

# Folkestone & Hythe District Council

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Your name

**Marceline Powell**

Email

[marcelinepowell@gmail.com](mailto:marcelinepowell@gmail.com)

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Business name

**Tofts Cafe Bar**

Postal address of premises (inc postcode) or, if none, ordnance survey map reference or description

**37 Grace Hill Folkestone CT20 1HQ**

Telephone number at premises (if any)

**07473 694983**

Premises band (check the Non domestic rateable value Main fee levels - [GOV.UK](http://GOV.UK) . This will be used to calculate the correct fee)

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**Applicant details (Page 3 /20)**

In what capacity are you applying for the premises licence? Please confirm one of the following

**An individual or individuals**

**I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities**

Details of individual applicant

Title **Ms**

First name(s) **Marceline**

Surname **Powell**

# Folkestone & Hythe District Council

Date of birth

**13/10/1973**

Nationality

**British**

Address (inc postcode)

**Upper Flat 39 Grace Hill Folkestone. CT20 1HQ**

Contact number Email

**07473694983 [marcelinepowell@gmail.com](mailto:marcelinepowell@gmail.com)**

## Details of individual applicant

Title

**Dr**

First name(s)

**Christopher**

Surname

**Udenze**

Date of birth

**10/10/1959**

Nationality

**British**

Address (inc postcode)

**39 Grace Hill Folkestone. CT20 1HQ**

Contact number Email

**07747026292 [c.udenze@nhs.net](mailto:c.udenze@nhs.net)**

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When do you want the premises licence to start?

**21/06/2023**

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

**A Cafe bar located on the ground floor and divided into three sections by stone archways. The property has a shop front window and door, it has a full fire system and contains a kitchen area to the back, and disabled access toilet to the front. The back**

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of the property has double doors that lead to the adjacent 50 ft garage and a second exit. The premises is located on a main road at the junction of Grace hill, Foord Road and New Street. The premises at 37 Grace Hill has previously operated as a business known as Southern Lights Hydroponics shop, and prior to that Tofts nighclub was located in the upstairs of the premises, at 35 - 39 Grace Hill, which is now converted into the applicants residential property (the premises bares a blue plaque in honor of the buildings music history). Foresters Way car park is approx. 100 yards away from the premises. We will provide entertainment to a mature audience, serve alcohol and provide Caribbean style light snacks and beverages. On Saturdays and Sundays we will serve food such as roast dinners. We will collaborate with local businesses, artists, musicians to provide entertaining events.

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

.....  
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Provision of regulated entertainment (tick all that apply)

- **Live music**
  - **Recorded music**
  - **Supply of alcohol**
- .....

**Live music (Page 10 /20)**

Monday Start Monday Finish  
**23.00 00.00**

Tuesday Start Tuesday Finish  
**23.00 00.00**

Wednesday Start Wednesday Finish  
**23.00 00.00**

Thursday Start Thursday Finish  
**23.00 00.00**

Friday Start Friday Finish  
**23.00 00.00**

Saturday Start Saturday Finish  
**23.00 00.00**

Sunday Start Sunday Finish  
**23.00 00.00**

Where will the live music take place?

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## Indoors

Further details

**Amplified music will be played within our venue, performed by local DJ's and live music performed by live artists. Music will be amplified, but not excessive, being aware of any residents around us.**

Seasonal variations for the performance of live music

**Christmas, New year, Bank Holidays until 02:00**

Details of where you intend to use the premises for live music at different times to those listed

**Christmas eve, new years eve until 02:00**

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## Recorded music (Page 11 /20)

Monday Start Monday Finish

**23.00 00.00**

Tuesday Start Tuesday Finish

**23.00 00.00**

Wednesday Start Wednesday Finish

**23.00 00.00**

Thursday Start Thursday Finish

**23.00 00.00**

Friday Start Friday Finish

**23.00 00.00**

Saturday Start Saturday Finish

**23.00 00.00**

Sunday Start Sunday Finish

**23.00 00.00**

Where will the recorded music take place?

**Indoors**

Further details

**DJ's will be hired to provide entertainment for events**

Seasonal variations for the performance of recorded music

**Christmas, New Year, Bank Holidays until 02:00**

Details of where you intend to use the premises for recorded music at different times to those listed

**Christmas eve, new years eve until 02:00**

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## Supply of alcohol (Page 15 /20)

Monday Start Monday Finish  
**12:00 23:30**

Tuesday Start Tuesday Finish  
**12:00 23:30**

Wednesday Start Wednesday Finish  
**12:00 23:30**

Thursday Start Thursday Finish  
**12:00 23:30**

Friday Start Friday Finish  
**12:00 23:30**

Saturday Start Saturday Finish  
**12:00 23:30**

Sunday Start Sunday Finish  
**12:00 23:30**

Where will the supply of alcohol take place?  
**Indoors**

Will the supply of alcohol be for consumption?  
**On the premises**

Seasonal variations for the supply of alcohol  
**Christmas, New Year, Bank Holidays until 01:30**

Details of where you intend to use the premises for the supply of alcohol at different times to those listed  
**Seasonal events**

.....

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor. (Page 16 /20)**

Full name  
**Marceline Powell**

Date of birth  
**13/10/1973**

Address (inc postcode)  
**39 Grace Hill CT20 1HQ**

Personal licence number (if known)

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Issuing licensing authority (if known)

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

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## Hours premises are open to the public (Page 17 /20)

Monday Start Monday Finish  
**12:00 00:00**

Tuesday Start Tuesday Finish  
**12:00 00:00**

Wednesday Start Wednesday Finish  
**12:00 00:00**

Thursday Start Thursday Finish  
**12:00 00:00**

Friday Start Friday Finish  
**12:00 00:00**

Saturday Start Saturday Finish  
**12:00 00:00**

Sunday Start Sunday Finish  
**12:00 00:00**

Any seasonal variations  
**Christmas, New year, Bank Holidays until 02:00**

Details of where you intend the premises to be open to the public at different times to those listed

**Seasonal events or private hire weekend events**

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## Describe the steps you intend to take to promote the four licensing objectives (Page 18 /20)

General – all four licensing objectives

**To promote all the licensing objectives, we will carry out training with all staff during their induction and at monthly reviews to maintain a high level of awareness and keep up with any changes. Staff training will cover the appropriate subjects for each role including: a) The responsible sale of alcohol b) The prevention of under age sales of alcohol, the Challenge 25 policy, and checking & authenticating accepted forms of ID C) The responsibility to refuse the sale of alcohol to any person who is drunk d) Fire safety and emergency evacuation procedures All training will be recorded and training records made available on request to an authorised officer of the licensing**

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authprity or police. Recording practices: We will maintain written reports and registers. These will be kept for a minimum of 12 months and made available to the Police and any authorised officer of the licensing authority on request. Records will be maintained of the following: a) Any complaints made against the premises in respect of any of the licensing objectives b) any crime reported at the premises c) Any seizure of drugs or offensive weapons d) Any illegal drug related incidents e) Any fault in the CCTV system Off - Sale of alcohol is not permitted on any day Food and soft drinks - snacks or hot food and non intoxicating beverages including drinking water will be available on the premises when alcohol is sold or supplied on the premises We wil implement the following policies: Lost property Gambling and protection of the vulnerable Equality and diversity All relevant policies are adapted from the National Pubwatch

The prevention of crime and disorder

**Door supervisors** We will use or employ door supervisors on Friday and Saturday nights where we consider them necessary to: Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder Keep out excluded individuals (subject to court or pub watch bans) Search and exclude persons suspected of carrying illegal drugs or offensive weapons. Maintain an orderly queue outside the venue. We will ensure that any Door Supervisors used are registered by the Security Industry Authority. A door supervisor will be employed at the premises when licensable activites are taking place under the following criteria: a. On a Friday, Saturday pr Sunday when the Sunday precedes a bank holiday, from 21:00 hours until the last patron has left tje premises and dispersed from the area immediatley at the front of the premises. b. Where a requiremebts for a door supervisor is identified, a register of door supervisors employed will be maintained. The register will record their name, SIA door supervisor number, contact details and be signed by the door supervisor and an authorised member of the premises management team. **CCTV** We will install CCTV equipment inside/outside of the premises and ensure that it is maintained in good working order. CCTV equipment will be set to record 24 hours a day. We will ensure that copies of all camera footage are retained for at least 31 days and be made available to an authorised officer on demand. All recordings shall be time and date stamped. The CCTV system will: a) Cover all entry points used by the premises b) Enable frontal identification of people entering in any light condition c) Be maintained by a suitably qualified person. We will put up notices advising hat CCTV has been installed on the premises so that they are clearly visible to the public within the licensed premises. Should the CCTV develop a fault we will notify the licensing authority or the police as soon as possible. **Bottles and glass** Where glass bottles are used, they will be retained or disposed of on the premises. We will ensure that the consumption of alcohol is restricted to inside of the premises. Glasses will not be allowed in the smoking area, this will be monitored by managers and / or door supervisors. At all other times the bar staff and managers will regularly check the smoking area. **ID Checks** We will ensure that any person selling or supplying alcoholic drink under the authority of a personal license holder asks for photo ID for proof of age where they have reason to suspect that the individual may be under age, a challenge 25 policy will be in place and all staff will be trained on this policy. We will also keep and maintain a refusal logbook. **Prohibited substances: Drugs Zero Tolerance Policy** A zero tolerance policy

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towards the use, possession and supply of illegal drugs will be adopted and enforced. We will ensure that a secure deposit box is kept on the premises for retention of confiscated items and ensure that the Police are advised of any items which require safe disposal. Notices: We will display any conditions of entry to the premises in the vicinity of any entrance to the premises. Crime prevention scheme We will participate in the local pub watch scheme operating in the District. Lighting: We will ensure that lighting is provided outside the premises during the hours when any licensable activity takes place on the premises.

Public safety

**Fire safety:** A fire risk assessment will be conducted and regularly reviewed. In line with the fire risk assessment: a. An integrated fire detection system is installed at the premises, it is checked and regularly tested and maintained by a competent person b. Fire extinguishers will be installed in accordance with the recommendations of the fire risk assessment c. Emergency lighting is installed at the premises d. All emergency exits are marked in the premises and on the premises plan Escape routes We will make sure that escape routes and exits including external exits, are maintained to ensure they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified. We will make sure that where chairs and tables are provided, internal gangways are kept unobstructed. We will make sure that all exit doors are easily opened and do not require the use of a key, card, code or similar means We will make sure that doors at such exits are regularly checked to ensure that they function satisfactorily, and a record of the check is recorded. We will make sure that any removable security fastenings are removed whenever the premises are open to the public or occupied by staff. We will make sure that all fire doors are maintained effectively that they are self-closing and not held open other than with approved devices (for example, electromagnetic releases operated by smoke detectors). We will make sure that the edges of the treads of steps are maintained to be conspicuous. **Fire:** We will make sure that furnishings, hangings, curtains and Temporary decorations are maintained in a flame-retardant condition. We will make sure that hangings, curtains and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment. We will make sure that notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, are permanently displayed and protected from damage and deterioration. The fire brigade will be called at once to any outbreak of fire, however slight, and the details recorded in a Fire Logbook. We will make sure that when disabled people are present, adequate arrangements exist to enable their safe evacuation In the event of an emergency, and that patrons are made aware of these arrangements. **First Aid** Adequate and suitable first aid boxes will be maintained We will make sure that adequate and appropriate supply of first aid equipment and materials are available on the premises. We will make sure that at least one trained first aider will be on duty when the public are present. **Lighting:** In the absence of adequate daylight, we will make sure that the lighting in any area accessible to the public is fully operational. We will make sure that Fire safety signs are adequately illuminated. We will not alter Emergency lighting without prior notification to the Licensing Authority. **Safety Certification** We will make sure that the following systems are maintained and inspected by suitably qualified professional persons in accordance with any British



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Standards and at Intervals recommended in the national guidance, and will keep records of such inspections available for inspection by authorised officers on request: Building Electrical Emergency Lighting System Fire Warning System Oil fired boiler or appliance Suspended ceilings Portable firefighting equipment Temporary Electrical Installations Public Liability Insurance We will make sure that we have valid public liability and employers liability insurance in force and that a copy of the schedule is available for inspection by an authorised officer on request. Alterations to the premises We will not alter the premises in such a way as to make it impossible to comply with an existing license condition, without first seeking a variation of the premises license. We will join the local pub watch group to keep up date with local issues. We will employ licensed door supervisors on Friday and Saturday night where necessary and we will risk asses all events and private hires to ensure appropriate security is present. At least one manager will always be on site during trading hours, all managers will be trained in first aid, and any accidents will be logged in an accident book with date, time, details of the accidents and any first aid applied. We will implement the recommended policies and train all staff and managers on the following: Safeguarding and vulnerable people Counter terrorism and suspect packages Capacity Management: Events will be ticketed and / or patrons book online via our website. This allows us to control the number of people on the premises by having a cut off on ticket sales and online bookings. We will implement the recommended policies for the following: Harrasment Duty of care (we will also ba part of the Taxi Angel Scheme) W will implement the 'Ask Angela' scheme and display posters around the premises

The prevention of public nuisance

**Noise:** Where amplified live music or recorded music is played, windows and doors will be kept shut except entrance and egress after 22.00 to avoid any public nuisance being caused. Noise escape - no noise generated on the premises shall emanate from the premises nor vibration be transmitted through the structure of the premises which will give rise to a nuisance. **External area:** No amplification system, or speakers will be used externally We will display prominent clear and legible notices at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly. **Smoking area -** smokers will be directed to smoke at the front of the premises We will ensure that opening of the entrance is minimised to reduce noise overspill when patrons leave or use the smoking area. We will make sure that the placing of bottles into receptacles outside the premises takes place at times that will minimise disturbance to nearby properties. We will not permit the playing of live or recorded music in outside area. We will make sure that any request by an authorised officer of the Council in relation to reducing noise levels is complied with. We will ensure that any ventilation system has suitable sound attenuation. **Lighting** We will ensure that any bright lights on or outside the licensed premises do not cause a nuisance to nearby properties, whilst balancing the need for lighting in the interests of prevention of crime and disorder. We will provide adequate and suitable (lidded) receptacles to receive and store refuse from the premises. We will make sure that receptacles for refuse storage are maintained in a clean condition. We will make sure litter is regularly cleared from the vicinity of the premises. We will have a licensed and registered commercial waste company to remove all waste materials and refuse.

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The protection of children from harm

**A challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol; signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those photographic identity documents recognised by the Home Office guidance; including passports, drivers license, or proof of age card bearing a PASS hologram. Register of refusals - a register of refusals book or electronic equivalent designed to record all refusals of sale of alcohol shall be maintained on the premises and made available to the police and local authority officers upon reasonable request. Access restriction for children - Children under the age of 18 will not be permitted on the premises after 21.00hrs on any day.**

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## **Additional information (Page 19 /20)**

Upload a plan of the premises

**Floor plans 37-39 Grace Hill.pdf**

Upload the consent of individual to being specified as premises supervisor

**MPowell consent letter.docx**

Upload the consent of individual to being specified as premises supervisor

**CUdenze consent letter.docx**

Upload proof of entitlement to work in the UK (see guidance notes on website)

**Passport.jpg**

Upload proof of entitlement to work in the UK (see guidance notes on website)

**Chris passport.jpg**

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## **Declaration (Page 20 /20)**

- (Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership) I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) .
- FHDC will send copies of this application and plan to responsible authorities and others

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where applicable, on my behalf.

I understand that I must advertise my application.

- I understand that if I do not comply with the above requirements my application will be rejected.

I am authorised to act on behalf of all applicants where there is more than one

- applicant.

Full name      Date

**Marceline Powell 25/05/2023**

Capacity

**Owner Manager**

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