

To: Councillor Woodward (Chair)
Councillors Tarar and Edwards

Direct: ☎ 0118 937 2368
Email: julie.quarmby@reading.gov.uk

15 December 2025

Your contact is: **Julie Quarmby - Committee Services**

NOTICE OF MEETING - LICENSING APPLICATIONS SUB-COMMITTEE 23 DECEMBER 2025

A meeting of the Licensing Applications Sub-Committee will be held on Tuesday, 23 December 2025 at 9.30 am in the Council Chamber, Civic Offices, Bridge Street, Reading, RG1 2LU. The Agenda for the meeting is set out below.

<u>AFFECTED</u>	<u>Page No</u>
<u>WARDS</u>	

1. DECLARATIONS OF INTEREST

- (a) Councillors to declare any disclosable pecuniary interests they may have in relation to the items for consideration;
- (b) Councillors to declare whether they wish to speak on the grounds they:
 - i. Have submitted a relevant representation; or
 - ii. Will be speaking on behalf of someone who has submitted a relevant representation.

2. MINUTES

3 - 12

To confirm the Minutes of the Licensing Applications Sub-Committee meeting held on 28 November 2025.

3. GRANT OF A PREMISES LICENCE - MINA'S 1A BUCKLAND ROAD READING

13 - 44

To consider an application for the variation of premises licence in respect of Mina's, 1a Buckland Road, Reading, RG2 7SP.

CIVIC OFFICES EMERGENCY EVACUATION: *If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.*

***** Access to Civic Offices** - Please note that, from 13 January 2025, the Customer Main Entrance to the Civic Offices is moving from the front of the building to the back, because of construction work for the new Central Library. If you are attending the meeting in person, please enter via the new Customer Main Entrance in Simmonds Street. (The Council is asking customers not to come down Fobney Street to access the new Customer Entrance, due to heavy construction traffic in this area, and instead to walk via the pedestrian alleyway off Bridge Street next to the “Greek Van”). See map below:



LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES 28 NOVEMBER 2025

Present: Councillors Tarar (Vice-Chair), Dennis and Keane.

31. APPLICATION FOR THE VARIATION OF A PREMISES LICENCE - BBQ STATION, 55 ST MARY'S BUTTS, READING, RG1 2LG

The Sub-Committee considered a report on an application for the variation of a premises licence in respect of BBQ Station, 55 St Mary's Butts, Reading, RG1 2LG. A copy of the current premise licence (no. LP2003264) was attached to the report at Appendix NB-1.

The report stated that the current premises licence authorised the following licensable activities and hours:

Sale by Retail of Alcohol (On Sales):

Monday to Sunday from 1130hrs to 2230hrs

Hours for the playing of recorded music:

Monday to Sunday from 1130hrs to 2230hrs

Hours the Premises is Open to the Public:

Monday to Sunday from 1130hrs to 2300hrs

The application had been submitted on 5 October 2025 by William Donne, Licensing Agent, Silver Fox Licensing Consultants on behalf of the Applicant, Korean Kimchi Limited. A copy of the application was attached to the report at Appendix NB-2. The application sought to vary the premises licence as follows:

(a) Extend the Provision of Recorded Music:

Sunday to Wednesday	from 1100hrs to 0000hrs
Thursday	from 1100hrs to 0100hrs
Friday and Saturday	from 1100hrs to 0230hrs

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(b) Add the Provision of Live Music:

Sunday to Wednesday	from 1100hrs to 0000hrs
Thursday	from 1100hrs to 0100hrs

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(c) Add the Provision of Late Night Refreshment:

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(d) Extend Sale by Retail Alcohol (On Sales):

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(e) Add the Sale by Retail of Alcohol (Off Sales):

Sunday to Wednesday from 1100hrs to 0000hrs

Thursday from 1100hrs to 0100hrs

Friday and Saturday from 1100hrs to 0230hrs

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(f) Extend the Hours the Premises is Open to the Public:

Monday to Wednesday	from 1100hrs to 0030hrs
Thursday	from 1100hrs to 0130hrs
Friday and Saturday	from 1100hrs to 0300hrs
Sunday	from 1100hrs to 0000hrs

New Years Eve from 1100hrs to 0300hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0300hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading sessions.

(g) To remove all conditions attached to the existing licence and replace them with those included in the application (see Appendix NB-2)

A schedule of conditions proposed by the Applicant and the Council's Licensing Team was appended to the report at Appendix NB-3. The report stated that all except one of the conditions had been agreed by both parties, the exception being Condition 11 which related to Body Worn Video (BWV) recordings which the Council's Licensing Team recommended should be continuous, whereas the Applicant considered this requirement to be unnecessary.

The report stated that the 28-day statutory consultation period for the application had closed on 2 November 2025. During this period valid representations had been received from the following Responsible Authorities:

- Ben Williams on behalf of Reading Borough Council's Licensing Team (attached at Appendix NB-4).
- Declan Smyth on behalf of Thames Valley Police (attached at Appendix NB-5).

The report stated that in determining the application the Licensing Authority had a duty to discharge its functions with a view to promoting the four licensing objectives:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm.

The report stated that any decision made in relation to the premises licence should be appropriate and proportionate with a view to promoting the four licensing objectives. The Licensing Authority could amend, alter, or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025

The report also stated that, when determining the application, the Licensing Authority must have regard to the representations received, the Licensing Authority's own Statement of Licensing Policy and to any relevant section of the statutory guidance issued to licensing authorities by the Secretary of State. The report highlighted Section 18(6) of the Licensing Act 2003, which required that any relevant representations be considered in the context of the likely effect the grant of the premises licence would have on the promotion of the licensing objectives.

The report set out paragraphs from the Council's Statement of Licensing Policy (specifically paragraphs: 1.6, 3.1, 3.2, 5.6, 5.7, 6.1, 6.2, 6.5, 7.2, 7.14, 7.15, 8.6, 10.1 and 10.3) and from the Secretary of State's Guidance issued under Section 182 of the Licensing Act, dated February 2025 (specifically paragraphs: 1.2 to 1.5, 8.41 to 8.50, 8.76, 9.12 and 9.38 to 9.40, 9.42 and 9.43). Relevant case law examples were also provided for consideration by the Sub-Committee.

Additional Information in the form of copies of letters dated 10 February 2024 and 7 November 2025, that set out the outcomes of inspections of the premises by the Council's Licensing Team, had been also included in the agenda pack for the meeting.

Robert Smalley, Senior Licensing & Enforcement Officer, and Nicola Butler, Licensing Enforcement Officer, Reading Borough Council, attended the hearing, presented the report and addressed the Sub-Committee.

The Applicant's representative, William Donne, Silver Fox Licensing Consultants, attended the meeting, addressed the Sub-Committee on the application and asked and responded to questions. Prajay Shrestha, Manager and the Designated Premises Supervisor (DPS), also attended the meeting, addressed the Sub-Committee and answered questions.

Ben Williams, Licensing Enforcement Officer, Reading Borough Council, attended the Sub-Committee to present the representation he had submitted on behalf of the Council in its capacity as a Responsible Authority. Ben Williams addressed the Sub-Committee and asked and responded to questions.

Declan Smyth, Licensing Officer, Thames Valley Police, attended the Sub-Committee to present the representation he had submitted on behalf of Thames Valley Police acting in its capacity as a Responsible Authority. Declan Smyth addressed the Sub-Committee and asked and responded to questions.

At the hearing, William Donne, on behalf of the Applicant, verbally proposed an amendment to the application. The proposal was to adjust the terminal hour for the licensable activities applied for on Friday and Saturday nights from 0230hrs to 0200hrs, with 30 minutes allowed for drinking-up time and the premises would not be open, at any time, later than this.

William Donne also confirmed that, having obtained advice from the Information Commissioner's Office (ICO), the Applicant was now willing to accept Condition 11, which required Door Supervisors whilst employed at the premises to wear digital Body Worn

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

Video equipment that would record footage continuously from the beginning of the Door Supervisor's shift to the end, as set out in Appendix NB-3.

At the hearing William Donne verbally raised concerns regarding the wording of Condition 32 which related to the training of all staff employed at the premises, including sub-contracted Door Supervisors, on how to identify and safeguard vulnerable persons attending and leaving the premises. However, ultimately, William Donne confirmed to the Sub-Committee that the Applicant would be willing to accept the wording of Condition 32 as had been set out in Appendix NB-3.

At the hearing, Declan Smyth advised that, if the Sub-Committee were minded to grant the variation application, Thames Valley Police would only be willing to accept a terminal hour of 01:00 for licensable activities at the premises on Thursday, Friday, and Saturday nights, and that the Police would not support or agree to any terminal hours later than this.

Declan Smyth also advised that, should the Sub-Committee be minded to grant the variation application, Thames Valley Police recommended the amendment of Conditions 6 and 7 in Appendix NB-3 to require Security Industry Authority (SIA) approved Door Supervisors to be present at the premises from 2100hrs rather than from 2200hrs.

Resolved -

- (1) That, having reviewed the application for the variation of the premises licence in respect of BBQ Station, 55 St Mary's Butts, Reading, RG1 2LG, and having taken into consideration:**

- the Licensing Act 2003;**
- the Secretary of State's Guidance issued under section 182 of that Act;**
- the Council's Statement of Licensing Policy;**
- the likely effect of imposing the options available to the Sub-Committee under the Secretary of State's Guidance upon on the promotion of the four Licensing Objectives;**

and having read and considered the written reports and representations received from:

- the Council's Licensing Team;**
- Thames Valley Police's Licensing Team;**
- the Applicant, including the changes to the application raised at the meeting;**
- the Premises Licence Conditions agreed between the Council's Licensing Team and the Applicant;**

and having considered the oral representations made by those present at meeting;

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

the Sub-Committee concluded that it was appropriate and proportionate to vary, with the agreed conditions as set out in Appendix NB-3 and subject to the changes below, the premises licence as follows:

(a) Extend the Provision of Recorded Music:

Sunday to Wednesday from 1100hrs to 0000hrs.
Thursday from 1100hrs to 0100hrs.
Friday and Saturday from 1100hrs to 0200hrs.

New Years Eve from 1100hrs to 0200hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0200hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(b) Add the Provision of Live Music:

Sunday to Wednesday from 1100hrs to 0000hrs
Thursday from 1100hrs to 0100hrs
Friday and Saturday from 1100hrs to 0200hrs.

New Years Eve from 1100hrs to 0200hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0200hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(c) Add the Provision of Late Night Refreshment:

Sunday to Wednesday from 1100hrs to 0000hrs.
Thursday from 1100hrs to 0100hrs.
Friday and Saturday from 1100hrs to 0200hrs.

New Years Eve from 1100hrs to 0200hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0200hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(d) Extend the Sale by Retail of Alcohol (On Sales):

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

**Sunday to Wednesday from 1100hrs to 0000hrs.
Thursday from 1100hrs to 0100hrs.
Friday and Saturday from 1100hrs to 0200hrs.**

New Years Eve from 1100hrs to 0200hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0200hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(e) Add the Sale by Retail of Alcohol (Off Sales):

**Sunday to Wednesday from 1100hrs to 0000hrs.
Thursday from 1100hrs to 0100hrs.
Friday and Saturday from 1100hrs to 0200hrs.**

New Years Eve from 1100hrs to 0200hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0200hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(f) Extend the Hours the Premises is Open to the Public:

**Monday to Wednesday from 1100hrs to 0030hrs
Thursday from 1100hrs to 0130hrs
Friday and Saturday from 1100hrs to 0230hrs
Sunday from 1100hrs to 0000hrs**

New Years Eve from 1100hrs to 0230hrs the following day.

Sundays immediately preceding a Bank Holiday Monday from 1100hrs to 0230hrs the following day.

British Summer Time to be deemed not to take effect until the start of the next trading session.

(g) Conditions 6 and 7, as set out in Appendix NB-3, to be amended to read as follows:

“6. The premises shall have two SIA approved door supervisors on Friday and Saturday trade, from 21:00 hours until the last customer has left the premises at closing time whenever licensable activities are being conducted as well

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

as whenever the premises is operating under nonstandard timing.”

“7. The Premises Licence Holder shall risk assess the requirement to increase the need for SIA approved door supervisors on Sunday to Thursday from 21:00 hours whenever the premises is open to the public. The risk assessment must take cognisance of local events such as Fresher’s Week, Bank Holiday weekends, Christmas and New Year’s Eve as non-exhaustive examples. The risk assessment must be in writing and available immediately upon request to authorised officers of Reading Borough Council and Thames Valley Police.”

(2) That the Sub-Committee’s reasons be noted as follows:

- (a) During the consultation period the conditions had been agreed between the Applicant and the Council’s Licensing Team, as set out in Appendix NB-3, bar Condition 11;**
- (b) Condition 11, as set out in Appendix NB-3, was accepted by the Applicant at the meeting;**
- (c) Condition 32 was, ultimately, accepted by the Applicant at the meeting;**
- (d) The Applicant had proposed the variation application be amended so that all references to 0230hrs be amended to 0200hrs;**
- (e) The changes to the CCTV system had been designed to achieve compliance with Condition 1;**
- (f) There had been no specific incidents of criminal behaviour associated with the premises reported;**
- (g) The conditions were wide-ranging and comprehensive;**
- (h) The RBC Licensing Team supported the conditions;**
- (i) The assurances given by the Applicant that future inspections would show compliance with all of the conditions;**
- (j) The Sub-Committee carefully considered the concerns raised by the Police but considered that they would likely be met by the conditions and any enforcement actions taken by the relevant Council officers and/or the Police.**

**LICENSING APPLICATIONS SUB-COMMITTEE MEETING MINUTES
28 NOVEMBER 2025**

(At the Meeting the Chair advised the Applicant and other parties present that they would be informed of their right of appeal when they were sent a written copy of the Sub-Committee's full decision).

(The meeting started at 9.54 am and closed at 12.24 pm)

This page is intentionally left blank

LICENSING ACT 2003 HEARING TUESDAY 23 DECEMBER 2025 @ 09:30HRS
APPLICATION FOR THE GRANT OF A PREMISES LICENCE

1. Premises:

Mina's
1A Buckland Road
Reading
RG2 7SP

2. Applicant:

MJ Butequim Ltd

3. Background:

There is currently no licence in force at the premises. The has previously been run as a café since 2023. Prior to that it was an estate agents for over 25 years.

The application has been submitted on behalf of MJ Butequim Ltd and is attached as **Appendix RS-1**

Thames Valley Police and Reading Borough Council's Licensing teams have agreed conditions with the applicant which are attached as **Appendix RS-2**

4. Proposed licensable activities and hours:

The application is for the grant of a premises licence for the following activities:

Sale by Retail of Alcohol (On & Off the Premises):

Monday to Sunday from 0900hrs until 2300hrs

Hours the Premises is Open to the Public:

Monday to Saturday from 0730hrs until 2330hrs

Sunday from 0800hrs until 2330hrs

5. Temporary Event Notices

In considering any application the Licensing Authority should be aware of the possible use of Temporary Event Notices to authorise licensable activities. A premises can extend the hours or scope of their operation by the use of Temporary Event Notices. Up to 15 events per year can be held under this provision at a particular premises. These events may last for up to 168 hours provided less than 500 people are accommodated and provided the total number of days used for these events does not exceed 21 per calendar year.

6. Date of receipt of application: 24 October 2025

7. Date of closure of period for representations: 25 November 2025

8. Representations received:

During the 28 day consultation period for the application, representations were received from:

- | |
|--|
| 1. Ms Janet Withers - Local Resident – Attached as Appendix RS-3
2. Ms Margaret Hunter - Local Resident – Attached as Appendix RS-4 |
|--|

9. Powers of the Authority in determining an application for the grant of a premises licence

The Licensing authority, when determining an application for the grant of a premises licence may:

- | |
|--|
| <ul style="list-style-type: none">• Grant the application as applied for• Grant the application with modifications• Refuse the application |
|--|

10. Licensing Objectives and Reading Borough Council's Licensing Policy Statement
--

In considering representations received the Licensing Authority has a duty to carry out its functions with a view to promoting the four licensing objectives, which are as follows:

- | |
|---|
| <ul style="list-style-type: none">• The Prevention of Crime and Disorder• Public Safety• The Prevention of Public Nuisance• The Protection of Children from Harm |
|---|

Any conditions that are placed on a premises licence should be appropriate and proportionate with a view to promoting the licensing objectives. The Licensing Authority can amend, alter, or refuse an application should it be deemed appropriate for the promotion of the licensing objectives.

In determining this application, the Licensing Authority must also have regard to the representations received, the Licensing Authority's statement of licensing policy and any relevant section of the statutory guidance to licensing authorities.
--

11. The Council's Licensing Policy Statement (2023):

1.6 The predominantly urban nature of Reading as a town means that an appropriate balance needs to be struck between the needs of local business and the needs of local residents. This licensing policy seeks to encourage all stakeholders to engage in the licensing process so that the needs of all can be taken into account and issues dealt with in a spirit of partnership and cooperation.
--

<u>3. Licensing and integration with other legislation</u>
--

3.1 Many other pieces of legislation impact directly or indirectly on the licensing regime. The Licensing Authority must have regard to the following when it discharges its responsibilities under the Licensing Act 2003 and in relation to the promotion of the four licensing objectives:

<u>Crime and Disorder Act 1998</u>

3.2 This Act requires local authorities and other bodies to consider crime and disorder

reduction. Section 17 of the Act states that it shall be the duty of each authority, to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area (including anti social and other behaviour) adversely affecting the local environment. This links specifically with the licensing objective of prevention of crime and disorder and the licensing authority will take into account all reasonable measures that actively promote this licensing objective.

5. Licensing Applications

Grant and Full Variations

5.6 During the 28-day consultation period, the authority will scrutinise the application along with all of the other Responsible Authorities to judge whether it undermines the promotion of the licensing objectives. The application will be made available to any person who requests to see it. As per Section 18 (6) of the Licensing Act 2003, it will consider the likely effect of granting any licence on the promotion of the licensing objectives. The authority will expect all applicants to have taken cognisance of the Secretary of State's Guidance; local strategies and initiatives; this policy and any other known local issues before submitting their application and that these matters are addressed within the operating schedule of the application.

5.7 Whilst many applications will be resolved without the need for a committee hearing, any matters or representations that are not resolved will trigger a hearing before the properly constituted Licensing Applications Committee for determination.

6. Licensing Conditions

General Approach

6.1 Conditions shall be appropriate and proportionate for the promotion of the licensing objectives and shall be unambiguous and clear in their stated aims. Conditions will also be tailored to the type, location and characteristics of the particular premises and the relevant licensable activities. Any condition imposed by the Authority shall also aim to avoid duplication of other legislation unless there is a requirement to impose such a condition in order to promote the licensing objectives (for example, a capacity limit for public safety reasons). This shall apply to all relevant applications (grant/variation of a premises licence or club premises certificate)

6.2 The operating schedule within an application should contain an assessment from the proposed licence holder of what they believe are appropriate and proportionate measures to enable them to carry out their proposed licensable activities. This assessment should be arrived at by taking cognisance of this policy and the Secretary of State's guidance which outlines the matters that an applicant should take into account such as issues in the locality and why their proposed measures are suitable for their proposed operation.

6.5 Any conditions imposed upon a premises licence or club premises certificate will be tailored to that type of premises and the style of operation. Consideration will also be given to the locality of the premises; issues in the locality; the issues set out in the

Guidance and any policy, initiative or other matter the licensing authority wishes to take into account in order to promote the four licensing objectives.

Restaurants and Cafes – General Approach to conditions

6.24 The licensing authority would expect all bona fide restaurants to take cognisance of the Secretary of State's Guidance and this policy and include measures that actively promote the four licensing objectives.

6.25 As well as the measures outlined above in relation to a Challenge 25 age verification policy, CCTV and staff training, the authority will expect all bona fide restaurants to include a condition within their operating schedule to the effect that the sale of alcohol will be ancillary to a sit down food order and that the premises will operate solely as a restaurant with waiters and waitresses providing table service. It is the authority's view that restaurants should not be a place where upright vertical drinking takes place.

6.26 Where a restaurant wishes to provide a delivery service for their products – including alcohol – the authority will expect measures to be included within the operating schedule of how those deliveries will operate. For example, to ensure that deliveries are being made to full postal addresses and not fields; that deliveries which contain alcohol are subject to the premises age verification policy with refusals logged accordingly and that delivery bikes are not causing a public nuisance to local residents.

7. Licensing Hours

General Approach

7.2 When an application receives representations, the authority may consider reducing the opening hours and times for licensable activities if it considers it appropriate for the promotion of the licensing objectives.

Licensed Premises in Residential Areas

7.6 When dealing with applications and issuing licences, the authority is likely to impose stricter conditions on premises operating in residential areas if it considers it appropriate and proportionate to do so. This will apply to all premises types.

7.12 The licensing authority will seek the input of the Council's Environmental Protection and Nuisance team when looking at measures that may be appropriate for the prevention of public nuisance. This will include taking cognisance of any representations that are submitted as part of the application process or any enforcement action they have taken under their own legislation – such as noise abatement notices.

8. Children in Licensed Premises

8.6 The Authority will expect all licence holders or premises that wish to allow children on to their premises to ensure that access is restricted where appropriate. This would include, ensuring that all children are accompanied and that they do not have access to

or sight of alcohol.

10. Administration, Exercise and Delegation of Functions

10.1 The powers of the Licensing Authority under the Licensing Act 2003 may be carried out by the Licensing Committee; by a Sub Committee or by one or more officers acting under delegated authority. The Licensing Committee will consist of between 10-15 members and the committee may establish one or more sub-committees consisting of two or three members.

10.3 A Licensing Sub-Committee shall hear all applications where relevant representations have been received and applications for the review of a premises licence that may have been submitted by Responsible Authorities or any other persons.

12. Amended Guidance issued under section 182 of the Licensing Act 2003 (November 2025)

Licensing Objectives and Aims:

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.

Steps to promote the licensing objectives:

8.41 In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters.

However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

8.42 Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
- any risk posed to the local area by the applicants' proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.

8.43 Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact assessment), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

8.44 It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

8.45 The majority of information which applicants will require should be available in the licensing policy statement in the area. Other publicly available sources which may be of use to applicants include:

- the Crime Mapping website;
- Neighbourhood Statistics website;
- websites or publications by local responsible authorities;
- websites or publications by local voluntary schemes and initiatives; and
- on-line mapping tools.

8.46 While applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. Licensing authorities may wish to encourage co-operation between applicants, responsible authorities and, where relevant, local residents and businesses before applications are submitted in order to minimise the scope for disputes to arise.

8.47 Applicants are expected to provide licensing authorities with sufficient information

in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

8.48 All parties are expected to work together in partnership to ensure that the licensing objectives are promoted collectively. Where there are no disputes, the steps that applicants propose to take to promote the licensing objectives, as set out in the operating schedule, will very often translate directly into conditions that will be attached to premises licences with the minimum of fuss.

8.49 For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

The role of responsible authorities

9.12 Each responsible authority will be an expert in their respective field, and in some cases, it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area⁵. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

Hearings

9.38 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

9.39 The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide

reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

9.40 Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.

Determining actions that are appropriate for the promotion of the licensing objectives

9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

13. The Licensing Act 2003

The Licensing Act 2003 under Section 18 (6) also states that any relevant representation should be considered in the context of:

(a) the likely effect of the grant of the premises licence on the promotion of the licensing objectives.

Therefore, in the context of the grant of a licence, it is reasonable for the Licensing Authority to base its decision on an application on what the likely effects of granting a licence would have on the promotion of the licensing objectives.

14. Relevant Case law for consideration:

(R) on the application of Hope and Glory Public House v Westminster City Council (2011) EWCA Civ31 illustrates that licensed premises, and the activities that take place in those premises, exist in a dynamic environment and should not be looked at entirely in isolation and confirms that this can include the impact that licensable activities have on a range of factors such as crime, the quality of life for residents and visitors to the area, and demand for licensed premises.

East Lindsey District Council v Abu Hanif (t/a Zara's Restaurant) (2016) this underpins the principles widely acknowledged within the Licensing Act 2003 that the licensing objectives are prospective, and that the prevention of crime and disorder requires a prospective consideration of what is warranted in the public interest, having regard to the twin considerations of prevention and deterrence.

15. Appendices

Appendix RS-1: Premises Licence Application Form

Appendix RS-2: Agreed conditions between Thames Valley Police, Reading Borough Council's Licensing Team and the Applicant

Appendix RS-3: Representation by Ms Janet Withers - Local Resident

Appendix RS-4: Representation by Ms Margaret Hunter - Local Resident



Reading
Application for a premises licence
Licensing Act 2003

For help contact
licensing@reading.gov.uk
 Telephone: 0118 937 3762

* required information

Section 1 of 21

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	MJ Butequim	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? <input checked="" type="radio"/> Yes <input type="radio"/> 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	Jean Michel	
* Family name	Parisotto	
* E-mail	[REDACTED]	
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
<input checked="" type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- ☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	16595471	
Business name	MJ Butequim Ltd	If the applicant's business is registered, use its registered name.
VAT number	- None	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* 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:

- ☒ An agent that is a business or organisation, including a sole trader
☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☐ Yes ☒ No

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

Is your business registered outside the UK? ☐ Yes ☒ No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Ltd

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Its a Cafe and Snack Bar

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

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 the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

LP7003855

Issuing licensing authority
(if known)

Reading Borough Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Not Applicable

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

Page 30
End

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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 in the column on the left, list below

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

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Please see attachment

b) The prevention of crime and disorder

Please see attachment

c) Public safety

Please see attachment

d) The prevention of public nuisance

Please see attachment

e) The protection of children from harm

Please see attachment

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a 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 premises 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 an entitlement 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 listed below (which do not need to be certified), or 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).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 9-digit 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 (provided within this application), 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 checked online. 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 copy documents as set out above.

Section 20 of 21

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.

Section 21 of 21

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.

The fee payable will be based on the rateable value of the property. Band A - 0 - 4300 - Fee Payable - 100 Band B - 4301 - 33,000 - Fee Payable - 190 Band C - 33,001 - 87,000 - Fee Payable - 315 Band D - 87,001 - 125,000 - Fee payable - 450 Band E - 125,001 and over - Fee payable - 635 Additional fees apply to outdoor events.

* Fee amount (£)

DECLARATION

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

I/WE UNDERSTAND THAT 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.

☒ 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 / /
dd mm yyyy

Continued from previous page...

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/reading/apply-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 LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="MJ Butequim"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

Agreed Conditions

1. The premises licence holder shall ensure the premises' digitally recorded CCTV system cameras shall continually record whilst the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. The entire licensable area shall be covered by the CCTV. There shall be at least one camera positioned at each entry and exit point to monitor any external areas to the premises. This includes any areas designated for tables and chairs and/or a designated smoking area. Data recordings shall be made immediately available to an authorised officer of Thames Valley Police or Reading Borough Council together with facilities for viewing upon request subject to the provisions of the Data Protection Act and GDPR legislation. Recorded images shall be of such quality as to be able to identify the recorded person in any light. At least one member of staff on the premises at any time during operating hours shall be trained to access and download material from the CCTV system.

2. Signs shall be placed in prominent positions on the premises notifying customers that CCTV is in operation.

3. All incidents which impact on any of the four licensing objectives shall be recorded in a register kept at the premises for this purpose. The register shall include, but not be limited to:

- (i) all crimes reported to the venue
- (ii) all ejections of patrons
- (iii) any complaints received concerning crime and disorder
- (iv) any incidents of disorder
- (v) all seizures of drugs or offensive weapons
- (vi) any faults in the CCTV system, searching equipment or scanning equipment
- (vii) any visit by a relevant authority or emergency service.
 - a. this record shall be available for inspection by a Police Officer or an authorised officer of Reading Borough Council upon request and shall be retained for one year. The record shall be signed off by the DPS or nominated representative at the end of each trading session;
 - b. a weekly review of the incident register shall also be carried out by the DPS.

4. Staff employed to sell alcohol shall undergo training upon induction. This shall include, but not be limited to:

- i. The premises age verification policy
- ii. The law relating to underage sales
- iii. Dealing with refusal of sales
- iv. Proxy purchasing
- v. Recognising valid identity documents produced as proof of age
- vi. Identifying attempts by intoxicated persons to purchase alcohol

- vii. Identifying signs of intoxication
- viii. Conflict management
- ix. How to identify and safeguard vulnerable persons who attend and leave the premises
- x. Identifying signs of drug usage
- xi. The four licensing objectives

Such training sessions are to be documented and refreshed every six months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of Thames Valley Police and Reading Borough Council upon request.

5. The premises shall at all times operate an age verification policy of at least Challenge 25 to prevent any customers who appear to staff members to be under the age of 25 years from purchasing alcohol without having first provided identification. Only a valid driver's licence showing a photograph of the person, a valid passport, national identity card or proof of age card showing the "PASS" hologram are to be accepted as identification. Notices advertising the Challenge 25 and proof of age policies shall be displayed in prominent positions on the premises.

6. The Premises Licence holder shall display in a prominent position a copy of their policy on checking proof of age.

7. All staff involved in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusals log (whether written or electronic). The log shall contain:

- Details of the time and date the refusal was made;
- The identity of the staff member refusing the sale;
- Any detail or description of the person refused and the reason why

This book /register will be available for inspection by an officer of Thames Valley Police or Reading Borough Council.

8. The immediate vicinity outside of the premises and in any external areas associated with the premises shall be kept clear of litter.

9. The licensee or nominated representative shall ensure that no noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to undue disturbance to local residents or local businesses.

10. Clearly legible and suitable notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and to leave the premises and area quietly.

11. Substantial food shall be available at all times that the premises is open for the sale by retail of alcohol. Seating shall be available for all customers on the premises. There shall be no vertical drinking permitted on the premises.

12. The premises licence holder shall not sell super strength beer, lager or cider with an alcohol content of 6.5% ABV (alcohol by volume) or greater. This restriction shall not apply in respect of the specialist branded, premium priced, products - for example craft ales, local or micro-brewery specialist products, boxed gifts or national

celebratory/commemorative beer, lager or cider with an alcohol content of 6.5% ABV or greater.

13. Waste collection contractors shall not collect refuse between 19:00 and 07:00.

From: Janet Withers
Sent: 12 November 2025 17:39
To: Licensing <Licensing@reading.gov.uk>
Subject: Rejection for minas to sell alcohol

I am writing to formally object to the proposal for Mina Café to begin selling alcohol.

I live very close to the establishment, and as an older disabled resident, I am already significantly affected by the ongoing problems caused by this business. Customers and delivery drivers frequently park illegally or block my driveway, which makes it extremely difficult for me to attend important medical and personal appointments. On several occasions, when I have tried to raise these issues directly, individuals have responded with aggravation or even aggression, leaving me feeling unsafe in my own home.

There is also a persistent issue with litter and waste coming from the café, much of which ends up in my garden area. This suggests that rubbish is not being disposed of properly or responsibly.

In addition to these ongoing concerns, I have reason to believe that Mina Café has already been selling alcohol prior to obtaining the appropriate licence, as I have personally witnessed what appeared to be alcoholic beverages being served on the premises. If this is the case, it raises serious questions about their compliance with regulations and their respect for local laws and residents.

Allowing this business to officially sell alcohol would likely worsen the existing problems — increasing noise levels, anti-social behaviour, and parking disruptions, particularly during evenings and weekends. The location is already unsuitable for a café due to its proximity to residential properties, and even more so for a licensed premises.

I strongly urge the council to take these factors into consideration and to refuse the application for an alcohol licence.

Thank you for your time and understanding.

Kind regards

Janet Withers
Buckland Road
Whitley
Reading
RG2 7SP

From: Margaret Hunter
Sent: 12 November 2025 17:24
To: Licensing <Licensing@reading.gov.uk>
Subject: Mina cafe alcohol application

I am writing to express my concern and objection regarding the proposal for Mina Café to begin selling alcohol.

The location of this establishment is in very close proximity to a residential area, and it already causes ongoing issues with noise and illegal parking. Customers and delivery drivers frequently park in restricted or residential spaces, often leaving engines running and creating disturbances throughout the day. These problems have persisted even while Mina operates as a café, and I am deeply concerned that allowing the sale of alcohol will only make these issues worse—particularly during evenings and weekends.

Introducing alcohol sales in such a setting would likely increase noise levels, anti-social behaviour, and traffic congestion, further impacting the peace and safety of nearby residents. The site is already a problematic choice for a café, and turning it into a licensed premises would be entirely unsuitable for the area.

I respectfully urge the council to reconsider granting an alcohol license for this location in the interest of maintaining the wellbeing of the local community.

Thank you for your time and consideration.

Kindest regards

Margaret Hunter

Buckland road reading RG2 7SP

This page is intentionally left blank