Issue: 10<sup>th</sup> July 2024  
Manager



Signed: Community Services  
Manager