East Cambridgeshire District Council

Meeting: Licensing (Statutory) Sub-Committee

Time: 11:00 am (or after the end of the Licensing Committee)

Date: Wednesday 11 November 2026

Venue: Aedwen Room, Ely Museum, Market Street, Ely, CB7 4LS

Enquiries regarding this agenda: Patrick Adams

Telephone: (01353) 665555

Email: patrick.adams@eastcambs.gov.uk

Committee membership

Conservative Members
Cllr Lavinia Edwards
Cllr Keith Horgan - Chair

Substitutes:
Cllr Martin Goodearl
Cllr Julia Huffer

Liberal Democrat & Independent Member
Cllr John Trapp

Substitutes:
Cllr Christine Whelan & Cllr Gareth Wilson

Quorum: 3 Members

AGENDA

1. Apologies and Substitutions **[oral]**

2. Declarations of Interest **[oral]**
To receive declarations of interest from Members for any Items on the Agenda in accordance with the Members Code of Conduct.

3. Application for the Grant of a Licence **Page 7**
Applicant: Mr Matthew Barnett
Premises: CamVino, Unit 3A, Meadow View Industrial Estate, Reach Road, Burwell, Cambridge CB25 0GH
To consider the above matter in accordance with the Hearings Procedure (attached).

NOTES:

1. Members of the public are welcome to attend this meeting. there are several free public car parks close by: Car parks in the district | East Cambridgeshire District Council

   Admittance is on a "first come, first served" basis and public access will be from 10 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services (democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend the meeting.

   Further details about the meeting can be found at: Licensing (statutory) Sub-Committee 22/07/2026 | East Cambridgeshire District Council (https://eastcambs.gov.uk/node/3785)

2. Fire instructions for meetings:
   - If the fire alarm sounds please make your way out of the building by the nearest available exit.

The Committee Officer will sweep the area to ensure that everyone is out.

3. Reports are attached for each agenda item unless marked "oral".

4. If required, all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk

5. If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

   "That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."

Hearing Procedure for Licensing (Statutory) Sub-Committees

1. Introduction

1.1 These Procedures describe the way in which hearings will be conducted under the Licensing Act 2003 and Gambling Act 2025.

1.2 Proceedings will not be rendered void as the result of failure to comply with any provision of the controlling Regulations, save that in any case of such an irregularity, the Licensing Committee shall, if it considers that any person may have been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure the irregularity before reaching its determination.

1.3 Clerical mistakes in any document recording a determination of the authority or errors arising in such document from an accidental slip or omission may be corrected by the authority.

2. Composition of Sub-Committee

2.1 The Sub-Committee when determining any matter, will consist of three (3) Members, and no business shall be transacted unless three (3) members are present and able to form a properly constituted Licensing Sub-Committee. The Chair shall have a second or casting vote.

3. Procedure

1.	Any hearing required under the legislation is to take the form of a discussion led by the Council. Hearings will be held in public unless the Members of the hearing consider that the public interest in excluding the public outweighs the public interest in the hearing or that part of it, taking place in public. For these purposes, a party to the hearing and any person assisting or representing a party may be treated as a member of the public. Any person attending the hearing who in the opinion of the Members hearing the matter is behaving in a disruptive matter may be required to leave the hearing and may: • be refused permission to return; or • be permitted to return only on the conditions as may be specified by the Members and the hearing PROVIDED THAT such person may, before the end of the hearing, submit to the hearing in writing any information which they would have been entitled to give orally had they not been required to leave.
2.	If any party has failed to attend or be represented at the hearing, the Sub-Committee may: • where it considers it necessary and in the public interest, adjourn the hearing to a specified date(s); or • hold the hearing in that party's absence.
3.	Where a hearing is held in the absence of a party, any representations or notice made by that party shall be considered at the hearing.

4.	Where a hearing is adjourned to a specified date(s), all parties will be notified forthwith of the date(s), time and place to which the hearing has been adjourned.

Opening section	
5.	The Chair will introduce the Members and participants and explain the procedure to be followed.
6.	The Chair will advise all parties that they must make their submissions succinctly, and that all parties will be afforded the same time which should generally not exceed 10 minutes.

Licensing Officer	
7.	The Chair will invite the Licensing Officer to present: • a summary of the application/case • a summary of the representations made • a summary of any agreements reached • a summary of how the application/case and any relevant representations relate to the provision of the Licensing Policy Statement, any guidance from the Secretary of State and the relevant legislation.
8.	Members will be able to ask questions of the Licensing Officer.

Applicant	
9.	The Chair will invite the applicant or their representative(s) to present their application.
10.	Members and the Legal Officer will be able to ask questions of the applicant. The Chair will invite any other party to the hearing to ask questions of the applicant through the Chair.

Parties supporting application	
11.	The Chair will invite any person present (or their representative), who has submitted comments in support of the application to submit their evidence.
12.	Members and the Legal Officer will be able to ask questions of any person supporting the application. The Chair will invite any other party to the hearing to ask questions of the supporting party through the Chair.

Responsible Authorities	
13.	The Chair will invite Representatives of the Responsible Authorities and/or Statutory Consultees to submit their evidence.
14.	Members and the Legal Officer will be able to ask questions of any Responsible Authorities and/or Statutory Consultees. The Chair will invite any other party to the hearing to ask questions of the Responsible Authorities and/or Statutory Consultees through the Chair.

Parties opposing application	
15.	The Chair will invite any person present (or their representative), who has submitted comments in opposition of the application to submit their evidence.
16.	Members and the Legal Officer will be able to ask questions of any person objecting to the application. The Chair will invite any other party to the hearing to ask questions of any objector through the Chair.

Review hearings only – Licence Holder	
16a.	The Chair will invite the licence holder (or their representative) to submit their evidence
16b.	Members and the Legal Officer will be able to ask questions of the licence holder (or their representative). The Chair will invite any other party to the hearing to ask questions of the licence holder through the Chair.

Closing section	
17.	The Chair, where they consider that it is appropriate to do so, invites a closing statement from the parties to the hearing. Such statements will be made in the following order: responsible authorities, others person and the applicant. In the case of a review the order for summing up will be that the applicant for review will go first and will be followed by any responsible authority, other persons and finish with the licence holder. The Chair makes any closing remark.
18.	The Members of the hearing will usually retire into closed session to make a decision and record their reasons for this.
19.	The authority will normally make its determination on the day and this will be recorded in the minutes of the meeting. The Chair will advise that the decision and the reasons for it will be communicated to all parties within 5 working days, except where the Regulations require the decision and reasons to be communicated immediately.

TITLE: APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE - LICENSING ACT 2003

Committee: Licensing (Statutory) Sub-Committee

Date: 11 November 2026

Author: Alex Beebe – Senior Licensing Officer

Report number: AB105

Contact officer:
Alex Beebe, Senior Licensing Officer
alex.beebe@eastcambs.gov.uk, 01353 665555, SF204, The Grange, Ely.

Issue

1. To determine an application for the grant of a new premises licence in respect of CamVino, Unit 3A, Meadow Industrial Estate, Burwell, Cambridge CB25 0GH.

Recommendations

2. That Members consider the content of this report, and all the evidence provided during the hearing, and determine the application in accordance with the options contained in paragraph 14 of this report.

Background/Options

Details of the new application

3. On 30th September 2026, Mr Matthew Barnett applied for a Premises Licence under Section 17 of the Licensing Act 2003 at Unit 3A, Meadow View Industrial Estate, Reach Road, Burwell, Cambridge CB25 0GH. The application was served on the responsible authorities and advertised in accordance with the regulations of the Licensing Act 2003. A copy of the application form is attached as **Appendix 1**.

4. The applicant intends to provide the following:

Licensable Activity	Proposed Hours
Sale by retail of alcohol (for consumption both on and off the premises)	00:00 to 00:00 Monday to Sunday
Opening Hours	09:00 to 22:30 Monday to Thursday 09:00 to 23:30 Friday 10:00 to 23:30 Saturday

	10:00 to 22:00 Sunday

5. The applicant has described the business as a small independent wine and beer retailer, with most purchases taking place online. On sales of alcohol will be limited to small tasting sessions, open evenings and occasional private hire events. Between May and September, the applicant plans to use a small area directly in front of the unit for customers to drink during tastings and open evenings. This section will be demarked by moveable barriers, supervised by staff, and, cleared by sunset or 21:30, whichever is earlier.

6. The plans of the premises can be found at **Appendix 2**.

Premises History

7. There are no records of any previously licensed premises on Meadow View Industrial Estate in Burwell.

Relevant Representations

8. During the consultation period the Licensing Authority received one relevant representation on 14th October 2026 from the Senior Environmental Health Officer of the Environmental Health Domestic Team at East Cambridgeshire District Council (Responsible Authority).

9. The representation from Environmental Health relates to the likely impact of the grant of a premises licence on the licensing objectives, namely the 'prevention of public nuisance'. Concerns were raised regarding the potential for disturbance to be caused to nearby residents from customers using the outside area during the summer months. Environmental Health confirmed the applicant had agreed for the following three conditions to be added to the licence, if granted, and that no formal hearing was necessary from their point of view:

   - No recorded music outside

   - No more than 30 seats provided in the outside area

   - The outside area to be used only between 1 April and 30 September, and not after 21:00.

   A copy of the representation is attached as **Appendix 3**.

10. In response, the applicant confirmed their agreement to the above conditions and their agreement that no formal hearing was necessary. The applicant's response is attached as **Appendix 4**.

Arguments/Conclusions

11. Members are obliged to determine this application with a view to promoting the licensing objectives which are:

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

    In making their decision Members are also obliged to have regard to the Statutory Guidance issued under Section 182 of the Licensing Act 2003 and the Council's Statement of Licensing Policy. Should Members depart from either, they must specify their reasons for doing so. Members must also consider the information contained within this report, and the evidence submitted, both written (if submission of such information is agreed by all parties at the hearing) and orally during the hearing.

12. Relevant Statutory Guidance considerations (**Appendix 5**):

The Licensing Objectives	Section 2
Applications for Premises Licences	Section 8
Determining applications	Section 9
Conditions attached to Premises Licences	Section 10
Deregulation of certain entertainment	Section 16

13. Relevant Local Policy considerations (**Appendix 6**):

Representations	Section 1.51 to 1.55
Conditions	Section 1.56 to 1.64
Licensing Objectives	Section 3
Prevention of Crime and Disorder	Section 4
Public Safety	Section 5
Prevention of Public Nuisance	Section 6
Protection of Children from Harm	Section 7

14. Members can determine the premises licence application as follows:

    a. to grant the premises licence subject to:

        i. the conditions that are consistent with the operating schedule accompanying the application modified to such extent as Members consider appropriate for the promotion of the licensing objectives; and

        ii. any mandatory conditions that must be included in the licence;

b. to exclude from the scope of the licence any of the licensable activities to which the application relates;

c. to refuse to specify a person in the licence as the premises supervisor; or

d. to reject the application.

15. When determining this premises licence application, Members are asked to consider the following matters:

(a) the agreement reached between all parties reduces the scope of the application originally submitted;
(b) it is considered by officers that the amendment would have no adverse effect on the general public or any other person;
(c) all parties have agreed to dispense with a formal sub-committee hearing.

16. If Members believe that the agreement reached satisfies them that the licensing objectives will be upheld, Members can agree with the applicant and those making representation, and dispense with the need to hold a hearing, and Members may determine the application without hearing any verbal evidence from the applicant or person/body who submitted a representation. If Members still consider the application could have a detrimental impact on one of the licensing objectives, and believe it is in the public interest, they may adjourn the determination and invite all parties to attend a hearing on a future specified date to answer their questions.

17. In determining the premises licence application, Members must provide the reasons for their decisions, and consider their responsibilities under the Human Rights Act 1998, when balancing the rights of the applicant and the rights of those who may be affected.

Additional Implications Assessment

Financial Implications	Legal Implications	Human Resources (HR) Implications
Yes	**Yes**	**No**
Equality Impact Assessment (EIA)	**Carbon Impact Assessment (CIA)**	**Data Protection Impact Assessment (DPIA)**
No	**No**	**No**

Financial and legal implications

18. The cost of convening a Licensing (Statutory) Sub-Committee to determine an application is covered by the fees paid by licence applicants.

19. Should there be a decision to refuse whole or part of the application or modify the conditions of the licence, the applicant can appeal to the Magistrates' Court. There

will be costs associated with this process. The right of appeal is 21 days from the date of notification of the decision.

20. Any party who made relevant representations in relation to the application may also appeal the decision. There will be costs associated with this process. The right of appeal is 21 days from the date of notification of the decision.

21. The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

    (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
    (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
    (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

    Section 149(7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Appendices

- Appendix 1 – Premises licence application form
- Appendix 2 – Plans of premises
- Appendix 3 – Representation – Environmental Health
- Appendix 4 – Response from applicant
- Appendix 5 – Section 182 Guidance (not in paper agenda, electronic only)
- Appendix 6 – Local policy extracts (not in paper agenda, electronic only)

Background documents

- Licensing Act 2003
- Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003
- East Cambridgeshire District Council Licensing Act 2003 Statement of Licensing Policy
- Natural Environment and Rural Communities Act 2006
- Crime and Disorder Act 1998

Premises Licence Application

Case Ref FS-Case-874701651
Date Submitted 2026-09-30 12:26:17

Environmental Services
East Cambridgeshire District Council The Grange Nutholt Lane Ely Cambs CB7 4EE
Application for a premises licence to be granted
under the Licensing Act 2003
PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST
Before completing this form please read the guidance notes at the end of the form.
I/We the applicants named below apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Are you completing this form as **the Applicant**

Agent Details (if applicable)
Name:
Address:
Preferred contact method:
Email:
Phone:
Mobile:
Applicants Name and Address:

Part 1 - Premises Details

Postal address of premises:	Unit 3a, Meadow View Industrial Estate Reach Road, , Burwell, CB25 0GH
Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 8300

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as:
(a) an individual or individuals*: Yes
OR
(b) a person other than an individual*:
*If you are applying as a person described in (a) or (b) please confirm:
I am carrying on or propose to carry on a business which involves the use of the premises for licensable activities or

---

(A) INDIVIDUAL APPLICANTS (fill in as applicable)
If completed by Applicant:

Title	Mr
Surname Barnett	**First names Matthew**
I am 18 years old or over	
Current postal address if different from premises address	[redacted]
Daytime contact telephone number	[redacted]
Mobile phone number	[redacted]
E-mail address (optional)	[redacted]
Date of Birth	[redacted]
Over 18	[redacted]
Nationality	[redacted]

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example. partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?: 15/11/2026

If you wish the licence to be valid only for a limited period, when do you want it to end?:

Please give a general description of the premises (please read guidance note 1)
Unit 3a is a light-industrial unit on Meadow View Business Park, Reach Road, Burwell, a small estate of commercial units on the edge of the village, with a concrete forecourt used for parking and deliveries. There is an isolated residential dwelling approximately 70 metres away; the nearest residential area is approximately 500 metres away.

The unit is a brick and steel clad building with a pedestrian entrance door and a small roller shutter on the front elevation. Inside is a single open-plan ground-floor room of approximately 44 m², with a WC and a separate hand wash basin. An additional sink and glasswasher will be installed before trading.

There is a fire exit to the side, with existing fire detection and emergency exit signage. A staircase leads to a first floor used as air conditioned office space. It may also be used for private tastings and meetings, so it is included in the licensed area.

The premises will operate as a small independent wine and beer retailer. Most sales will be online for local delivery, with a shop area where customers can browse and buy bottles to take away. On-sales will be limited to small tasting sessions, open evenings and occasional private hire events". There is no bar, and the business is not a pub or late night venue. Capacity will be set by the fire risk assessment.

From May to September, a small area directly in front of the unit, approximately 40 m² of the forecourt, will occasionally be used for customers to drink during tastings and open evenings. It will be clearly marked out with movable barriers, supervised by staff, and cleared by sunset or 21:30, whichever is earlier. It will not be used outside these months or outside event hours. Customers will not be allowed to take drinks beyond the marked area.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:
What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)
Provision of regulated entertainment: (please read guidance note 2)
(j) Supply of alcohol
In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)
Will the performance of a play take place indoors or outdoors or both(please read guidance note 3)
P**lease give further details here** (please read guidance note 4)
State any seasonal variations for performing plays (please read guidance note 5)
Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above, please list (please read guidance note 6)

B

Films Standard days and timings (please read guidance note 7)

Will the exhibition of films take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for the exhibition of films(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 6)

C

Indoor Sporting Events Standard days and timings (please read guidance note 7)
Please give further details (please read guidance note 4)
State any seasonal variations for indoor sporting events (please read guidance note 5)
Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 6)

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)
Will the boxing or wrestling entertainment take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for boxing or wrestling entertainment(please read guidance note 5)
Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed above, please list (please read guidance note 6)

E

Live Music Standard days and timings (please read guidance note 7)
Will the performance of live music take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for the performance of live music(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above, please list (please read guidance note 6)

F

Recorded Music Standard days and timings (please read guidance note 7)
Will the playing of recorded music take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)

State any seasonal variations for the playing of recorded music(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed above, please list (please read guidance note 6)

G

Performance of dance Standard days and timings (please read guidance note 7)
Will the performance of dance take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for the performance of dance(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed above, please list (please read guidance note 6)

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)
Please give a description of the type of entertainment you will be providing
Will this entertainment take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)
Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed above, please list (please read guidance note 6)

I

Late night refreshment Standard days and timings (please read guidance note 7)
Will the provision of late night refreshment take place indoors or outdoors or both(please read guidance note 3)
Please give further details here (please read guidance 4)
State any seasonal variations for the provision of the late night refreshment(please read guidance note 5)
Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed above, please list (please read guidance note 6)

J

Supply of alcohol
Standard days and timings (please read guidance note 7)
Day Monday Start Time 00:00:00 End Time 00:00:00
Day Tuesday Start Time 00:00:00 End Time 00:00:00
Day Wednesday Start Time 00:00:00 End Time 00:00:00
Day Thursday Start Time 00:00:00 End Time 00:00:00
Day Friday Start Time 00:00:00 End Time 00:00:00
Day Saturday Start Time 00:00:00 End Time 00:00:00
Day Sunday Start Time 00:00:00 End Time 00:00:00

Will the supply of alcohol be for consumption on the premises or off the premises or both (please read guidance note 8)
Both

State any seasonal variations for the supply of alcohol (please read guidance note 5)
From 1 May to 30 September, supply of alcohol for consumption on the premises will extend to a defined outdoor area of approximately 40 m² directly in front of the unit, during tastings and open evenings only. The area will be cleared by sunset or 21:30, whichever is earlier.

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 6)

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor: (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Mr Matthew Barnett
Address	[redacted]
Date of Birth	[redacted]
Personal licence number (if known)	[redacted]
Issuing licensing authority (if known)	[redacted]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)
None

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)
Day Monday Start Time 09:00:00 End Time 22:30:00
Day Tuesday Start Time 09:00:00 End Time 22:30:00
Day Wednesday Start Time 09:00:00 End Time 22:30:00
Day Thursday Start Time 09:00:00 End Time 22:30:00
Day Friday Start Time 09:00:00 End Time 23:30:00
Day Saturday Start Time 10:00:00 End Time 23:30:00
Day Sunday Start Time 10:00:00 End Time 22:00:00

State any seasonal variations (please read guidance note 5)
None

Non standard timings. Where you intend the premises to be open to the public at different times from those listed above, please list (please read guidance note 6)
None

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

a) General - all four licensing objectives (b, c, d and e)(please read guidance note 10)
The premises are a small, specialist wine and beer retailer, mainly selling online for local delivery. On-sales are limited to small tastings and occasional open evenings. The business is run by the Designated Premises Supervisor, who holds a personal licence and has previous experience running licensed premises. Anyone else authorised to sell or serve alcohol, including delivery drivers and event helpers, will be trained on their responsibilities under the Licensing Act 2003 before doing so, and training records will be made available to authorised officers on request.

b) The prevention of crime and disorder
The premises have an intruder alarm and secure stock storage. The licence holder will consider CCTV and discuss it with the police if any issues arise.
An incident and refusals log will be kept and available for inspection.
The business sells premium wine and beer. Drinks at tastings are served in measured tasting portions, and there is no discounting that encourages excessive drinking.
The premises licence holder or those authorised by them will refuse service to anyone who appears drunk.
Stock is held securely, and the premises are alarmed when closed.

c) Public safety
A fire risk assessment will be carried out before trading and reviewed regularly. The premises already have fire detection, emergency exit signage and a dedicated fire exit.
The number of people on the premises will not exceed the maximum capacity set out in the current fire risk assessment.
Escape routes will be kept clear at all times, including around display shelving and fridges.
A first aid kit will be kept on the premises.
Glassware will be collected regularly during tastings and events, and breakages cleared immediately.

d) The prevention of public nuisance
The premises are on a commercial estate. The nearest dwelling is about 70 metres away and the nearest residential area about 500 metres away.
The outdoor area is only used from May to September, during tastings and open evenings, and will be cleared by sunset or 21:30, whichever is earlier.
The premises licence holder or those authorised by them will supervise the outdoor area whenever it is in use.
Customers will not be allowed to take drinks beyond the marked area.
Any music will be kept at a level that does not cause nuisance beyond the estate.
Customers will be asked to leave quietly.
Glass and recycling will not be emptied outside between 21:00 and 08:00.

e) The protection of children from harm
A Challenge 25 policy will operate for all sales. The only accepted ID will be a passport, a photocard driving licence, or a PASS-accredited card.
Deliveries:
Customers must confirm at checkout that they are 18 or over.
Delivery staff will apply Challenge 25 at the door.
Alcohol will not be handed to anyone under 18, or to anyone who appears under 18 and can't produce accepted ID.
Undeliverable orders will be returned to the premises.
Under 18s may enter with an adult but will not be served or offered samples at tastings.
Challenge 25 notices will be displayed on the premises and on the website.

Checklist

I am making a payment with this application, I have attached the plan of the premises, I have attached the consent form completed by the individual I wish to be designated premises supervisor (if applicable), I understand that I must now advertise my application, I understand that if I do not comply with the above requirements my application will be rejected, [Applicable to all individual applicants, including those in a partnership that is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read guidance note 15)
Upload any documents here : sandbox files://6abcfb5c954a7646028400, sandbox files://6abcfb5c8958a554365338

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.

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.

Part 4 - Signatures

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity

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 licesable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Declaration: Yes
Date: 30/09/2026
Capacity: Applicant

Contact name (where not previously given and postal address for correspondence associated with this application (please read guidance note 13)	
Telephone number (if any)	
If you would prefer us to correspond with you by e mail, your e mail address (optional)	

Fees

Amount Paid: 190 190.00
Payment Code: 9398LI001 E0000177
Payment Reference: SECES00117398 SECES00117398

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. 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:
- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- 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.
- 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.
- 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.
- 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:
- 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.
- 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.
- 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.

- 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:
- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- 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;
- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- 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.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please 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.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please 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 or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 Switzerl
- 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 Switzerlan
- 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 employ
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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 employ
- 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 employ
- 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 employ
- 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 employ

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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

- 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;

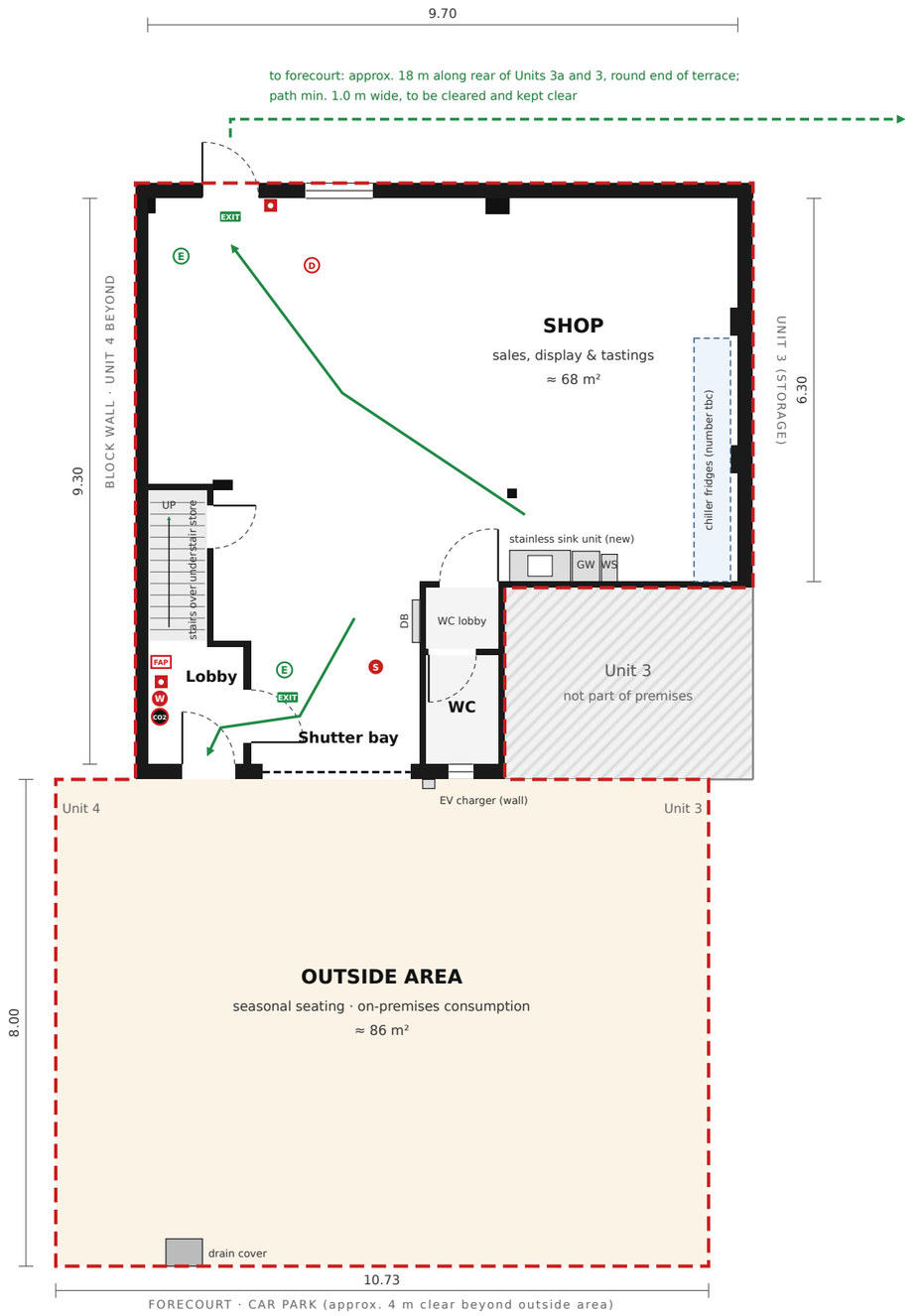
(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

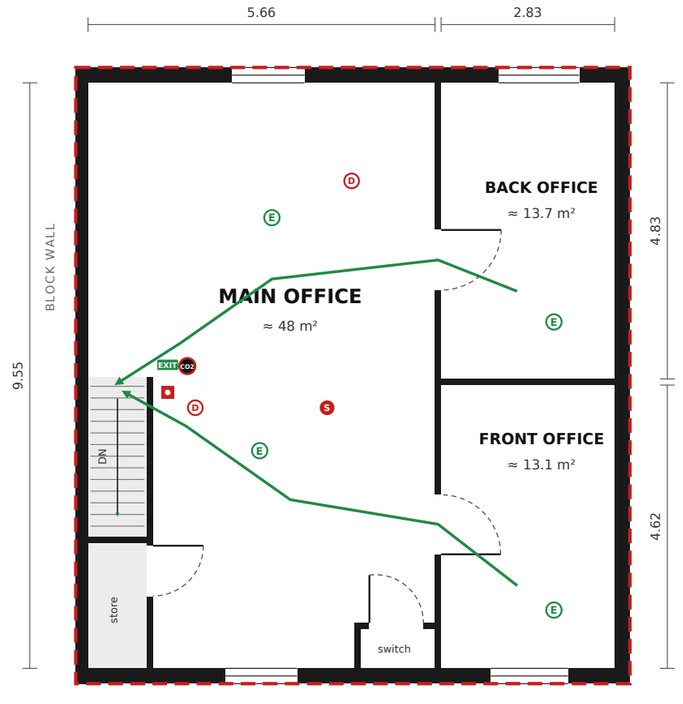
If the document is not a passport, a copy of the whole document should be provided.

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.

GROUND FLOOR & OUTSIDE AREA



FIRST FLOOR



Key

- Licensed area boundary
- Escape route
- External escape route (path to be cleared)
- EXIT Illuminated exit sign
- E Emergency light (self-contained)
- Manual call point
- D Smoke detector
- S Alarm sounder / sounder-beacon
- FAP Fire alarm control panel
  conventional 4-zone, EN 54
- W Water extinguisher (9 L)
- CO2 CO_2 extinguisher (2 kg)
  first floor: to be fitted
- Outside area (seasonal)
- Not part of premises
- Window
- Roller shutter

no first floor over last ≈1.1 m of ground floor

Notes

Licensable activity: sale of alcohol for consumption on and off the premises.
Whole premises (both floors and outside area) within licensed area.
Dimensions in metres, internal, from site measurements Sept 2026.
Alarm device positions are approximate.
No fixed seating, stage or raised area. Fridges and shelving placed so escape routes stay clear; routes kept clear of stock at all times.
Stairs: single straight flight, ground floor lobby to first floor.
WC: one, ground floor. GW = glasswasher, WS = water softener.

Scale 1:100 at A3

0 1 2 3 4 5 m

CamVino — premises licence plan

Unit 3a, Meadow View Business Park, Reach Road,
Burwell, Cambridge CB25 0GH

Applicant: Matthew Barnett · Drawing 1 of 1 · Rev C · 28 Sep 2026

Ground floor, first floor and outside area

Appendix 2

From: Karen See
To: Licensing
Cc: foodandsafety; Domestic Licence Consult
Subject: FW: Licensing: New Premises Application - Meadow View Business Park - 26/08457/LIQ_02
Date: 14 October 2026 12:22:58
Attachments: plan of the premises-Unit-3a-1-100-A3.pdf
image001.png
image002.jpg
image003.jpg
image004.png
image005.png
Premises Licence Application Print Out.pdf
image006.png
image007.jpg

Good afternoon,

I am submitting a representation on behalf of Environmental Health due to the likely impacts of grant of the premises licence on the licensing objectives, namely the 'prevention of public nuisance', for the following reasons:

The applicant proposes to use the external seating area during the summer months, and they will have outside recorded music. The external area is approximately 35 – 40 m away from the front curtilage of a residential dwelling.

An area of 86m^2 can comfortably seat 50-60 customers. The outside area is greater than the inside area and so the assumption must be that this will be the main area used by customers during the summer months.

Persons attending tasting sessions, open evenings or using the space for occasional private hire, do have the potential to cause disturbance through the fact these will be social events. There may be adverse impacts on the resident in the early evenings during the summer months, especially when they are most likely to be enjoying their outside space and where currently there are likely to be no such 'people' sounds or music during these times.

The applicant has agreed the below conditions to be added to the licence, if granted, and I am therefore of the opinion no formal hearing is necessary.

No recorded music outside.

No more than 30 seats provided in the outside area.

The outside area to be used only between 1 April and 30 September, and not after 21:00.

Kind regards

Karen See
Senior Environmental Health Officer (Domestic) – MCIEH, CEnvH, Dip (IoA)
Waste and Environmental Services
01353 665555
www.eastcambs.gov.uk
eastcambsgov @EastCambs
East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE
Privacy Notice Pay, report, apply online 24 hours a day
Please consider the environment before printing this email.

[redacted]

From: [redacted]
To: Licensing
Subject: Re: Licensing: New Premises Application - Meadow View Business Park - 26/08457/LIQ_02
Date: 14 October 2026 17:17:28

External sender
Make sure you trust this sender before taking any actions.

Hi Alex,

I agree to the conditions and that no formal hearing is required.

Thank you,

Mat.

Matthew Barnett
[redacted]

[redacted]