DECISION-MAKER	**LICENSING (LICENSING & GAMBLING) SUB COMMITTEE**
SUBJECT	HEARING TO CONSIDER AN APPLICATION FOR VARIATION OF A PREMISES LICENCE – **Porter's Unit 1 Havelock Chambers 20 - 22 Queens Terrace SO14 3BQ**
DATE OF HEARING	**1st October 2025 16:00hrs**
REPORT OF	**SERVICE DIRECTOR** – RESIDENT SERVICES
E-mail	licensing@southampton.gov.uk

Application Date :	7th August 2025	Application Received	7th August 2025
Application Valid :	12th August 2025	Reference :	**2025/03532/01SPRV**

Representations from Responsible Authorities

Responsible Authority	Satisfactory?
Safeguarding Children	No Response
Fire Service	No Objection
Environmental Health - Licensing	No Response

Home Office	No Response
Public Health Manager	No Response
Planning & Sustainability - Development Control - Licensing	No Response
Police - Licensing	No Objection
Trading Standards	No Response

Other Representations

Name	Address	Contributor Type
Mr Phillip Drake	Flat 5 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ	**Resident**
Shaun Rudd & Laura Jay	Flat 30 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ	**Resident**
Dr. Paul Doherty	Flat 9 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ	**Resident**
Mr. Niall Cassey	Havelock Chambers 20-22 Queens Terrace Southampton SO14 3BQ	**Resident**
Ms. Lorraine Lakh	Flat 7 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ	**Resident**

Miss Janet Clarke	Flat 8 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ	**Resident**

Legal Implications

The legislation specifically restricts the grounds on which the sub-committee may refuse an application for variation of a premises licence, or impose conditions. The legislation provides for a presumption of grant of an application for variation of a premises licence, subject to the determination of the application with a view to promoting the licensing objectives in the overall interests of the local community. In doing so the sub-committee 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;
- its own statement of licensing policy
- the Statutory Guidance

An application may be refused in part and thereby only permit some of the licensable activities sought.

An applicant for variation of a premises licence whose application has been refused, or who is aggrieved by conditions imposed, may appeal against the decision to the Magistrates' Court. Any other person, who made a valid representation, may appeal to the Magistrates' Court against the decision to grant the application or against any conditions imposed.

In considering this application the sub-committee is obliged to consider the application in accordance, in particular, with both the Licensing Act 2003(Hearings) Regulations 2005 (as amended) and the rules of natural justice

The practical effect of this is that the sub-committee must makes its decision based on evidence submitted in accordance with the legislation and give adequate reasons for reaching its decision.

Only persons that made relevant representations or their representative, within the time limits, will be allowed to present evidence and this will be restricted to the points raised in their written representation. Any evidence used to expand upon specific points already raised in a written representation should be served upon all parties in good time before the hearing date in order to allow proper consideration. A failure to properly serve any such additional evidence in advance is likely to mean it cannot be produced or relied up at the hearing.

The sub-committee must also have regard to:

- *The Crime and Disorder Act 1998*
  Section 17 of the Crime and Disorder Act 1998 places the sub-committee under a duty 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.
- *The Human Rights Act 1998*
  The Act requires UK legislation to be interpreted in a manner consistent with the European Convention on Human Rights. It is unlawful for the sub-committee to act in a way that is incompatible (or fail to act in a way that is compatible) with the rights protected by the Act. Any action undertaken by the sub-committee that could have an effect upon another person's Human Rights must be taken having regard to the principle of proportionality - the need to balance the rights of the individual with the rights of the community as a whole. Any action taken by the sub-committee which affect

another's rights must be no more onerous than is necessary in a democratic society. The matters set out in this report must be considered in light of the above obligations.

Copies of the application for variation of a premises licence and the representations to it are annexed to this report.

Equality Act 2010

Section 149 of the Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act. It also requires the Council to advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This means having due regard to the need to removing or minimising disadvantages suffered, taking steps to meet the needs of persons, encouraging persons to participate in public life, tackling prejudice and promoting understanding. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

SUMMARY

This application is to vary the Premises Licence to allow Off Sales of Alcohol and to remove two conditions which currently only allow Sale of Alcohol in conjunction with a meal. The are no changes to the current licensable hours.

Applicant	Porters Charcuterie Ltd.
Designated Premises Supervisor	Kelly Nichols

Licensable Activities.

Recorded music	
Monday	12:00 - 00:00
Tuesday	12:00 - 00:00
Wednesday	12:00 - 00:00
Thursday	12:00 - 00:00
Friday	12:00 - 00:00
Saturday	12:00 - 00:00
Sunday	12:00 - 00:00
Provision of late night refreshment	
Monday	23:00 - 00:00
Tuesday	23:00 - 00:00
Wednesday	23:00 - 00:00
Thursday	23:00 - 00:00
Friday	23:00 - 00:00
Saturday	23:00 - 00:00
Sunday	23:00 - 00:00
Supply by retail of alcohol	
Monday	12:00 - 00:00
Tuesday	12:00 - 00:00
Wednesday	12:00 - 00:00
Thursday	12:00 - 00:00
Friday	12:00 - 00:00
Saturday	12:00 - 00:00
Sunday	12:00 - 00:00

This application has received no representations from the Responsible Authorities. It has received 6 Public Representations. The applicant has been made aware that Planning Permission would be required to enable them to make use of these changes if the application is successful.

Included in Report

Application

Current Licence

6 x Public Representations (3 videos forwarded separately)

Hearing Procedures

Southampton and Eastleigh Licensing Partnership

Licensing authority: Southampton City

Copy to
Hampshire Constabulary
Hampshire and Isle of Wight Fire and Rescue Service
Environmental Health
Trading Standards
Planning
Safeguarding Children
Public Health
Home Office

Case reference number: 9PT3B527

Payment reference: 431065684

Payment amount: £190.00

Premises address: Unit 1, Havelock Chambers, 20-22 Queens Terrace, Southampton, SO14 3BQ

This email has been automatically generated so please do not reply to this message.

Application to vary a premises licence under the Licensing Act 2003

Application reference:	9PT3B527
Before you begin	
I confirm that I have read and understood	True
About the premises	
Premises licence number	2023/01973/01SPRD
Premises address or location	Unit 1, Havelock Chambers, 20-22 Queens Terrace, Southampton, SO14 3BQ
UPRN	10024436715
Local Authority:	Southampton
Telephone number of the premises	[redacted]
Which band/rateable value best describes your premises?	Band B: £4301 - £33000

Non-domestic rateable value of premises (£)	12000
Applicant details	
Name	Miss Kelly Nichols
Address	9 St Martins Close, Southampton, SO16 9QG
Email address	[redacted]
Phone number	[redacted]
Variations	
Do you want the proposed variation to have effect as soon as possible?	Yes
Nature of proposed variation	This application is to vary the premises license under section 34 of the Licensing Act 2003. The proposed variation is to permit the sale of alcohol for consumption off the premises (on our outside seating area only, which we have a pavement license for) in addition to the existing permission for on sales. Remove condition 13- Availability of food Substantial food and non intoxication beverages, including drinking water shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises We also seek to remove the current condition that restricts the sale of alcohol to customers only when it is ancillary to a table meal, thereby allowing alcohol to be served without a food order To allow take away options for collection by customer only. No other changes to the licensable activities, layout or hours are proposed
Does your application include off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies?	Yes
Description of where the place will be and	Our pavement licensed area directly outside of the restaurant

its proximity to the premises	
Are 5,000 or more people expected to attend the premises at any one time?	No
Operating schedule	
Provision of regulated entertainment	Supply of alcohol
Licensable activities	
Licensable activity: Supply of alcohol	
Activity	Supply of alcohol
Will the supply of alcohol be for consumption on or off the premises?	Both
Monday	12:00-17:00 and 17:01-23:59
Tuesday	12:00-17:00 and 17:01-23:59
Wednesday	12:00-17:00 and 17:01-23:59
Thursday	12:00-17:00 and 17:01-23:59
Friday	12:00-17:00 and 17:01-23:59
Saturday	12:00-17:00 and 17:01-23:59
Sunday	12:00-17:00 and 17:01-22:00
Please state any seasonal variations, where the activity will occur on additional days during certain months	n/a
Please state when intend to use the premises outside of the times listed above	n/a
Adult entertainment	
Any adult entertainment or services, activities,	n/a

other entertainment or matters additional to the use of the premises that may give rise to concern in respect to children	
Public opening hours	
Monday	12:00-17:00 and 17:01-23:59
Tuesday	12:00-17:00 and 17:01-23:59
Wednesday	12:00-17:00 and 17:01-23:59
Thursday	12:00-17:00 and 17:01-23:59
Friday	12:00-17:00 and 17:01-23:59
Saturday	12:00-17:00 and 17:01-23:59
Sunday	12:00-17:00 and 17:01-22:00
Seasonal variations	n/a
Where you intend the premises to be open to the public at different times to those listed above, please list these	n/a
Licensing objectives	
1. The prevention of crime and disorder	The premises will continue to operate primarily as a restaurant with alcohol sales managed responsibly to uphold all four licensing objectives. Staff will be trained in age verification, the responsible sale of alcohol and how to deal with incidents of disorder or intoxication. A challenge 25 policy will be enforced and a CCTV system covering key areas of the premises will be maintained and made available to the authorities upon request. Customers will be encouraged to leave the premises quietly and will only be permitted to consume alcohol in our licensed areas. The premises will comply with all relevant health and safety, fire safety and safeguarding requirements to ensure the safety and wellbeing of all patrons, including children.
2. Public safety	A comprehensive CCTV system is installed and operational throughout the premises covering all entry and exit points and the main customer areas. CCTV is retained for a minimum of 28 days and made available to police upon request. Staff will be trained in responsible alcohol service, including refusal of service to intoxicated individuals and preventing any aggressive behaviour. An incident log will be maintained and available for inspection.

3. The prevention of public nuisance	The premises will comply with all relevant health and safety legislation and fire safety regulations. Regular checks will be conducted to ensure that the fire exits, lighting and safety equipment are all in good working order. Staff will be trained in emergency procedures, including how to deal with intoxicated customers.
4. The protection of children from harm	Signage will be displayed reminding customers to leave the premises quietly and respect the neighbours. Off sales of alcohol will only be allowed in the area covered by the pavement license. Doors and windows will be kept closed during busy periods (except for access/ingress) to minimise noise Deliveries and waste collections are arranged to avoid early morning or late night disruption
General steps taken to achieve all four objectives	A challenge 25 policy will be strictly enforced, anyone who appears to be under 25 will be asked to provide a valid photo ID Staff will be trained on the legal requirements for age verification and how to handle refusals No unaccompanied children will be permitted on the premises after 9pm.
Supporting documents	
Total file uploads	0
Checklist	
Please check which of the following you have completed	I/We understand that this application will be automatically served to the relevant authorities, I/We understand that I/we must advertise this application by public notices displaying at the premises and in the newspaper, I/We understand that if I/we do not comply with the above requirements my application will be rejected
Contact details	
Contact name	Kelly Nichols
Address	9 St Martins Close, Southampton, SO16 9QG
Contact email	[redacted]
Contact phone number	[redacted]
Fee exemption	
Believes exempt to fees under legislation	No

Declaration	
I hereby agree to abide by the statements set out above	True
Is there more than one applicant?	No
Are you signing on behalf of the applicant(s)	No
Name of person signing/notifier	Kelly Nichols

SOUTHAMPTON CITY COUNCIL

Schedule 12
Part A
Premises Licence

Regulation 33,34

Premises licence number	2025/03029/01SPRD

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map refe

Porter's
Unit 1
Havelock Chambers
20 - 22 Queens Terrace
Southampton
SO14 3BQ

Telephone number

Where the licence is time limited the dates
Not applicable

Licensable activities authorised by the licence

Recorded music
Provision of late nig
Supply by retail of alc

The times the licence authorises the carrying out of licensable activities

Recorded music

	00:00
	12:00 - 00:00
	12:00 - 00:00
Thursday	12:00 - 00:00
Friday	12:00 - 00:00
Saturday	12:00 - 00:00
	12:00 - 00:00

Provision of late night refreshment

Monday	23:00 - 00:00
Tuesday	23:00 - 00:00
Wednesday	23:00 - 00:00
Thursday	23:00 - 00:00
Friday	23:00 - 00:00
Saturday	23:00 - 00:00
Sunday	23:00 - 00:00

Supply by retail of alcohol

Monday	12:00 - 00:00
Tuesday	12:00 - 00:00
Wednesday	12:00 - 00:00
Thursday	12:00 - 00:00
Friday	12:00 - 00:00
Saturday	12:00 - 00:00
Sunday	12:00 - 00:00

The opening hours of the premises

Monday	12:00 - 00:00
Tuesday	12:00 - 00:00
Wednesday	12:00 - 00:00
Thursday	12:00 - 00:00
Friday	12:00 - 00:00
Saturday	12:00 - 00:00
Sunday	12:00 - 00:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies
Alcohol is supplied for consumption on the premises

Part 2

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

Porters Charcuterie Ltd.
9 St. Martins Close
Southampton
SO16 9QG

Registered number of holder, for example company number, charity number (where applicable)
14907111

Name, elephone number of designated premises supervisor where the premises licenc r the supply of alcohol

Kelly Nichols

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: 2025/04341/02SPEN
Licensing Authority: Southampton City Council

This premises licence is issued by Southampton City Council as licensing authority under part 3 of the Licensing Act 2003 and regulations made thereunder

Dated this 3rd day of July 2025;

[redacted]

Service Manager - Licensing
Southampton & Eastleigh Licensing Partnership
[redacted]
Civic Centre
Southampton
SO14 7LY

Annex 1 – Mandatory Conditions

1 No supply of alcohol shall be made under the premises licence:

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor for the premises does not hold a personal licence or his 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.

3 (1) The responsible person must ensure that staff on relevant premises [redacted] ut, arrange or participate in any irresponsible promotions in relation to the premises.
(2) 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
(a) games or other activities which require or encourage [redacted] ed to require or encourage, individuals to
(i) drink a quantity of alcohol within a time limit ([redacted] rink 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 (whethe[redacted] limit or otherwise);
(b) provision of unlimited or unspecifie[redacted] r for a fixed or discounted fee to the public or to a group defined by a particular[redacted] n a manner which carries a significant risk of undermining a licensing objective;
(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
(d) selling or supplying alcohol in asso[redacted] omotional posters or flyers on, or in the vicinity of, the premises which can rea[redacted] nsidered to condone, encourage or glamorise anti-social behaviour or to refer to the effe[redacted] ess in any favourable manner;
(e) dispensing alcohol dire[redacted] son into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4 The responsible person mu[redacted] free potable water is provided on request to customers where it is reasonabl[redacted]

5 (1) The pre[redacted] older or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at t[redacted] s carried on in accordance with the age verification policy.
(3) Th[redacted] dividuals who appear to the responsible person to be under 18 years of age (or [redacted] as may be specified in the policy) to produce on request, before being served alcohol, [redacted] earing their photograph, date of birth and either—
(a) a holographic mark, or
(b) an ultraviolet feature.

6 [redacted] sible person must ensure that
(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures
(i) beer or cider: ½ pint;
(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
(iii) still wine in a glass: 125 ml;
(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7 1 A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2 For the purposes of the condition set out in paragraph 1 —
(a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
(b) 'permitted price' is the price found by applying the formula —
P = D + (D x V)
where—
(i) P is the permitted price,
(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
(iii) V is the rate of value added tax chargeable in relation to the alcohol as if [redacted] were charged on the date of the sale or supply of the alcohol;
(c) 'relevant person' means, in relation to premises in respect of which there is [redacted] licence —
(i) the holder of the premises licence,
(ii) the designated premises supervisor (if any) in respect of such a licence, or
(iii) the personal licence holder who makes or authorises a supply of alcohol [redacted];
(d) 'relevant person' means, in relation to premises in respect [redacted] a club premises certificate, any member or officer of the club present on th[redacted] capacity which enables the member or officer to prevent the supply in question; an[redacted]
(e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
3 Where the permitted price given by Paragraph (b) of para[redacted] (apart from this paragraph) not be a whole number of pennies, the[redacted]agraph shall be taken to be the price actually given by that sub-paragraph round[redacted]arest penny.
(1) Sub-paragraph (2) applies where the permitte[redacted]y Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of [redacted]nning on the second day.

Annex 2 – Conditions consistent w[redacted]ng Schedule

1 Nature of the premises
The premises shall not operate as a nightclub and there shall be no dance floor. The premises shall only operate as a Wine Bar/Charcuterie [redacted]nt type basis with alcohol being served as complementary to the [redacted] Platters.

2 Door supervision
As a predominantly food-based establishment it is not anticipated that SIA door supervisors will be required initially, however, the premises licence holder will monitor this and will review the need for door supervisors on an or[redacted]

3 O[redacted]and dispersal policy
The lice[redacted]l ensure that any queue to enter the premises which forms outside the premises is orderly and supervised so as to ensure that there is no public nuisance or obstruction to the public highway.

There[redacted]signated and demarcated smoking area at the front of the premises for customers. This area shall be monitored by staff on a risk assessed basis.

4 Local initiatives and engagement
The premises will be an active member of Pubwatch and Business Improvement District (or similar local schemes) if they are operating.

A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

For at least 12 months after the premises opens to the public the premises shall host quarterly residents' meetings to discuss any issues that have arisen in relation to its operation. Thereafter, residents' meetings shall be at a frequency agreed between the premises and resident representatives. The dates and times of these meetings shall be publicised on the premises' website.

5 Noise mitigation

No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a statutory nuisance.

No fumes, steam or odours shall be emitted from the licensed premises so as to [redacted] nuisance to any persons living or carrying on business in the area where the prem[redacted]d.

Notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and businesses and leave the area quietly.

6 CCTV

The premises will have sufficient cameras located within the premis[redacted]ublic areas including outside of the premises covering the entrance and exit. The systen[redacted] cope with strobe lighting (where used) and all levels of illumination throughout the premises as well as outside areas.
CCTV warning signs to be fitted in public places.
The CCTV system will be operating at all times whilst the premise[redacted]r licensable activity. All equipment will have a constant and accurate time [redacted]
The recording system will be able to capture a minim[redacted]s per second and all recorded footage will be securely retained for a minimum of 28 days.
The system will be serviced at twelve monthly intervals and maintained to a standard that is acceptable to the police licensing department responsible for the area.
The DPS or premises manager will be able to dem[redacted]the CCTV system has measures to prevent recordings being tampered with, i.e. pass[redacted]d.
A competent trained person in the use[redacted]on of the CCTV, nominated by the data controller, will be in attendance at the premises [redacted] licensable activities take place. This person will be able to fully operate the CCTV system[redacted]o download, at the times of the visit, any information lawfully requested by any Responsible Authority.
Any images recovered will be in a format that can be viewed on readily available equipment without the need for specialist software.
In the event of techni[redacted]CTV equipment the Premises Licence holder/DPS WILL report the failure to the Hamp[redacted]Police Licensing Unit within 24 hours, and arrangements made to repair the fault without [redacted]

7 Training-

Staff will be trained r[redacted]opriate precautions to prevent the sale of alcohol to persons under the age of 18, the i[redacted]s of drunk persons and the refusal of sale due to intoxication. Records will be k[redacted]ning which will be signed and dated by the member of staff who has received that training.
All staff will receive refresher training every six months as a minimum and records will be kept of this refresher training which will be signed and dated by the member of staff who received that training.
All training records will be made immediately available for inspection by Hampshire Constabulary and any re[redacted]thority upon request. Training records will be kept for a minimum period of one year.
Training records will be kept on the licensed premises to which they relate to.

8 Challenge 25

There will be a Challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises licence will ensure that every individual, who visually appears to be under 25 years of age and is seeking to purchase or be supplied with alcohol at the premises or from the premises, shall produce identification proving that individual to be 18 years of age or older.
Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and the persons date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to or for that person.
Intoxicating liquor shall not be sold or supplied on the premises otherwise than to persons taking table meals there and for consumption by such a person as an ancillary to the meal.

9 Refusals book

A written log will be kept of all refusals including refusals to sell alcohol. The Premises Licence Holder will ensure that the refusals log is checked, signed and dated on a weekly basis by the duty manager/manageress.
The refusals log will be kept and maintained at the premises and will be available for inspection immediately upon request by Hampshire Constabulary and any responsible auth[redacted]
The record of refusals will be retained for 12 months

10 Incident book

An incident book will be provided and maintained at the premises. It will remain on the premises at all times and will be available to police for inspection upon request.
Any incidents that include physical altercation or disorder, physical ejection, [redacted] or drug misuse will be recorded in the incident book. The entry is to include [redacted] the incident and the identity of all person(s) involved (or descriptions of those involved if [redacted] known). Should there be any physical interaction by members of staff and the public the e[redacted]e what physical action occurred between each party. The entry shall be timed, dated and signed by the author. If the member of staff creating the entry has difficulties reading or writing then the entry may be written by another staff member. This should however be read back to the person creati[redacted]d counter signed by the person who wrote the entry.
At the close of business on each day the incident bo[redacted]ked by the manager on duty where any entries will be reviewed and signed. If incidents [redacted] the duty manager will de-brief staff at the close of business. Should there be no incidents then this will also be recorded at the close of business in the incident book.
This record will be retained for 12 months.

11 Litter and waste

During the hours of operation of the p[redacted]ence holder shall ensure sufficient measures are in place to remove and prevent litter or v[redacted] accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
No collections of was[redacted]aterials (including bottles) from the premises shall take place between 23.00hrs and [redacted]e following day.

12 Availability of food

Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises whe[redacted]old or supplied for consumption on the premises.

13 N[redacted]urs

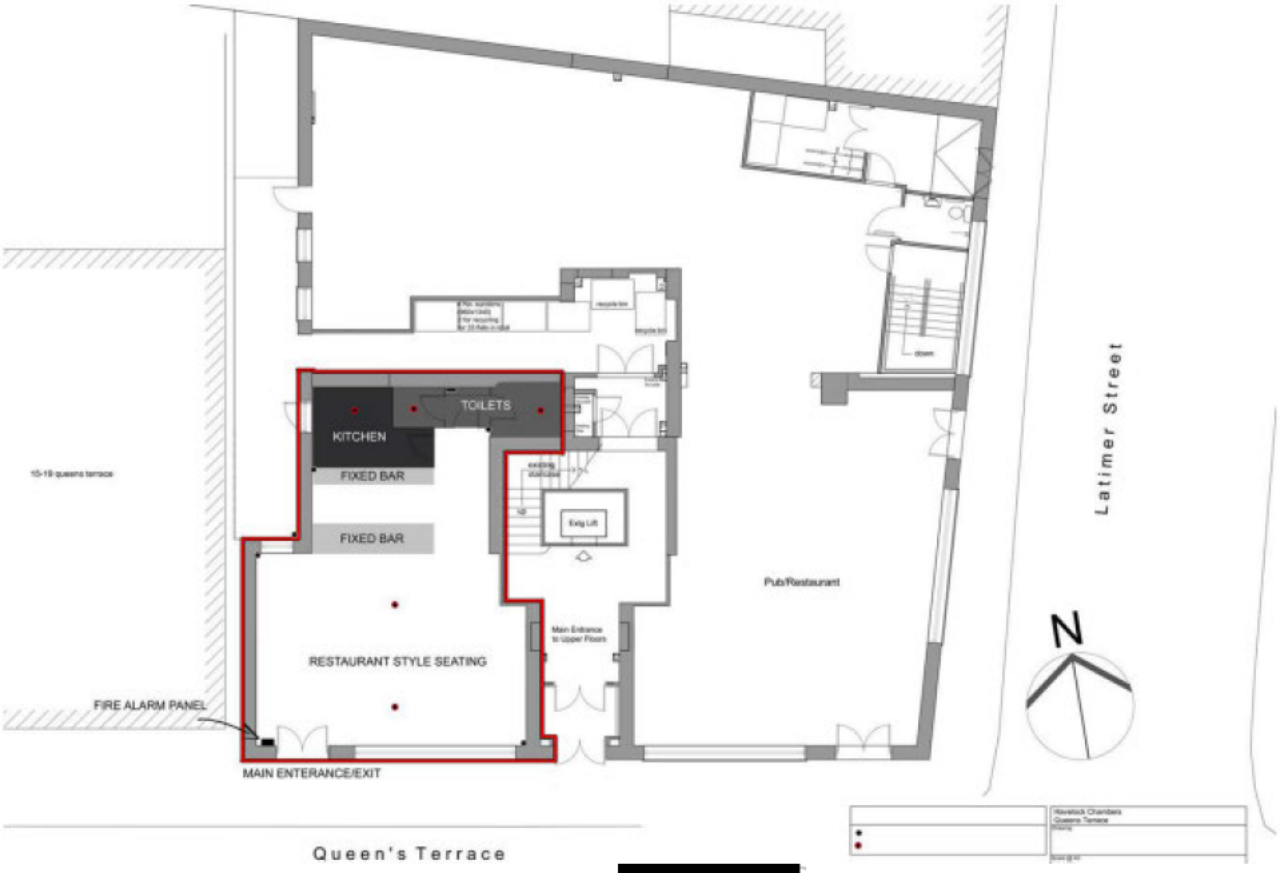
The pre[redacted]ain open for the sale of alcohol and the provision of late night refreshment from the terminal hour for those activities on New Year's Eve through to the commencement time for those activities on New Year's Day.

On th[redacted]t Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.

Annex 3 – Conditions attached after a hearing by the licensing authority

1 None

Annex 4 – Plans



Plan not reproduced to scale.

[redacted]

[redacted]

[redacted]

[redacted]

From: [redacted]
To: Licensing
Subject: Reference:2025/03532/01SPRV
Date: 08 September 2025 20:23:43

You don't often get email from [redacted]. Learn why this is important

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Report Suspicious

Miss Janet Clarke
Flat 8 Havelock Chambers
20-22 Queens Terrace
SO14 3BQ

Dear Licensing Team
I send this email in regards to the application made by Porters Charcuterie for a wine bar Licence.
I live above Porters Charcuterie and object to this Licence for the following reason.
The visitors to the Charcuterie already create a negative atmosphere around the entrance of our block as they sometimes congregate outside smoking talking loudly, there has been incidents of customers arguing and incidents of customers secreting on the door step entrance.
Allowing this Licence will be an extra nuisance in our residential area that is already suffering.

Kind Regards
Janet Clarke

From: [redacted]
To: Licensing
Subject: 2025/03532/01SPRV
Date: 08 September 2025 23:54:22

You don't often get email from [redacted]. Learn why this is important

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Report Suspicious

I wish to object to the above proposal.
Granting the application will result in more drinking on my doorstep. The volume of drinkers is already at peak levels well into the early hours. I do not wish to have the worry of who is on the street as I enter my home. Drinking on the street ALWAYS spreads beyond any agreed boundaries, as as happened with other local bars. On occasions when Porters has had enough custom due to a function, the music changes, becomes louder, and more customers spend time outside the premises.

Flat 7 Havelock Chambers.

From: [redacted]
To: Licensing
Subject: 2025/03532/01SPRV
Date: 10 September 2025 00:22:54
Attachments: Porters Photos showing threatening behavior and smoking and drinking in the doorway.odt

You don't often get email from [redacted] Learn why this is important

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Report Suspicious

Dear Sir / Madam

As Chairman of Havelock Chambers RTM Co. (Resident's Association) I object in the strongest terms to this application on behalf of the residents.

Every time we have had a bar and that, whether explicitly stated or not, is what this request is for at Havelock Chambers the residents have suffered from the public nuisance that comes with it, including having had residents attacked by customers out at the front. we have a larger number of children at the block who will have to navigate inebriated smoking customers outside our door, they can not be avoided.

it is a completely different scenario having people sat at a table eating and large groups of drinkers e.g. hen parties roaming around the area in front of the block.

The copy e-mail below shows that the decision has already been made by the licensing regarding the request to serve drinks without food. The people making this decision may have changed but the criteria and circumstances have not!

I urge you to reject this application and its requested changes.

Niall Casey

Chairman

Havelock Cambers RTM Co.

20-22 Queens Terrace

Southampton

The Licensing Authority is aware of the planning related issues regarding this premises and the licensing manager submitted a representation to this application on the 24th June 2019 with regards to these concerns. The applicant has since advised his intention is not to operate with any breach of planning and is proposing several amendments and conditions to the application, this includes the name 'Porters' rather than 'Porters Wine Bar'. At this time no agreement has been reached.

The conditions the licensing manager is seeking include the following:

Intoxicating liquor shall not be sold or supplied on the premises otherwise than to persons taking table meals there and for consumption by such a person as an ancillary to the meal.

This condition is similar to that which you are requesting within your representation.

I can confirm your representation is deemed valid and you will be notified of a hearing date in due course.

Kind regards,

Ian McGuiness

Ian McGuiness

Senior Licensing Officer

Southampton and Eastleigh Licensing Partnership

Southampton City Council

Tele: [redacted]

E-mail: [redacted]

1. Web: www.southampton.gov.uk/licensing

From: [redacted]
To: Licensing; Planning
Subject: 2025/03532/01SPRV & 05/00065/FUL
Date: 09 September 2025 22:52:23
Attachments: [redacted]

You don't often get email from [redacted]. Learn why this is important

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Report Suspicious

Dear Sir/Madam,

I strongly object to the change of use application under consideration for 2025/03532/01SPRV. In addition the proposal under consideration would not comply to the current build planning conditions 05/00065/FUL.

[redacted]Prevention of Public Nuisance. As you will note from the attached video footage and the reference to the previous Noise Abatement Orders (e.g. 11/10071/NOIS10), ground floor premises of Havelock Chambers, operating as a bar is not compatible with the right to quiet enjoyment of resident's homes.

[redacted]Protection of Children from harm. As a parent of two children, I strongly object that they are subjected to secondary tobacco or vaping smoke at the entrance of Havelock Chambers and permeating through open windows in the apartments above. In addition, I have great concerns for their safety in having to potentially navigate through groups of inebriated patrons of the ground floor businesses.

We have had past issues with Owners of the ground floor restaurant/bars, and a reluctance on their part to operate in a manner which is compatible with the multiple floors of residence above them. Our attempts in this respect were detailed in past communications to the Environmental Health Technician, Regulatory Services Division (Neighbourhoods).

I kindly request that you give consideration to my concerns above, which are not based on conjecture, but historical evidence and documented fact.

Kind regards,

Dr Paul Doherty MNM
Owner, 9 Havelock Chambers, 20-22 Queens Terrace, Southampton SO14 3BQ.
[redacted]

From: publicaccess@southampton.gov.uk
To: Licensing
Subject: Comments for Licensing Application 2025/03532/01SPRV
Date: 18 August 2025 10:02:29

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 10:02 AM on 18 Aug 2025 from Mr Phillip Drake.

Application Summary

Address: Unit 1 Havelock Chambers 20 - 22 Queens Terrace Southampton SO14 3BQ

Proposal: Premises Licence - Variation

Case Officer: Sue McLeod

Click for further information

Customer Details

Name: Mr Phillip Drake

Email: [redacted]

Address: Flat 5, Havelock Chambers, 20 - 22 Queens Terrace, Southampton SO14 3BQ

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

Comments: 10:02 AM on 18 Aug 2025 As a resident of the apartment block that resides above these premises, I object to this variation of the application to sell alcohol without the need to order food and off-licence sales. These premises are a restaurant and should remain a restaurant. There have been enough problems with rowdy, drunken behaviour from their patrons who sit outside at the tables already. I was verbally abused by two of their drunk patrons whilst simply waiting at the main door to our apartment block for a delivery one evening earlier this year. We have also had people urinating in our entrance to our apartment block, leaving half-full and broken beer bottles etc.
Allowing this variation will just encourage more drunken people to congregate outside, causing a disturbance.

From: [redacted]
To: Licensing
Subject: Objection to Porters licensing application
Date: 08 September 2025 19:40:56

You don't often get email from [redacted]. Learn why this is important

This Message Is From an Untrusted Sender
You have not previously corresponded with this sender.

Report Suspicious

Good Evening,

I am writing to object to the licensing application submitted by Porters to operate essentially as a bar.

I have been informed by my block manager that the unit already has a planning condition that they cannot operate as a bar.

As myself and my partner are also working parents, this would raise serious concerns from a protection viewpoint for our son in terms of increasing his exposure to potential cigarette smoke and intoxicated customers by the entrance to our flat block, as well as public safety concerns with people in and around the entrance to the block likely in a slightly intoxicated state. I have been made aware there have been incidents in the past of incidents between customers and residents of our flat block.

Concerns would be held over the noise levels as well which could harm our child's wellbeing in terms of potentially interrupted sleep.

I hope these points are taken in to consideration.

Kind Regards,

Shaun Rudd & Laura Jay, Flat 30 Havelock Chambers

Sent from my iPhone

Procedure – Applications etc. under the Licensing Act 2003 or Gambling Act 2005

1. A hearing will be held to decide applications, etc., under the Licensing Act 2003, where there have been relevant representations from one or more of the responsible authorities or other persons. The parties to the hearing will have the chance to be heard. They are also entitled to be helped or represented by another person if due written notice is given in advance.
2. Hearings will take place before a Sub-Committee comprising three members of the Licensing Committee. One of these members will be elected Chair of the Sub-Committee for that hearing.
3. Please note that for day time hearings the Sub-Committee will normally adjourn for lunch at 1:00 p.m. and that comfort breaks will be taken at the discretion of the Chair at appropriate points during the meeting.

Preliminary matters

4. The Chair will introduce those present.
5. The Chair will check whether any of the Sub-Committee members has a "disclosable pecuniary", "personal" or "pecuniary" interest.
6. The Chair will check whether all the parties are present at the hearing, and if any are not, whether they have told the Council that they do not wish to attend or be represented. If any party who was expected to attend has not done so, the Sub-Committee will decide whether to hold the hearing in that party's absence, or to adjourn it to another date. Hearings will be adjourned if the Sub-Committee considers this necessary in the public interest, if that is possible. If the Sub-Committee decides to hold the hearing in a party's absence, they will still consider any written information received.
7. In the case of an application for variation or a new licence, the Sub-Committee's legal advisor will ask the applicant or their advisor for confirmation that the required public notices have been displayed where they can conveniently be read from the exterior of the premises and that notice was given in a local newspaper within eleven working days of the day on which the application was received by the licensing authority.
8. Normally, hearings will be open to the public. However, the Sub-Committee may exclude the public from the hearing (or part of it) if they think the public interest in doing so outweighs the public interest in having the hearing in public. If the public are excluded, any of the parties to the hearing, and/or anyone helping or representing them, may also be excluded.
9. The Chair will propose a motion that the public and the press be excluded from the hearing while the Sub-Committee considers the matter. Ordinarily the legal advisor and democratic support officer will remain (see paragraph 30 (b) below).
10. The Openness of Local Government Bodies Regulations 2014 provide an entitlement for the public to film, photograph and audibly record ("record") public meetings. However, by virtue of Schedule 6, paragraph 58 of the Licensing Act 2003 and section 101 (15) of the Local Government Act 1972, Licensing Act 2003 hearings are not covered by the entitlement to film as of right. The Council's general approach is to encourage openness and transparency in all its dealings and the general presumption is that filming or recording of hearings shall generally be permitted where due notice has been provided in advance of the hearing. Nonetheless the following shall apply:

i) Filming / recording / photographing hearings shall only be permitted with the express permission of the Chair. Such permission may include restrictions to protect children, vulnerable persons or others that object to being filmed / photographed / recorded.

ii) Requests to film / record / photograph should be made with sufficient notice in advance of the hearing. Late requests may not be granted if there shall be a delay to proceedings as a result.

iii) Every party to the hearing and any witnesses shall have the opportunity to object and those representations shall be considered by the Sub-Committee.

iv) No filming, photography or sound recording shall be permitted of any person under 18 years of age.

v) No person shall be put under any pressure to consent to such and no payment for such consent shall be given.

vi) The Chair shall have the final say as to whether any filming, photography or recording is allowed (including the extent to which permission is granted e.g. the parts of the meeting, the individuals concerned or the arrangement of the recording equipment).

vii) All directions given by the Chair shall be fully complied with and the Chair shall have the absolute discretion to withdraw permission to film, photograph or record in the event the same causes an obstruction or interferes with the general conduct of the hearing, including the impeding of the giving of proper evidence.

11. A party may have asked for someone else to appear at the hearing to make a point or points that may help the Sub-Committee reach a decision. It is up to the Sub-Committee to decide whether that person should be heard, although permission will not be refused unreasonably. Such a person is referred to as a "witness" in this procedure.

12. Where application has been made, in advance of the hearing, that it should be conducted in private (e.g. by the Police in review or summary review proceedings) reports shall be prepared and presented as confidential so that the Committee can make a meaningful determination in accordance with Regulation 14 of the Licensing Act 2003 (Hearings) Regulations 2005 to exclude the press and public. It is important to note that reports presenting Licensing Act 2003 matters are not required to be published in advance. However, certain limited information must be published in accordance with the Licensing Act 2003 (Licensing Authority's Register) (Other Information) Regulations 2005 and section 8 of the Licensing Act 2003.

13. The Chair will then explain the procedure that will follow.

General information on the conduct of the hearing

14. Each party is entitled to:

(a) Give further information in response to any point that the Council told them before the hearing they would like clarified;

(b) With the permission of the Chair, seek clarification on any point by any other party;

(c) Address the Sub-Committee.

15. Members of the Sub-Committee may also seek clarification of any party or witness.

16. At the Chair's discretion, the Sub-Committee's legal advisor may ask any questions he or she thinks are relevant.

17. Unless the Council has requested in advance that a particular point be clarified, new documentary or other evidence may not be submitted for the first time at the hearing, unless all the other parties agree.

18. Members of the Sub-Committee will have read all the papers included in the agenda for the hearing before the hearing starts. The parties are requested not to spend unnecessary time repeating evidence which is already in the papers and which is not disputed.

19. Evidence that is not relevant to the case, or to the promotion of the four licensing objectives, will be disregarded.

Hearing Procedure

20. If any party has asked permission for a witness or witnesses to appear, the Sub-Committee will decide whether they should be heard (see paragraph 10 above).

21. All parties will be allowed a similar (and maximum) amount of time to put their case, and ask questions of other parties, subject to the Chair's discretion to not hear repetitive matters or questions.

The applicant

22. The applicant for the licence (or their representative) or the applicant in review proceedings, may present their case.

23. If the Sub-Committee permits, the applicant may call those witnesses whose names have been provided in advance to support their application.

24. Where a group of witnesses wish to speak in support of the application for similar reasons, one person should, where possible, act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.

25. The Chair will invite those making representations to seek clarification on any point made by the applicant. The Chair will decide in which order those making representations will be invited to put their questions.

26. Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may also seek clarification of the applicant or any of their witnesses.

The representations

27. Where there is more than one person making a representation, the Chair will decide the order in which they may put their case. If there is a representation from one or more of the responsible authorities, their representatives will normally be invited to put their case first.

28. The following procedure will apply to each person making a representation in turn:-

    (a) The person making a representation (or their representative) may present their case.

    (b) If the Sub-Committee permits, the person making a representation may call those witnesses whose names have been provided in advance to support their objection.

    (c) Where a group of witnesses wish to speak in support of the objection for similar reasons, where possible, one person should act as spokesperson for the whole group. The Sub-Committee may reasonably refuse permission for a witness to be heard if their evidence simply repeats points already made.

(d) The Chair will invite the applicant to seek clarification on any points made by those making representations.

(e) Members of the Sub-Committee or the Legal Advisor, if so permitted by the Chair, may seek clarification of those making representations or any witnesses.

Summing up

29. The Chair will invite each person making a representation to make a final statement or sum up their case.

30. The Chair will invite the applicant to make a final statement or sum up their case.

Sub-Committee's decision

31.

(a) At the end of the hearing the Sub-Committee will move to private session whilst it considers the matter.

(b) The Sub-Committee's legal advisor will remain to provide legal advice and the democratic services officer will remain to record the decision. Details of any legal advice will be recorded and referenced in the decision and reasons.

(c) The parties will be invited to wait to be informed of the outcome.

(d) As soon as the decision is reached, the public and press will be invited to return to the room in which the hearing took place, and the Chair will announce the decision and the reasons for it.

(e) If a room is available, the Committee may retire to deliberate and make its decision

(f) All parties will be formally notified in writing of the decision and reasons as soon as possible.

In most cases the Sub-Committee will announce the decision at the conclusion of the hearing. In certain cases where this is not possible due to time constraints (and the Hearings Regulations permit – Regulation 26 (1) sets out those hearings where delay is not possible) the decision shall be made within 5 working days beginning with the day of the hearing or the last day of the hearing.