

**PART A**

**Premises Licence**

Peterborough City Council, Operations Directorate  
 Bayard Place, Broadway, Peterborough, PE1 1HZ

**Premises Licence Number**

062413

**Part 1 - Premises Details**

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
Coco 11-13 Broadway	
<b>Post Town</b> Peterborough	<b>Post Code</b> PE1 1SQ
<b>Telephone Number</b> 01733 772266	

<b>Where the licence is time limited the dates</b>
Start Date N/A
End Date N/A

<b>Licensable activities authorised by the licence</b>
<b>Provision of regulated entertainment</b>
<b>Live Music</b> The live music will take place indoors
<b>Recorded Music</b> The recorded music will take place indoors
<b>Making Music</b> The activity will take place indoors
<b>Dancing</b> The activity will take place indoors
<b>Sale by retail of alcohol</b> The supply of alcohol will be for consumption on the premises

<b>The times the licence authorises the carrying out of licensable activities</b>
<b>Live Music</b> Monday to Sunday      Between 10.00hrs and 02.00hrs
<b>Recorded Music</b> Monday to Sunday      Between 10.00hrs and 02.00hrs

**Making Music**

Monday to Sunday      Between 10.00hrs and 02.00hrs

**Dancing**

Monday to Sunday      Between 10.00hrs and 02.00hrs

**Sale by Retail of Alcohol**

Monday to Sunday      Between 10.00hrs and 01.30hrs

**The opening hours of the premises**

Monday to Sunday      Between 10.00hrs and 02.00hrs

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

The supply of alcohol will be for consumption on the premises

## Part 2

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

Havana Leisure Limited  
159 Western Avenue  
Peterborough  
PE1 4HU

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

Limited Company 6973900

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

Mr Erjon Pjezergjokaj  
19 Duke Street  
Fletton  
Peterborough  
PE2 8EB

**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	052235
Issuing Authority	Peterborough City Council

## **Annex 1 - Mandatory conditions**

Licensees should note that the under enclosed Mandatory conditions should be read in conjunction with the granted licence and these conditions shall be enforceable where relevant to the operation of the premise and its activities.

### **Supply of alcohol (Premises Licence)**

This registration authorises the supply of alcohol subject to the following 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) when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
  
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### **Door Supervision (where supervisors are engaged this condition applies)**

3. All door supervisors will be Security Industry Authority registered.
  
4. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  
5. In this paragraph, an irresponsible promotion means any one 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(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;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on–

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) 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.

6. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
7. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
8. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
(2) 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 a holographic mark.
9. The responsible person shall 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; and
  - (b) customers are made aware of the availability of these measures.

## Annex 2 - Conditions consistent with the Operating Schedule

### Crime and Disorder

10. CCTV cameras will be positioned so that they cover the front aspect of the property in addition to internal rooms and bar area. The immediate viewing area of fixed cameras must not be obstructed or impeded by any fixture or fitting (eg banners or flags).
11. Digital CCTV recording equipment and associated cameras will be maintained once a week and a record of maintenance is to be kept. CCTV will record and store images for a period not less than 28 days and shall be produced immediately to an authorised officer on request.
12. Notices advising that CCTV has been installed on the premises shall be posted at the front entrance and within the bar area so that they are clearly visible to the public within the licensed premises.
13. A minimum of one SIA registered doorman will be employed at all times after 21:00 hours on a Friday and Saturday night, or when capacity is likely to exceed 100 people. They will be employed on the main access door to:
  - a. prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder;
  - b. to keep out excluded individuals (subject to court or pub watch bans)
  - c. search and exclude persons suspected of carrying illegal drugs or offensive weapons
  - d. Maintain an orderly queue outside the venue.
  - e. Assist customers to leave the premises in a quiet and orderly manner.
14. Door staff to be vigilant in relation to asking individuals to leave before they become too drunk. They must ensure the safety of the individual and the public are a priority.
15. Staff training in relation to identifying and preventing sales of alcohol to any person who is, or appears to be drunk should be undertaken on a monthly basis. This training, together with ongoing training to prevent underage sales should be recorded in a written format and be available to an authorised Police or Council Officer upon demand.
16. Where glass bottles are used, they will be retained or disposed of on the premises.
17. No customers will be admitted, or permitted to leave when carrying open or sealed bottles or glasses.

18. Any person selling or supplying alcoholic drink under the authority of a personal licence holder must ask for a photo ID proof of age where they have reason to suspect that the individual may be under 18 years of age.
19. A policy agreed by the Police and local authority shall be implemented (for more information on this you can refer to the "Safer Clubbing Guide").
20. The premises licence holder shall ensure participation in the local pubwatch / nightsafe scheme operating in the area.
21. Any grills and / or alarms installed at the licensed premises shall be maintained in working order.
22. Lighting shall be provided outside the premises (and in the private car park) during the hours of darkness when any licensable activity takes place on the premises.

### **Public Safety**

23. Escape routes and exits, including external exits, shall be maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.
24. All exit doors shall be easily openable and shall not require the use of a key, card, code or similar means.
25. Doors at exits shall be regularly checked to ensure that they function satisfactorily and a record of the check will be kept.
26. Any removable security fastenings shall be removed whenever the premises are open to the public or occupied by staff.
27. Edges of the treads of steps and stairways are maintained so as to be conspicuous.
28. Safety checks are to be carried out before the admission of the public or club members and guests; and details of such checks are to be kept in a Log-book.
29. Temporary decorations shall not be used without prior notification to the licensing authority/fire authority.
30. Notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, shall be prominently displayed and protected from damage and deterioration.
31. The fire brigade will be called at once on actuation of the fire alarm or to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.

32. Management are responsible for ensuring that comprehensive arrangements exist to enable the safe evacuation of all disabled occupants in the event of an emergency.
33. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.
34. The following systems shall be maintained and inspected by suitably qualified professional persons in accordance with any British Standards and at intervals recommended in national guidance, and records kept of such inspections available for inspection by authorised officers on request:  
  
Fire Warning System  
Gas boiler, calorifier or appliance  
Portable fire fighting equipment
35. Valid public liability insurance shall be kept in force and a copy of the schedule shall be available for inspection by an authorised officer on request.
36. The premises shall not be altered in such a way as to make it impossible to comply with an existing licence condition, without first seeking a variation of the premises licence.
37. Staff on the premises shall monitor and record the number of patrons within the premises.
38. Sitting on floors shall not be permitted except where authorised in the premises licence.
39. Waiting or standing shall not be permitted except in areas designated in the premises licence.
40. In no circumstances is anyone permitted to:-
  - (i) sit in any gangway.
  - (ii) stand or sit in front of an exit, or
  - (iii) stand or sit on any staircase including any landings.
41. Where tables and chairs are provided, clear gangways to exits are maintained.
42. Portable heating appliances shall not be used on the premises.
43. Paraffin or other mineral oil in any lamp, stove or other appliance shall not be used on the premises except for cooking purposes.
44. The maximum capacity of the premises is 160 customers and staff downstairs and 60 customers and staff upstairs.
45. A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.

## **Public Nuisance**



46. The placing of bottles into receptacles outside the premises shall take place at times that will minimise disturbance to nearby properties.
47. Receptacles for waste shall be emptied regularly to minimise nuisance smells.
48. The licensee shall take reasonable steps to prevent and control noise nuisance caused by persons using the Licensed Premises and also ensure patrons and visitors arrive and depart from the premises in a manner which will not cause annoyance to nearby residents.
49. Adequate and suitable (lidded) receptacles shall be provided to receive and store refuse from the premises/site.
50. Receptacles for refuse storage shall be maintained in a clean condition.
51. Trade waste containers will only be left out for collection of waste and will be stored off the public right of way at all other times.
52. If the situation should ever arise where patrons are requested to queue outside the premises this will be in an orderly queue on the Broadway side of the premises and not on the cycle path entrance to the recreational ground.
53. Prominent, clear notices shall be displayed at all exits, requesting customers and staff to respect the needs of local residents and leave the premises and the area quietly.
54. The  $L_{Aeq,5min}$  level measured 1 metre outside a window to a habitable room, with entertainment taking place, shall be no more than 3dB higher than the representative  $L_{Aeq,5min}$  level measured from the same position, under the same conditions and during a comparable period with no entertainment taking place.
55. All ventilation of steam and cooking fumes to the atmosphere shall be suitably filtered to avoid nuisance from smell, grease or smoke to persons in neighbouring or nearby properties.
56. Details of the nature and location of such filtration equipment should be submitted to and agreed in writing by the Local Planning Authority before installation and should be installed before the use of the premises commences.
57. All external doors and windows will be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.

## **Protection of Children from Harm**

58. A crime prevention policy agreed by the police and local authority will be in place.
59. A proof of age policy agreed by the police and local authority shall be implemented.
60. The venue will not be hired out, either for payment or otherwise for any under '18' event.
61. No person under the age of 18 will be permitted at the venue unless they are accompanied by an adult and only if they are having a full table meal.
62. The 'Challenge 25' initiative to prevent sales of alcohol to persons under 18 years of age will be implemented at the premises.
63. Signage will be prominently placed within the premises advertising the fact that the premises operates the 'Challenge 25' initiative.

**Annex 3 - Conditions attached after a hearing by the licensing authority - None**

**Annex 4 – Plans**

**PART B**

**Premises licence summary**

**Peterborough City Council, Operations Directorate  
 Bayard Place, Broadway, Peterborough, PE1 1HZ**

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**Making Music**

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**Dancing**

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**Sale by retail of alcohol**

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159 Western Avenue  
Peterborough  
PE1 4HU

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

Limited Company 6973900

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Mr Erjon Pjezergjokaj

**State whether access to the premises by children is restricted or prohibited**

Restricted