



A meeting of the **LICENSING SUB-COMMITTEE** will be held in **CIVIC SUITE (STIRLING ROOM), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 2 JULY 2025** at **10:30 AM** and you are requested to attend for the transaction of the following business:-

AGENDA

1. ELECTION OF CHAIR

2. MEMBERS INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. Please see Notes below.

Contact Officer: B Buddle 01480 388008

3. INTRODUCTION

4. LICENSING SUB COMMITTEE PROCEDURE (Pages 5 - 8)

5. LITTLE PIGGY CAFE - 21 HIGH STREET, FENSTANTON PE28 9JZ (Pages 9 - 36)

To consider an application to vary a premise licence made under Section 51 of the Licensing Act 2003 made by the following:

Applicant: Charlotte McLoughlin

Premises: Little Piggy Café, 21 High Street, Fenstanton PE28 9JZ

Contact Officer: Licensing - (01480) 387075

6. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

to exclude the press and public from the hearing during the determination of the application.

7. DETERMINATION

To determine the application referred to in Agenda Item 5.

Contact Officer: B Buddle 01480 388008

12 day of June 2025

Michelle Sacks

Chief Executive and Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Democratic Services, Tel: 01480 388169 / email: Democratic.Services@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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HUNTINGDONSHIRE DISTRICT COUNCIL

LICENSING SUB-COMMITTEE PROCEDURE

1. MEMBERSHIP

- 1.1 The Licensing Sub-Committee shall consist of three Members appointed by the Licensing Committee. A reserve member may also be in attendance in the event that any of the three Members is absent on the date of the hearing or discovers they have a conflict of interest.
- 1.2 At the start of each Sub-Committee hearing a Chair shall be elected from amongst its members.
- 1.2 The quorum for hearings of a Sub-committee shall be three members.
- 1.3 Members should be present throughout the entire hearing. If a member is required to leave temporarily, the Chair shall adjourn the hearing whilst that member is unavailable. If a member is not present for the whole of an item of business, they will not be able to debate or vote on that item.
- 1.4 A member will not take part in a hearing at which a matter is being discussed which relates to a Premises Licence, Club Premises Certificate, Temporary Events Notice or Personal Licence where either the premises are, or the person is resident in the ward which that member represents on Huntingdonshire District Council.

2. THE HEARING

- 2.1 Prior to the hearing, the Sub-Committee have received copies of all representations and relevant correspondence.
- 2.2 Hearings are normally held in public and are live streamed on the Council's YouTube Channel. However, the public may be excluded from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing or that part of the hearing taking place in public. The Sub-Committee will determine the outcome of an application at the conclusion of the hearing in private.
- 2.3 The Sub-Committee will determine the application in accordance with the [Council's Statement of Licensing Policy](#), the [Licensing Act 2003](#) and Guidance and Regulations under the Act taking into account the overriding need to promote the four licensing objectives, including [guidance](#) under Section 182 of the Licensing Act.
- 2.4 The Chair may require any person who in his opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit that person(s) to return or may permit them to return with specified conditions. Such a person may, before the end of the hearing, submit

to the authority in writing information which they would have been entitled to give orally had they not been required to leave.

- 2.5 Where appropriate, the Chair shall remind the parties that their representations should be relevant to the licensing objectives of the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm. The Sub-Committee will disregard any information which is not relevant to the application, representations or to the licensing objectives. If, the Chair feels that the representations being made are not relevant, he may, after first reminding the party of the need for relevance, advise the party that he will no longer be heard. Where in the opinion of the Chair, a party is being repetitious, vexatious or slanderous in his remarks, the Chair may first warn the party and may then advise the party that he will no longer be heard. The ruling of the Chair shall be final.
- 2.6 All questions and statements shall be directed through the Chair.

3. HEARING PROCEDURE

3.1 Procedure in all cases other than an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence.

1. Introductions

The Chair will, at the beginning of the hearing introduce the members of the Sub-Committee and any officers in attendance to support the Sub-Committee and shall ask the parties and any persons accompanying them to state their names and addresses or who they represent.

The Chair shall explain to the parties present that the hearing is subject to this procedure, copies of which will have been distributed to the parties with the notice of the hearing and shall enquire of the persons present whether there are any questions of clarity or explanation about its contents.

2. Allocation of Time

The Sub-Committee will generally not expect any of the parties to take more than 20 Minutes to address it, to give further information or to call witnesses. In the case of interested parties, this time allocation is shared between the number of those in attendance. However, the Chair will exercise discretion dependent upon the circumstances of a particular case. Under the regulations an equal maximum time period must be allowed to all parties.

3. The Licensing Authority:

The Licensing Officer will present the application and representations received by the Council. No recommendation will be made.

The Chair will invite Members of the Sub-Committee, the Applicant, Responsible Authorities and all other parties if they have any questions to clarify the content of the Licensing Officers report.

4. The Applicant:

The Applicant or their representative will be invited to present their case in support of their application.

If applicable, the applicant can call any witness(es) to give evidence in support of their case.

Once the applicant has presented his / her case, the Chair will invite questions from the Sub-Committee and all other parties present.

5. Responsible Authorities:

The Chair will invite any Responsible Authorities in attendance to make representations in support of their representation.

If applicable, the Responsible Authority's can call any witnesses to speak in support of their case.

Questions to Responsible Authority Officers will then be invited from all parties present.

6. The Other Persons (people who have made a valid representation).

The Chair will then invite and interested persons to put forward their case, based on the representation submitted.

Where there are a number of interested parties and the nature of their representations are similar, such parties may decide to appoint a spokesperson to represent the group.

Questions will then be invited from all parties present.

7. Review of Written Representations

The Sub Committee will review the relevant written representations which have been received. All parties present will be given an opportunity to comment.

The Sub-Committee will consider any requests for permission to present new evidence or information not previously disclosed to all, the parties prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and to read it.

8. Summing Up

After all parties have addressed the Sub-Committee, the Applicant or his representative will be invited by the Chair to sum up their application for a time not exceeding five minutes but without introducing any new evidence to the proceedings.

9. Making and Reporting the Decision

The Sub-Committee will then retire to another room to make their decision. The Council's Legal Officer will accompany members to advise where necessary.

All parties will be sent a decision notice in writing within five working days of the date of the hearing outlining the decision and the reasons to support it. Details of appeal rights will also be sent with the decision notice.

10. Record of the Hearing

A record shall be taken of the hearing by the licensing authority which shall be retained for six years after the date of the determination of the hearing or the disposal of an appeal against the determination.

4.0 Procedure in cases relating to an application for a review of a premises licence or a club premises certificate or convictions coming to light after the grant or renewal of a personal licence.

In the case of such hearings, the procedure at 3.1 shall be followed with the exception that the applicant for a review of a premises licence or a club premises certificate or the chief officer of police in the case of an objection notice where convictions have come to light after the grant or renewal of a personal licence will be invited to address the Sub-Committee first and to call any person(s) to whom permission has been granted to appear.

After any questions have been dealt with the holder of the licence or certificate will be invited to address the Sub-Committee and to call any person(s) to whom permission has been granted to appear.

There shall be no right of reply for the applicant for a review of the licence or certificate or for the Chief Officer of Police.

G:\Licensing\Licensing Committee/Procedures/ Licensing Act – Licensing Sub Committee Procedure 2024

LICENSING SUB-COMMITTEE

25th June 2025
LICENSING ACT 2003
APPLICATION TO VARY A PREMISES LICENCE
Little Piggy Cafe – 21 High Street, Fenstanton PE28 9JZ

1. INTRODUCTION

- 1.1 Huntingdonshire District Council as the Licensing Authority has received an application to vary a premise licence:

from **Charlotte McLoughlin**

for the premises **Little Piggy Cafe, 21 High Street, Fenstanton PE28 9JZ**

The Application was received on the **06th May 2025**. As required under the Licensing Act 2003, notice of the application was advertised by blue notices displayed at or near the premises from the **07th May 2025** and in the local newspaper on the **28th May 2025**. The 28-day consultation period ended on the **03rd June 2025**.

- 1.2 A copy of the application is attached as **Appendix A** (application) & **Appendix B** (plan).

2. INFORMATION

- 2.1 The variation application is applying to increase the licensable area for permitted activities to include the upstairs as shown in **Appendix B**, and has listed the opening hours as:

M-F 0800 – 1630

Saturday & Sunday 1000 - 1600

- 2.2 The existing licence and plan can be found at **Appendix C**.

- 2.3 Section 16 of the application form addresses the four licensing objectives. Any proposals made in this section are normally translated directly into enforceable conditions that will be attached to the premises licence. Paragraphs 8.41- 8.49 and Section 10 of the Home Office guidance issued under section 182 refer to the operating schedule and licence conditions

3. REPRESENTATIONS

- 3.1 As part of the consultation the Responsible Authorities as determined under the Licensing Act 2003) were consulted on the application. There were no representations made against the application. The responses can be seen in summary at **Appendix D**.

- 3.2 During the period for representation a total of 1 valid representations were received from 'other persons'. The representations and any subsequent correspondence are attached as **Appendix E**.
- 3.3 A person who has submitted a relevant representation is entitled to address the Licensing Sub-Committee at the hearing and ask questions of any other party appearing at the hearing.
- 3.4 Not all matters raised within the representation may be relevant matters for consideration under the Licensing Act 2003.

4. MEDIATION

Mediation was not possible on this occasion.

5. GENERAL DUTY/POLICY CONSIDERATION

- 4.1 The licensing authority must carry out its functions under the Act with a view to promoting the licensing objectives, each objective has equal importance, the objectives are:
- a. the prevention of crime and disorder,
 - b. public safety,
 - c. the prevention of public nuisance, and
 - d. the protection of children from harm.
- 4.2 The sub-committee must also have regard to:
- a. its statement of licensing policy, and
 - b. any statutory guidance issued under Section 182 of the Licensing Act 2003.
 - c. the Human Rights Act 1988
 - d. Live Music Act 2012

- 4.3 The Council must also fulfil its obligations under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in its district.

6. DETERMINATION

- 5.1 In making a decision, this application must be determined on its individual merits having regard to the representations and supporting documents included as part of the report along with additional information considered relevant at the hearing. As part of the decision process the sub-committee is required to give its reasons for any decision arrived at.
- 5.2 Where the licensing authority considers that action under its statutory powers is appropriate, it may take any of the following steps:

- Grant the application as applied for
- Refuse the application
- Add additional conditions to the premises licence
- Exclude any licensable activities applied for
- Amend dates and times of licensable activities applied for.

5.3 Any decision made by the sub-committee must be reasonable and proportionate and promote the Licensing objectives.

BACKGROUND INFORMATION

Licensing Act 2003.

Guidance issued under section 182 of the Licensing Act 2003.

The Council's Statement of Licensing Policy.

LIST OF APPENDICES

Appendix A – Application to Vary a Premises Licence

Appendix B – Licensing Plan

Appendix C – Existing Licence

Appendix D – Responses from Responsible Authorities

Appendix E – Representations from Other Persons

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* required information

Section 1 of 18

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

System reference

Not Currently In Use

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

Your reference

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

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Charlotte

* Family name

Mclaughlin

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

14282177

Business name

Little Piggy Kitchen

If your business is registered, use its registered name.

VAT number

457486743

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

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable
value of premises (£)

4,750

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VARIATION

Do you want the proposed
variation to have effect as
soon as possible?

☒

Yes

☐

No

Do you want the proposed variation to have effect in relation to the
introduction of the late night levy?

☐

Yes

☒

No

You do not have to pay a fee if the only
purpose of the variation for which you are
applying is to avoid becoming liable to the
late night levy.

If your proposed variation
would mean that 5,000 or
more people are expected to
attend the premises at any
one time, state the number
expected to attend

Describe Briefly The Nature Of The Proposed Variation

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.

We are currently licensed to serve drinks in our cafe. We have recently obtained planning permission to convert the upstairs area of our building to a cafe. We would like our alcohol licence to cover this area also. There will be 30 covers upstairs.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to
vary is successful?

☐

Yes

☒

No

Section 5 of 18

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to
vary is successful?

☐

Yes

☒

No

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PROVISION OF INDOOR SPORTING EVENTS

<i>Continued from previous page...</i>	See guidance on regulated entertainment
Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 7 of 18	
PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS	
See guidance on regulated entertainment	
Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 8 of 18	
PROVISION OF LIVE MUSIC	
See guidance on regulated entertainment	
Will the schedule to provide live music be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 9 of 18	
PROVISION OF RECORDED MUSIC	
See guidance on regulated entertainment	
Will the schedule to provide recorded music be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 10 of 18	
PROVISION OF PERFORMANCES OF DANCE	
See guidance on regulated entertainment	
Will the schedule to provide performances of dance be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 11 of 18	
PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE	
See guidance on regulated entertainment	
Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Section 12 of 18	
PROVISION OF LATE NIGHT REFRESHMENT	

Continued from previous page...

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☐ Yes ☒ No

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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.

Provide 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.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

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

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

☒ I have enclosed the premises licence

☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Section 16 of 18

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.

Continued from previous page...

Full training of all staff

b) The prevention of crime and disorder

CCTV installed in the new areas upstairs in addition to the existing downstairs CCTV
Full training of all staff and strict adherence to guidelines
Not serving patrons who appear intoxicated

c) Public safety

CCTV installed in the new areas upstairs in addition to the existing downstairs CCTV
Full training of all staff and strict adherence to guidelines
Not serving patrons who appear intoxicated

d) The prevention of public nuisance

We will operate only within the hours on the existing licence and will keep doors and windows shut where practically possible.
We will keep music to low levels.
We will have signage to encourage patrons to leave quietly.

e) The protection of children from harm

We will undergo staff training and ensure no persons under the age of 18 are served.
We will continue to work by our Challenge 25 protocol

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

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PAYMENT DETAILS

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

Variation Fees are determined by the non domestic rateable value of the premises.

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

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

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

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the

Continued from previous page...

* licensing act 2003, to make a false statement in or in connection with this application.

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

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

* Full name

* Capacity

* Date

<input type="text" value="03"/>	/	<input type="text" value="03"/>	/	<input type="text" value="2025"/>
dd		mm		yyyy

Add another signatory

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

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

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

IT IS AN OFFENCE, 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.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

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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: **10th 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

Schedule 12

Part A

Premises Licence

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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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Part A

Premises Licence

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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 -
- i. P is the permitted price,
 - ii. 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
 - iii. 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 -
- i. the holder of the premises licence,
 - ii. the designated premises supervisor (if any) in respect of such a licence, or
 - iii. 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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Part A

Premises Licence

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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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Part A

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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-dayperiod. 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.

Schedule 12 Part A

Premises Licence

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ANNEX 4 — PLANS



Licence valid from: 10th July 2024

Date of Issue: 10th July 2024
Manager


Signed: Community Services
Manager

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Summary of Responsible Authority Responses

Date of Response	Name	Organisation
09/05/2025	Suzanne Christe	Environmental Health
<p>I have reviewed the attached application to vary the premises licence for Little Piggy Catering, 21 High Street, Fenstanton, Cambridgeshire, PE28 9JZ, and the associated plan, and I have reviewed the premises on Google Maps and the premises history on Tascomi.</p> <p>I have not noted any immediate concerns from the Environmental Health Business team's viewpoint regarding this full variation and as such, I do not intend to submit a representation in relation to the four Licensing Objectives with respect to this application.</p>		

Date of Response	Name	Organisation
1/05/2024	Louise Gratton	Trading Standards
<p>I can confirm that we have received the below email regarding the application to vary the premises license for Little Piggy Café, 21 High Street, Fenstanton. We have no comments to make in relation to this application.</p>		

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Summary of Other Persons Responses

Date Received	Name	Address	Contact
17/05/2024			
<p>Objection to Application number 288065</p> <p>Our residential property is adjacent to the Little Piggy Café and as a consequence we are the most affected by noises and disturbances emanating from their business activities.</p> <p>We strongly oppose any extension of their current alcohol licence to include upstairs seating areas, nor indeed to any relaxation of the current ban on alcohol drinking to the outside seating areas.</p> <p>We are most concerned that whenever there is warm weather, the Little Piggy windows and doors are left open. This has the affect of allowing noise pollution to infiltrate our house and garden and restrict our enjoyment of our property. It is well known that alcohol can increase the levels of noise and possible anti-social behaviour which we have already experienced with the permitted alcohol licence in the downstairs inside seating area. Occasionally we endure loud anti-social behaviour from the recently opened upstairs seating area. One recent example of this behaviour occurred when the Little Piggy private upstairs dining room was rented out all afternoon on Saturday the 3rd May 2025. This was an all female party that included entertainment by a male stripper, who for part of the time was standing by a window exposing his bare buttocks to the High Street. We could hear raucous laughter for several hours inside our house despite our windows being closed.</p> <p>We feel that by extending the current alcohol licence to the upstairs seating areas will only increase the number of event parties leading to excessive noise levels to the detriment of both ourselves and our residential neighbours.</p>			

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