



LICENSING COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 12TH MARCH, 2013 AT 10.00 AM

MEMBERSHIP

Councillors

K Bruce - Rothwell;
N Buckley - Alwoodley;
R Charlwood - Moortown;
R Downes - Otley and Yeadon;
J Dunn - Ardsley and Robin Hood;
B Gettings - Morley North;
T Hanley - Bramley and Stanningley;
G Hussain - Roundhay;
G Hyde - Killingbeck and Seacroft;
A Khan - Burmantofts and Richmond Hill;
P Latty - Guiseley and Rawdon;
B Selby - Killingbeck and Seacroft;
C Townsley - Horsforth;
G Wilkinson - Wetherby;

Agenda compiled by:
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>ELECTION OF A CHAIR FOR THE MEETING</p> <p>To formally elect a Chair for the duration of the meeting</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that 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 press and public were present there would be disclosure to them of exempt information</p>	
4			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
5			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13 -18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19 -20 of the Members' Code of Conduct.</p>	
6			<p>APOLOGIES FOR ABSENCE</p>	
7			<p>MINUTES</p> <p>To approve the minutes of the last meeting held on 12th February 2013</p> <p>(Copy attached)</p>	1 - 6
8			<p>NOTIFICATION OF FIRST DRAFT EVENT MANAGEMENT PLAN FOR THE LEEDS FESTIVAL 2013</p> <p>To consider the report of the Head of Licensing and Registration providing the current position in respect of arrangements for the Leeds Festival 2013 and presenting a summary of changes within the 2013 Event Management Plan</p> <p>(Report attached)</p>	7 - 24
9			<p>SEX ESTABLISHMENT LICENSING POLICY PUBLIC CONSULTATION</p> <p>To consider the report of the Head of Licensing and Registration on the work undertaken by the Licensing Committee SEV Working Group. The report also presents a draft Statement of Licensing Policy for consideration along with proposals in respect of licence fees for relevant premises and the delegation scheme</p> <p>(Report attached)</p>	25 - 86

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>INFORMATION REPORT - TAXI AND PRIVATE HIRE LICENSING ADMINISTRATION PROCESS FOR DRIVER LICENCE RENEWALS</p> <p>To consider the report of the Head of Licensing and Registration on the Policy and administrative process for the renewal of Private Hire or Hackney Carriage driver licences, including the necessary control measures; the volume of renewals and instances where an exception to the process can be made for drivers when appropriate</p> <p>(Report attached)</p>	87 - 92
11			<p>LICENSING WORK PROGRAMME</p> <p>To note the contents of the Work Programme for the Committee for the remainder of the 2012/13 Municipal Year</p> <p>(copy attached)</p>	93 - 94
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the date and time of the next Committee meeting as Tuesday 9th April 2013 at 10:00 am</p>	

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Agenda Item 7

Licensing Committee

Tuesday, 12th February, 2013

PRESENT: Councillor G Hyde in the Chair

Councillors N Buckley, R Charlwood,
R Downes, J Dunn, B Gettings, T Hanley,
G Hussain, A Khan, P Latty, B Selby,
C Townsley and G Wilkinson

79 Chairs' Opening Remarks

In opening the meeting the Chair paid tribute to Councillor Suzi Armitage who had recently passed away following a long illness.

The Chair said Suzi was a friend and colleague and would be sadly missed

The Committee, Officers and members of the public stood and observed a minute's silence as a mark of remembrance.

80 Late Items

No formal late items of business were added to the agenda. The Committee did, however permit the submission of two items of supplementary information:

- (i) The minutes of an additional meeting of the Licensing Committee held on 25th January 2013, for comment and approval (Minute No. 83 refers
- (ii) Large Casino Late Application, submission of additional information by the applicant, Global Gaming Ventures (GGV) (Minutes No. 88 refers)

81 Declaration of Disclosable Pecuniary and other Interests

There were no declarations of interest

82 Apologies for Absence

Apologies for absence were received from Councillor K Bruce

83 Minutes

The minutes of the previous meeting held on 15th January 2013 and an additional meeting held on 25th January 2013 were accepted as a true and correct record

84 Presentation - Policing and The Night Time Economy

In absence of West Yorkshire Police, this item was deferred until the next meeting

85 Update on Enforcement Activity (July to December 2012) - Entertainment Licensing Liaison and Enforcement Team

The Head of Licensing and Registration submitted a report providing information on the activities of the Entertainment Licensing Section Liaison & Enforcement Team

Draft minutes to be approved at the meeting
to be held on Tuesday, 12th March, 2013

undertaken in partnership with other agencies to promote the licensing objectives and licensing compliance.

Seamus Kennedy, Principal Liaison & Enforcement Officer, Entertainment Licensing presented the report and responded to Members and comments.

In brief summary the main issues discussed included:

- Formal action taken against a premises selling late night refreshments in the Armley area
- Attendance at Outdoor Events (Compliance visits)
- Leeds Alcohol Management Board
- Leeds Pubwatch - The launch of a Website which facilitated the sharing of information with Pubwatch Members and Agencies
- Complaints Investigated by Entertainment Licensing Enforcement

Commenting on the Formal Action taken against a premises selling late night refreshments, Councillor Hanley requested further details about the alleged offence.

In responding Mr Kennedy reported that the premises were operating outside their permitted hours of use. A number of test purchases had been carried out confirming use was taking place outside permitted hours.

Councillor Charlwood referred to the Complaints Investigated by Entertainment Licensing Enforcement in particular City Centre Bars and “ refusal of entry to premises by groups of males”, Councillor Charlwood sought further details.

Mr Kennedy said the refusal of entry to particular groups was deemed to be discriminatory under the Equality Act. Officers had since met with premises management teams who had agreed to review their entry policies and amend wording to address concerns.

RESOLVED – That the contents of the report be noted

86 Delegated decisions taken by Taxi and Private Hire Licensing during 2012

The Head of Licensing and Registration submitted a report which provided statistical information on delegated decisions taken by Officers of Leeds City Council Taxi and Private Hire Licensing Section during the period January to December 2012.

John Mulcahy, Head of Licensing and Registration presented the report and responded to Members and comments.

In brief summary the main issues discussed included:

- Reasons for suspension of a drivers licence
- Plying for hire
- Fit to drive certificates

Councillor Selby commenting on the reasons for the suspension of a licence, referred to the category “plying for Hire” 63 offences in 2011, the figure dropping to 15 in 2012, this was a good improvement he said, but was there a reason for the lower figure in 2012 ?.

In responding Mr Mulcahy suggested that there were far more operations carried out in 2011 than 2012

Councillor Khan referred to the category “required to produce Group 2 medical”, 14 suspensions for 2012 but none for the previous years, what was the reason behind this?

Mr Mulcahy reported that the policy requiring drivers to produce a medical certificate was a recent introduction

Councillor Hussain asked if there was a compensation scheme for drivers who's licence had been suspended for lack of a medical certificate but who had been subsequently able to produce the required documentation?

Mr Mulcahy confirmed that there was a compensation scheme available to drivers in cases of maladministration.

Councillor Hussain referring to the suspension of a licence, asked if monitoring was undertaken in terms of ethnicity

Mr Mulcahy said that a drivers' ethnicity was not considered as part of the suspension process

RESOLVED –

- (i) That the contents of the report be noted
- (ii) That further update reports be produced and submitted to the Licensing Committee on a six monthly basis

87 Update on applications for new Premises Licences or Variations to Existing Premises Licences under the Licensing Act 2003 between September and December 2012

The Head of Licensing and Registration submitted a report setting out details of applications received by the Entertainment Licensing Section under the Licensing Act 2003 for new premises Licences and for variations to existing Premises Licences.

Stephen Holder, Principal Licensing Officer, Entertainment Licensing, presented the report and responded to Members and comments.

In brief summary the main issues discussed included:

- Applications for new and varied premises licence
- New developments within the City Centre and implications for cumulative impact areas

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To note the review of cumulative impact areas within the City Centre as part of the review of the licensing policy

88 Large Casino Late Applications

The Head of Licensing and Registration submitted a report outlining the circumstances around the submission of a late application for a large casino premises licence.

It was reported that the Council had published an invitation to make applications for the Large Casino. The application period had commenced on 24th January 2012. The latest date for making applications was specified as being 26th April 2012. All applications made in that period were treated as having been made on that date. Global Gaming Ventures (GGV) had submitted, at that time, an application for a provisional statement for a large casino in the Eastgate development in Leeds city centre. That application was made within the relevant period. The application passed through stage 1 unchallenged and was currently being considered at stage 2. On 23rd January 2013 GGV submitted another application for a provisional statement again for a large casino in the Eastgate development but with a different plan, incorporating the premises proposed in the initial stage 1 application but also including an interim casino building which GGV proposed to operate if it was successful in being awarded the licence, until such time as the permanent casino building was constructed in the relevant phase of the Eastgate development.

This application was made almost 11 months after the advertised closing date.

Members were advised that the Authority was about to close stage 2 and make an evaluation of the benefits offered by each applicant. As the authority should not start stage 2 until stage 1 was completed, then the current stage 2 process would be suspended until such time as the late application also reached stage 2. That could take some time, the existing applications having taken almost 12 months to reach the stage they were currently at and the delay may adversely affect the benefits offered. In addition the Head of Licensing and Registration made the point that other late applications could be made after this one and if accepted, we would need to go through this process each time. The Applicant had submitted written representations and made verbal submissions to supplement these at the meeting.

Mr Hagan, Solicitor for the Applicant, suggested to Members that the relevant questions in relation to the decision were whether it was fair to the other applicants

to allow a late application, specifically whether they were prejudiced by it and whether accepting the application would delay the process.

Members carefully considered all that had been put before them. However they were not persuaded that this late application should be permitted.

Although regulation 7(2) does give a discretion it had to be seen and exercised against the background and context of the overall legislative provisions.

The scheme of the legislation is that the two stages in the process should be undertaken sequentially in order to grant a licence or provisional statement to the application which has firstly passed the regulatory tests and secondly brings the greatest benefit.

The provisions requiring the authority to set and publish a closing date for applications and to complete stage 1 before commencing stage 2 were significant and clearly indicated the sequential nature of the process.

Members did not consider themselves bound by the previous decision to accept a late application. They reached a different conclusion on the facts. In that case the application was made after the closing date but before stage 1 had formally closed and stage 2 had commenced. There was a clear benefit in that situation in that there would be a better stage 2 process likely to result in greater benefits.

Leeds was granted the right to issue this licence in 2008 and had commenced the application process in January 2012. The process was now at a very advanced stage.

Importantly, there is a clear public interest in having an effective process which delivers the greatest benefit. Any delay would undermine the delivery of benefits.

At some point the public interest requires a decision to be made and benefits delivered which outweighs the public interest in allowing new, better further or enhanced applications which might potentially enhance the offer. In the judgement of the Committee, at this time and at this stage in the process that point has been reached.

For these reasons Members declined to exercise their discretion to permit this late application.

RESOLVED – To not accept the late stage 1 application submitted by Global Gaming Ventures

89 Work Programme

Members considered the Licensing Committees' Work Programme for the 2012/13 Municipal Year

RESOLVED – That the Work Programme be noted

90 Date and Time of the Next Meeting

RESOLVED – To note that the next meeting of the Licensing Committee will take place on Tuesday 12th March 2013 at 10.00am in the Civic Hall, Leeds



Report author: Stephen Holder
0113 247 4095

Report of the Head of Licensing and Registration

Report to the Licensing Committee

Date: 12 March 2013

Subject: Notification of First Draft Event Management Plan for Leeds Festival 2013

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby and Harewood		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

- 1.0 The Leeds Festival is an annual event held within the grounds of Bramham Park on August Bank Holiday Weekend, held under the authorization of a premises licence issued under the Licensing Act 2003.

- 2.0 Members of the Licensing Committee and Ward Members of the surrounding area have been notified of the proposed changes.

Recommendations

- 3.0 Members are requested to note the summary of changes to the 2013 event and to note that a further report will be brought back before the Licensing Committee in July or August 2013 to inform Members of the final arrangements and agency comments.

1.0 Purpose of this Report

- 1.1 To advise Members of the arrangements for the 2013 Leeds Festival to be held at Bramham Park between the 23rd and 25th August 2013.
- 1.2 To advise Members and the responsible authorities, that the promoter, Mr Melvin Benn of Festival Republic Limited has provided a schedule of changes to be made to the 2013 event. A copy of the same may be found at Appendix A of this report.
- 1.3 Mr Benn the event promoter will be in attendance at the meeting to present the schedule and provide further information as required.

2.0 History of Premises

- 2.1 The premises licence for Leeds Festival was considered and approved by the members of the Licensing Committee on the 28 April 2006.
- 2.2 The Licence is held for Bramham Park and allows the Festival to take place every August Bank Holiday.
- 2.3 Members resolved to grant the application as requested and accepted the applicants offer to include the following additional three conditions:
 - 1) There shall be an Event Management Plan which incorporates the operating schedule submitted to the licensing authority at least 6 months prior to the Festival each year.
 - 2) The Event Management Plan and any revisions must be approved by the Licensing Authority prior to the Festival.
 - 3) The premises licence holder shall comply with the terms and requirements of the Event Management Plan each year.
- 2.4 In addition the Committee reserved the right to determine how the final amended Event Management Plan for the Festival should be agreed with the facility for the final plan to be agreed by the Committee or officers under delegated authority.
- 2.5 A variation application to increase the capacity of the site from 69,999 to 89,999 implemented at 5,000 per year was made in December 2010. The application received no representations from responsible authorities or interested parties and was deemed granted on the 10 January 2011.
- 2.6 The variation was reported to Members at the Licensing Committee meeting on the 15 February 2011 where it was confirmed that the 5,000 a year increase would be agreed with the responsible authorities on an annual basis and become part of the Event Management Plan, which in turn would be considered by the Licensing Committee prior to the start of the event. Members agreed to note the report.
- 2.7 The 2011 event was authorized with a capacity of 74,999 persons, although the festival did not reach full capacity over the weekend.

2.8 The 2012 event was authorized with a capacity of 79,999 persons and once again did not achieve full capacity.

2.9 Members of the Licensing Committee were provided with a briefing note on the outcome of the debrief from the 2012 event in January 2013 which indicated that the responsible authorities were broadly satisfied with the running of the event.

3.0 Main Issues

3.1 The draft Event Management Plan for the 2013 event was received by the licensing authority and responsible authorities on the 1st February 2013. As in previous years a copy of the Summary of Changes from the 2012 event was circulated to members of the Licensing Committee and Ward Members of the constituencies surrounding the event site.

3.2 Members attention is drawn to the capacity of the site which will increase to 84,999 for 2013. Whilst the increase of 15,000 since 2010 has not been tested, consultation with the responsible authorities suggests that there would be no objection to this capacity provided that the site facilities and supporting infrastructures were adequate to support this.

3.3 The first multi- agency meeting was held on the 11 February 2013 and will continue on a bi-monthly basis until the event.

4.0 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The application for a premises licence considered in 2006 underwent the full 28 day consultation process including a newspaper advertisement and public notices displayed around the site for the required 28 day period and full liaison with the Ward Members and responsible authorities. Mr. Benn continues to consult with community representatives through the Parish Councils and local residents on all aspects of the impact of the event.

4.2 Equality and Diversity/Cohesion and Integration

4.2.1 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Committee will be in accordance with the four licensing objectives as prescribed by the Licensing Act 2003.

4.3 Council Policies and City Priorities

4.3.1 The application was granted in 2006 with regard to the Council's Licensing Act 2003 Statement of Licensing Policy, and the event will operate in accordance with the licensing objectives as set out in the current Statement of Licensing Policy 2011-2013.

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications to the licensing authority. The premises licence is subject to an annual maintenance fee as prescribed under the Licensing Act 2003.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications known to the Council.

4.6 Risk Management

- 4.6.1 Preparation for the event is subject to a number of multi-agency meetings.
- 4.6.2 Any matters arising during the planning of the 2013 event having an implication on the premises licence and objectives of the Licensing Act will be brought back before the Licensing Committee.

5.0 Conclusions

- 5.1 This report presents the summary of changes to the Leeds Festival 2013 Event Management Plan in accordance with the promoter's plans to identify and carry out improvements to the event year on year and to accommodate the increase of capacity to the site.

6.0 Recommendations

- 6.1 Members are requested to note the summary of changes to the 2013 event and to note that a further report will be brought back before the Licensing Committee in July or August 2013 to inform Members of the final arrangements and agency comments.

7.0 Appendices

- 7.1 Appendix A – Summary of Changes

8.0 Background Papers

Leeds Festival Event Management Plan (draft 1) - Available from the report author

Summary of changes from the Event Management Plan final version 2012 submitted 6th August 2012 to this version 1 for Leeds Festival 2013 submitted 4th February 2013.

NB: Where appendices are not noted below, there are no changes from the 2012 version.

Changes throughout the documentation

- Changes of tense
- Some personnel and telephone numbers are to be confirmed

Event Management Plan Main Document

2.10.a Stage and Tent details

- The Main Stage will be an outdoor universal stage
- The NME Radio 1 Stage will be a 66m x 88m tent
- The BBC Radio 1 Dance Stage will be a 45m x 60m tent
- The Lock Up Stage will be a 36m round tent
- The Festival Republic Stage will be a 45m x 45m tent
- The Alternative Stage will be a 45m x 45m tent
- The BBC Radio 1 Xtra Stage will be a 44m round tent
- The BBC Introducing Stage will be an 18m x 24m “Saddlespan” outdoor system
- The Silent Arena will be located inside the BBC Radio 1 Dance Stage tent.

2.15.a Sanitation

- We will investigate the supply of a “Changing Places” disabled toilet which provides additional space for an accompanying carer.

Appendices

Appendix 2 - Health and Safety Event Contract

- Revised with new submission details for online submission

Appendix 2a - Health and Safety Questionnaire

- Revised with new submission details for online submission

Appendix 2b - Health and Safety Event Contract

- New clauses inserted about the use of ATV buggies
- New clause inserted about the requirement for display of no smoking signage in working vehicles in compliance with The Smoke-free (Signs) Regulations 2012
- New clauses inserted clarifying the roles and responsibilities of contractors for sub contractors
- New clause inserted about the requirement to supply information to the Sustainability Manager if applicable

Appendix 3 – Site Rules

- New clause inserted about the requirement for display of no smoking signage in working vehicles in compliance with The Smoke-free (Signs) Regulations 2012

Appendix 4 - Staff List

- Some staff and contractors to be confirmed

Appendix 5 - Site Map

- The BBC Radio 1 Dance Stage (previously the Dance Tent) has moved to the previous position of the Silent Arena and this area is now incorporated within the arena and the arena perimeter line has therefore changed in this area.
- There is no stage being located where the Dance Tent has been previously.
- There is no additional Silent Arena tent as in previous years as from now on, this will take place inside the BBC Radio 1 Dance Stage (in the new location) at night.
- The Festival Republic Stage is moving to the previous location of the BBC Introducing Stage.
- The BBC Introducing Stage is moving to Golf Gate.
- A new stage – “BBC Radio 1Xtra” will be positioned where the Festival Republic Stage was previously.
- The orientation of NME Radio 1 stage is changing slightly to face Sawmill Gate.
- The Lock Up Stage is moving to near the new position of the BBC Radio 1 Dance Stage.

- As part of the arena perimeter changes, the arena entrance will move to where the burger bar was in the village in 2012 thus creating a lot more circulation space in the vicinity of the arena entrance and NME Radio 1 stage.
- White campsite will no longer be a campsite but rather will be incorporated into the village area.
- Brown campsite is being enlarged back to the full area of the Brown field (as per 2011) and will more than accommodate displaced camping capacity from White campsite. Brown campsite will again accommodate campervans and Pink Moon camping.
- The White Village Toilet Block formerly serving white campsite will remain and become a second toilet block facility in the village.
- The football pitch is moving to the flat area around the old White campsite.
- The Guest Area is moving inside the Guest campsite.
- The old Guest Area is becoming a food court included within the main arena perimeter.
- A new installation (sponsor size) may be located near where the Big Wheel has been previously though this is to be confirmed.
- Relentless will move to a slightly different location in the Village near where the Oxfam Music Tent was in 2012. The location has been assessed for noise issues and confirmed as suitable by Aria Acoustics.
- There will be 2 new Silent Arena areas in addition to the Silent Arena inside the BBC Radio 1 Dance Tent to satisfy the demand late at night. Both of these will be outdoors, 1 will be in the woods in between Yellow Bubble and White Village Toilet Blocks, and the other will be in the woods in the Funfair field at the bottom of the valley parallel to Gipsy Lane and near Gipsy Gate.

Appendix 5a - Emergency Route Map

- This has been overlaid onto the new site map.

Appendix 15 – Tent Exit Calculations

- These have been revised to incorporate the stages outlined above.
- The Alternative Tent is larger than previous years.

Appendix 19a Crowd Management Procedures

- Revised to reflect the site layout changes.
- The relocation of some food traders from the Main Stage viewing area into the new food court and the relocation of the Dance Tent will lead to additional space in the Main Stage part of the arena. The slope going down into the food court will be monitored by security.
- The layout at the old position of Juliet Gate and the entrance to the Guest Area will now change significantly and will lead to more circulation space in this area.
- The reconfiguration of the arena perimeter and the relocation of the arena entrance will provide more room for circulation in the vicinity of the NME Radio 1 Stage.
- The new layout of the arena will change some of the crowd management dynamics from previous years but we are confident that the changes are creating more space rather than less and therefore more circulation and comfort. Senior Festival Republic managers and AP Security staff will be situ in various locations throughout the arena and during egress in order to monitor the situation live and to co-ordinate a live response if required at the time.

Appendix 22 – Security Report

- Proposed timings for onsite Multi Agency meetings have been inserted:-
 - 5pm Thursday 22nd August
 - 5pm Friday 23rd August

- 12.15am Saturday 24th August
- 5pm Saturday 24th August
- 5pm Sunday 25th August

- Evidential training of key staff will continue which West Yorkshire Police will be invited to feed into and will include senior Festival Republic staff.
- An additional commitment has been made that where possible confiscated alcohol will be destroyed for security reasons.
- An additional commitment has been made that we will conduct a review of our procedures for the seizure of fake ID and instigate further briefings to help ensure consistency of approach from bar to bar across the site including at the supermarket.
- An additional commitment has been made that we will liaise with West Yorkshire Police over covering their costs for the processing of false ID post show.

Appendix 25a - Eviction Procedures

- The location of the Eviction Tent is to be confirmed.

Appendix 33 - Security Placement Schedule

- Numbers have been increased and the schedule has been revised to reflect the new site layout.
- An additional member of staff has been added into the Lost Property Tent.
- Additional staff have been added to the arena entrance pre opening on the Wednesday and Thursday.
- Additional positions and staffed watchtowers have been added into the red car parks.

Appendix 34 - CCTV map

- This has been overlaid onto the new site map.

Appendix 37 – Traffic Management Plan (TMP)

- The established routings remain the same for the 2013 traffic plan.
- It is noted that traffic levels are expected to be in the region of those in 2011.
- The plan itself remains relatively the same as in previous years, although the TMP commits to further work to strengthen the following areas:
 - The design and management of Red Gate 1 and the pick up/drop off operation to minimise congestion on the A64 by vehicles stopping.
 - Better use of the Highways Agency CCTV static traffic cameras on the motorway network, when not being used by the Highways Agency for operational purposes, to better inform our decision making.
 - Better use of the Leeds Council CCTV static traffic cameras at Seacroft and Sovereign Street to better inform our decision making.
 - Enhanced response times to deal with any issues of mud on the highways caused by adverse weather.
 - Further discouraging of traffic travelling eastbound on the A64 during the period of its closure in that direction.
 - Providing additional signage to direct drop off traffic away from the site.
 - Reviewing the traffic spotter's timescales to see if they can provide more assistance during the exit phase of the Festival to better inform decision making.

- Information has been added for reference that on the Wednesday in 2012, Brown Gate saw its highest volume of inbound traffic between 1200hrs and 1430hrs and Red Gate 1 for drop-offs peaked between 1300hrs and 1530hrs. On the Thursday in 2012, Brown Gate saw its highest volumes between 1100hrs and 1200hrs and then again between 1500hrs and 1600hrs. Red Gate 1 for drop offs peaked between 1200hrs and 1330hrs.
- It is noted that the traffic flows in through Brown and Red Gate will be counted on the gates as well as via Traffic Control CCTV.
- The shuttle bus timetable is confirmed as broadly the same as that of 2012. The only significant difference is that there will no longer be a York service on the Wednesday following a low take up in 2012.
- We commit to reviewing with Geldards their loading capacity at peak exit times on Friday, Saturday and Sunday nights following issues with lengthy queuing times onsite on the Friday in 2012.
- It is noted that Geldards will be responsible for managing the crowds at Sovereign Street although they can also be monitored in Traffic Control via the Leeds Council CCTV.
- We commit to liaising with Leeds City Council to ascertain if the refresh rate of the CCTV cameras can be increased.
- We commit to close liaison between both Onsite and Offsite Traffic Co-ordinators to allow for a coordinated approach and speedy resolution of any problems.
- It is confirmed that Multi Agency checking operation for traders inside Red Gate 1 is no longer taking place.
- We note that the left turn from West Woods Road onto Tenter Hill and the right turn from Tenter Hill onto Paradise Way were pinch points in 2009 and 2010, however both coped well in 2011 and 2012 and thus we are not considering installing traffic lights on these junctions but the Offsite Traffic Co-ordinator and West Yorkshire Police will monitor these junctions and deploy there as necessary.
- It is noted that we hope once again that the Highways Agency Traffic Officer Service will apply to Leeds City Council Highways for permission to operate and exercise their powers under the Traffic Management Act 2005 in support of and for the duration of the Festival at the following locations:
 - The A58 and A659 that comprises the circulatory roundabout at the A1 (M) Junction 45

- The A659 from the roundabout at Al (M) Junction 45 up to and including the circulatory roundabout known as 'Wattle Syke Roundabout'.
- The unclassified road known as 'Spenn Common Lane' from its junction with the circulatory roundabout at Al (M) Junction 44 to its junction with 'Paradise Way'
- We commit to discuss with West Yorkshire Police, Leeds Highways and the licensee of the Fox and Grapes Public House the most practical way of preventing festival traffic from using the Fox and Grapes car park as a 'turning spot' to access Red Gates.
- We commit that in the area at Red Gate 1 inside the drop off field, and at Red Gate 2, a line of fencing will be installed to prevent pedestrians from gathering at Red Gate 1 or 2 to be picked up.
- The wording of the TTRO application has been amended to match the wording used by Leeds City Council Highways in their official notice.
- The following additional signage included in the 2012 plan will be retained:
 - Additional signage for the coach routing
 - Give way signage installed at Red Gates 2 and 2A on egress
 - Additional signage for the drop off / pick up route at the end of West Woods Road
 - Further alternative route signage for the ring road for HGV's to direct them via Cross Gates to Jct 46 of the M1
- We commit that the signage plan for 2013 will include the following additions/changes to that of 2012:
 - Additional directional signage will be added at Seacroft for exiting drop-offs on the Thursday who come from the direction of York so they can find their return route
 - The internal route "Drop-Off" signage will be changed to say "Drop-Off/Pick-Up" to mirror those off-site
- The following additional coning included in the 2012 plan will be retained:
 - A coned sterile area from the Fox and Grapes to Red Gate 1 on the Thursday to better control cars who ignore the one way system and travel down the A64 in the wrong direction

- Solid coning at Mangrill Lane and the layby opposite the Fox and Grapes (Park House Farm) to help prevent u turns
- We note under the media strategy that live updates will be made via Inrex Media (formerly Traffic Link) about traffic levels to warn both Festival and non-Festival drivers of any issues.

Appendix 37d – Traffic signage and coning plan

- Traffic signage drawings for 2013 have not yet been produced but will be circulated to all the traffic agencies around April 2013 and uploaded onto the shared website. The 2012 drawings are included for reference and the plans remain very much the same for 2013 other than for the 2 improvements outlined above.

Appendix 37i – Traffic Management Structure

- GSL Dardan are to take over staffing the gates from DC Site Services.

Appendix 38 - Onsite Traffic Management Plan

- A new briefing sheet has been added highlighting safety considerations around driving onsite in ATV buggies.

Appendix 51 - Water Safety Map

- This has been overlaid onto the new site map.

Appendix 51a - Water Safety Plan

- It is noted that the Sampling Manager, Sampling Assistant, Chlorination Manager, Tanker Manager and Administrator from Wicked Water are to be confirmed but will be named in future versions of the Water Safety Plan.
- It is confirmed that food traders in the arena will be supplied with separate taps at water supply points to prevent them from obstructing the public supply provision. This supply will be fitted with non return valves and signage put in place to make it clear that hose connections will not be permitted at these points.
- The Iron tests results from 2012 have been inserted including those taken by Leeds City Council.
- In terms of the iron levels, it is noted that in 2012:
 - The samples which were taken from the fire hydrant were only indicative of historic mains iron sediment deposits associated with the mains. The flushing process re-suspended those historic deposits. It appeared that after a good flush the iron levels were able to meet the MCV's in the regulations.
 - Wicked Water also fitted a particle filter between the incoming main and the storage tanks, and gently flushed the system.
- We commit to further liaison taking place with Yorkshire Water prior to Leeds Festival 2013, and that the flushing procedures in 2012 will be followed again and the particle filter will again be used to provide further mitigation against large suspended iron particles.
- It is noted that some cloudy water was seen in 2011 but was not observed in 2012. It is likely that the high pressure pumps used in 2011 were the cause of some aeration. The Water Safety Manager will continue to monitor this and investigate it at the time if present in 2013.
- It is noted that the colony counts are not required on the basis of the volume of other information available, the volume of testing already being carried out, the temporary set up time and the chlorine testing being used to indicate the general hygiene of the supply.
- It is noted that the proposed sampling locations may be subject to minor amendment during the build where it is found that a point is not suitable due to its location with regards to access, or the significance of the data with regards to flow and water usage. All amendments will be noted in the water safety log where an up to date list of sample locations will be held.
- The sampling points have been updated to reflect the revisions to the site layout.

- It is noted that reduced sampling will be carried out on Sunday 25th August. The results will not be available until Monday as the site and supply are being closed down. The samples will be chosen to provide results showing that the supply around the ring main was wholesome.
- A commitment is made that samplers will also have an Exact Micro 20 digital analyser for chlorine testing.

Appendix 73 - Noise Management Plan

- The Noise Management Plan has been updated to reflect site layout changes.
- The fixed monitor for Thorner mentioned in the 2012 Noise Management Plan has been replaced by monitoring personnel. This reflects the final live situation in 2012 when Aria Acoustics personnel did attend the village throughout rather than relying on a fixed monitor.
- It is confirmed that there are no additional late night noise sources in 2013 compared to 2012.
- It is confirmed that David Leversedge has surveyed and approved the new location for Relentless in the village and that he is comfortable that it will offer a better location to that of 2012 in terms of minimising the potential for offsite noise disturbance.
- It is noted that Whinmoor was previously a regular monitoring point rather than a fixed monitoring point and this has been corrected in this version.

Appendix 73b – Noise Management Plan Site Layout changes report

- This is a new appendix.
- This is a report by Aria Acoustics on the predicted impact on offsite noise levels from the site layout changes which demonstrates no adverse effect.

Appendix 76 - Noise Letters Bramham Park

- New letters have been obtained from Bramham Park residents for 2013 and are included here.

Appendix 80 – Medical Management Plan

- Medical resources are planned to a capacity of 70,000 (including 5000 guests).

Appendix 90 – TV and Media

- The Zeitgeist Agency replace Hall or Nothing as our agency for print PR.

Appendix 92 Fire Risk Assessment

- The Fire Safety advice includes an additional note about flares not being allowed onsite and how anyone disobeying may be liable to eviction.

Appendix 92c – Fire Extinguisher allocation

- Revised to reflect extinguishers required at revised venues.

Appendix 94

- The hazard about the use of wooded areas has been revised to reflect the new Silent Arena locations and it is noted that they will be patrolled by security.

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Report author: Susan Holden
Tel: 51863

Report of Head of Licensing and Registration

Report to Licensing Committee

Date: 12 March 2013

Subject: Sex Establishment Licensing Policy Public Consultation

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. The Council adopted the ability to licence lap dancing clubs and other premises which provide sexual entertainment in the same regime as sex shops and sex cinemas in January 2011. At the same time the council adopted a Statement of Licensing Policy to guide applicants.
2. Following the initial licensing of seven lap dancing clubs as sex establishments in June 2012, the council undertook to review the policy to ensure it still met the needs of the people of Leeds.
3. Licensing Committee formed a working group of Members and officers to review the policy. This review is underway and the working group recommends that a public consultation is undertaken to inform the policy.

Recommendations

4. That Licensing Committee review the proposed consultation approach and consider approval.
5. That Licensing Committee approve a 3% increase in application fees in line with inflation.
6. That Licensing Committee considers changing the sub delegation scheme so that all applications for sexual entertainment venues are determined by Licensing Committee and if that should be a subcommittee or the full committee.

1 Purpose of this report

- 1.1 To present for consideration of Licensing Committee the draft Statement of Licensing Policy (appendix 1) and supporting document (appendices 2 to 4).
- 1.2 To request approval of an increase in licence fees for relevant premises.
- 1.3 To consider a change of the sub delegation scheme so that all applications (grant, renewal, variation and transfer) for sex establishments are determined by Licensing Committee.

2 Background information

- 2.1 In January 2011 the Council made a resolution to adopt the provisions of Sch 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009, effective from 1st October 2011. This brought the licensing of premises which provide sexual entertainment into the same regime that has licensed sex shops and sex cinemas since 1982.
- 2.2 Licensing Committee formed a cross party working group, which developed a licensing policy and after public consultation it was adopted with effect from October 2011. This policy provided guidance to Licensing Committee when it determined the first grant of the sex establishment licences for the city's seven existing sexual entertainment venues.
- 2.3 Following the initial grant of the seven licences Licensing Committee brought forward the review of the policy, standard conditions and applications forms.

3 Main issues

Sex Establishment Statement of Licensing Policy

- 3.1 In July 2012 the Licensing Committee formed a working group to review the policy to ensure it still met the needs of the people of Leeds, and with lessons learned from the first licence applications, was fit for purpose for the future.
- 3.2 The group has met five times and has heard from a range of people interested in the licensing of sex establishments:
 - Rosie Campbell, Researcher, University of Leeds
 - Pauline Ellis, Equality Unit
 - Rosie Robinson Boardman, OBJECT
 - Arwen Strudwick, Domestic Violence Unit
 - Sara Robertson, Child Friendly Officer
 - Sgt Andrew Pollard, West Yorkshire Police (Child Sex Exploitation)
 - Sgt Martin Mynard, West Yorkshire Police (City Centre NPT)

- 3.3 The working group undertook site visits to two of the lap dancing clubs to see them working in operation and also undertook a walking tour of the city centre to see the premises in context with the night time environment. This gave the group the opportunity to talk directly to the managers of the clubs and to ask questions about the day to day operation.
- 3.4 In this context the working group has reviewed the existing policy, standard conditions and application forms. However the working group suggested that further research was undertaken to establish if there are localities within Leeds that are unsuitable locations for sexual entertainment venues and if there was a public view on how many clubs Leeds should have.
- 3.5 The group suggested utilising Citizen’s Panel which is a group of residents in Leeds who have committed to respond to a number of surveys each year. A survey which asked questions about the numbers and suitable locations for lap dancing clubs, as well as the use of premises where lap dancing clubs could be located near to was sent out to the Citizen’s Panel at the end of January. 1,499 people responded to the survey online and 352 people responded by post. The top line data relating to the online and postal responses is attached to this report. A full report and analysis will be available for the public consultation.
- 3.6 Taking into consideration all it has heard and seen, the Working Group made a number of changes to the policy. A brief description of the changes made to the policy is included in the consultation document but a full tracked changes copy showing all the changes made to the policy in detail is also available.
- 3.7 The Working Group suggests that a further 6 week public consultation is undertaken on the content of the policy and any responses are analysed and considered before a final draft of the policy is produced for final approval.
- 3.8 It is anticipated that the reviewed policy can be brought back to Licensing Committee for endorsement in June and thereafter presented to Executive Board in July.

Application Fees

- 3.9 The working group has reviewed the application fees and recommends a 3% increase as follows:

Grant, renewal, transfer, variation	Currently £2,800	Proposed £2,884
Minor variation	Currently £900	Proposed £927

- 3.10 The 3% increase is in line with inflation. According to the Office for National Statistics the Consumer Prices Index annual inflation for January 2013 was 2.7% and the Retail Prices Index annual inflation was 3.3%.

Renewal Process

- 3.10 The working group have discussed the usual process for dealing with renewal applications. The current process is that all new applications are determined by Licensing Committee (subcommittee), and that only renewal, transfer and variation applications which receive representations are heard by Licensing Committee.
- 3.11 The working group suggest that should the policy be amended in line with the draft policy, i.e. to establish numbers and locations which are deemed unsuitable, it would be more appropriate for all applications to be determined by Licensing Committee (subcommittee or full committee).

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 In line with the licensing authority's usual practice the Statement of Licensing Policy will undergo a total of 12 weeks consultation, 6 weeks of which will be with anyone affected by the proposed changes. In addition the council will consult with elected members, support groups, groups that have expressed an interest in this matter, including all the respondents to the consultation which was undertaken for the initial policy.
- 4.1.2 The working group has consulted with a range of interested parties as described at 3.2 and it was the information provided that informed the policy amendments.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The working group has met with the council's Equality Team to discuss these issues. As the activity of sexual entertainment is considered a gender inequality issue, the working group has taken careful consideration to ensure that the draft policy can be applied to both gentlemen's clubs and those that cater for women. In addition the consultation is directed at all areas of society with members of religious groups and community leaders being consulted as well as all elected members, MPs and any other person who has made themselves known to the council as someone who has an interest in this matter.
- 4.2.2 An Equality, Diversity, Cohesion and Integration Impact Assessment Screening has been undertaken.

4.3 Council policies and City Priorities

- 4.3.1 The Statement of Licensing Policy sets out the principles the council will use to exercise its functions under the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009. Applicants for licences are expected to read the Policy before making their application and the council will refer to the Policy when making its decisions.

4.3.2 The licensing regime contributes to the following aims:

By 2030, Leeds will be fair, open and welcoming

- Local people have the power to make decisions that affect them
- There is a culture of responsibility, respect for each other and the environment
- Our services meet the diverse needs of our changing population
- Everyone is proud to live and work

By 2030, Leeds' economy will be prosperous and sustainable

- Opportunities to work with secure, flexible employment and good wages

By 2030, all Leeds' communities will be successful

- Communities are safe and people feel safe

4.3.3 The licensing regime contributes to the following city priorities:

Best city... for communities:

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

4.4 Resources and value for money

4.4.1 The licensing of sex establishments attracts a fee which can only be used to pay for the costs associated with the licence application and cannot be used to cover the cost of enforcement or investigation of unlicensed activity. As such the policy review is a cost to the council, which is not recovered by the licence fee.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The council has a policy adopted by Executive Board which came into effect in October 2011. This policy will remain in place until a new policy is adopted. Therefore should the Licensing Committee decide to not proceed with the consultation, or to approve the draft policy for consultation, the original policy will remain in place.

4.5.2 The approval of the revised policy will be matter for Executive Board and eligible for call in. However the draft policy, at this stage is not available for call in.

4.6 Risk Management

4.6.1 The report recommends that the draft policy and supporting documentation are approved for public consultation, that a fee increase is applied and that a decision is made regarding the determination of renewal and other applications. As there is a policy already in place, the risk of adverse effects of a negative response to any of these recommendations is low.

5 Conclusions

- 5.1 This report presents the draft policy, consultation methodology and the results of the Citizen's Panel Survey (online results) for approval.
- 5.2 This report recommends a 3% increase is applied to all applications under the sex establishment regime from 1st April 2013.
- 5.3 This report asks that Licensing Committee considers the matter of the determination of non-contentious applications made under this scheme so that preparations can be made for a change to the delegation scheme in May 2013.

5 Recommendations

- 6.1 That Licensing Committee review the proposed consultation approach and consider approval.
- 6.2 That Licensing Committee approve a 3% increase in application fees in line with inflation to take effect from 1st April 2013.
- 6.3 That Licensing Committee considers changing the sub delegation scheme so that all applications for sexual entertainment venues are determined by Licensing Committee and if that should be a subcommittee or the full committee.

7 Background documents¹

- 7.1 There are no unpublished background documents that relate to this matter.

Appendices

- Appendix 1 Draft Sex Establishment Statement of Licensing Policy Draft
- Appendix 2 Citizen's Panel Questionnaire
- Appendix 3 Summary of the Citizen's Panel online results
- Appendix 4 Public Consultation document

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



Licensing of Sex Establishments

Statement of Licensing Policy

Local Government (Miscellaneous Provisions) Act 1982
as amended by the Policing and Crime Act 2009

DRAFT v4 Feb 2013

Further copies of this document can be obtained from:

Entertainment Licensing
Leeds City Council
Civic Hall
Leeds
LS1 1UR

Tel: 0113 247 4095

Fax: 0113 224 3885

Email: entertainment.licensing@leeds.gov.uk

Web: www.leeds.gov.uk/licensing

Please note:

The information contained within this document
can be made available in different languages and
formats including
Braille, large print and audio cassette.

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Executive Summary

The Policing and Crime Act 2009 amends the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brings to lap dancing, pole dancing and other “relevant entertainment” a new licensing regime.

The legislation provides for local authorities to adopt a policy and standard conditions relating to sexual entertainment venues, sex shops and sex cinemas.

Leeds City Council adopted the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 on 19th January 2011 with effect from 1st October 2011.

Leeds City Council adopted a policy and standard conditions in September 2011 to be applied when determining sex establishment licences in the Leeds district.

The policy was reviewed and a revised policy was adopted in xxxx 2013.

This policy:

- Sets out the council’s approach for the benefit of operators
- Guides and reassures the public and other public authorities
- Ensures transparency
- Ensures consistency
- Guides and focuses the Licensing Committee when making determinations under this legislation.

The policy deals with:

- The mandatory and discretionary grounds for refusal
- Standard conditions
- The application process
- Waiver

Section 1 Interpretation

Advertisement means any word, letter, image, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purposes of, advertisement or announcement.

Authorised officer means an officer employed by Leeds City Council and authorised by the council to act in accordance with provisions of the Local Government (Miscellaneous Provisions) Act 1982.

The council will mean Leeds City Council.

Display of nudity means:

- (a) in the case of a woman, exposure of her nipples, pubic area, genitals or anus; and
- (b) in the case of a man, exposure of his pubic area, genitals or anus.

Dancer means dancer, entertainment, performer or other such person employed, or otherwise, to provide relevant entertainment.

Licence means any sex establishment licence that the council can grant under this Act. This includes any associated consent of permission.

Licensee means the holder of a sex establishment licence.

Licensed area means the part of the premises marked on the plan where licensable activities are to take place.

Premises includes any vehicle, vessel or stall but does not include any private dwelling to which the public is not admitted.

Relevant entertainment means any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

Responsible person means the person nominated by the licensee who has personal responsibility for and be present on the premises whilst the premises is open to the public. This may be the manager or the relief manager.

Sex shop means any premises, vehicle, vessel or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating sex articles or other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity.

Sexual entertainment venue means any premises at which relevant entertainment is provided before a live audience, directly or indirectly for the financial gain of the organiser (i.e. a person who is responsible for organisation of management of the entertainment or the premises).

Standard conditions will mean any terms, conditions or restrictions contained or referred to in the schedule to a licence granted under Schedule 3, but does not include any private dwelling to which the public is not admitted.

Unsolicited (in relation to advertising) means any material that is unasked for, not looked for or unsought, i.e. newspaper advertising, flyers, posters, radio advertisements, television advertising, advertising hoardings etc.

Vehicle means a vehicle intended or adapted for use on roads.

Section 2 The purpose of the licensing policy

- 2.1 This policy is prepared under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009. It was approved by Leeds City Council as the licensing authority for the Leeds metropolitan district on xxx 2013. It will be reviewed regularly.
- 2.2 This policy is concerned with the regulation of sex establishments, namely sexual entertainment venues, sex shop and sex cinemas.
- 2.3 The council's licensing regime aims to ensure that sex establishments in the Leeds district operate in a safe, fair and discreet manner and are sensitive to the local area in which they are situated. Specific attention has been taken to advertising, staff welfare, external appearance, locality and the number of licensed premises.
- 2.4 This policy also has regard to the guidance issued by the Home Office.
- 2.5 The council adopts the overall approach of encouraging the responsible promotion of licensed activities. However, in the interests of all its residents, it will not tolerate irresponsible licensed activity. The council will impose conditions where necessary to promote responsibility and will use effective enforcement to address premises where there are problems, in partnership with key agencies such as:
 - West Yorkshire Police/ British Transport Police
 - West Yorkshire Fire and Rescue Service
 - Health and Safety Executive
 - Crime and Disorder Reduction Partnerships
 - Primary Care Trusts in the district
 - West Yorkshire Trading Standards
 - UK Border Agency
- 2.6 The council will monitor the effectiveness of this policy by way of regular meetings with key agencies and by regular open dialogue with the industry.

Public consultation

- 2.7 In January 2013 the Council consulted with the Citizen's Panel. The Citizens' Panel is a group of residents of Leeds who have volunteered to give up their time to complete between 4 and 6 surveys a year about a range of issues. The information provided from Citizen's Panel has been used to inform policy making in the council. The Citizen Panel reaches approximately 4,000 people in Leeds and the response rate is usually around 60%.
- 2.8 The survey was issued in January 2013. 1499 people responded to the online survey and 353 people responded to the postal survey. The survey looked at the setting of numbers and localities for sexual entertainment venues. The following results reference the percentage of the people that responded to the question. The highest figure is highlighted. Where there are two higher results within a percentage point, both are highlighted. Please note all percentages are rounded up.

Numbers

- 2.9 The survey asked if respondents thought that the council should set a maximum number for any locality in Leeds. **87%** of the people who responded to the question stated yes.
- 2.10 The survey asked what number should be set for certain localities.

	0	1	2	3	4	5	6	7	8+
A residential area	94%	2%	1%	0%	0%	0%	0%	0%	1%
A deprived area	85%	5%	3%	1%	2%	0%	0%	0%	3%
A rural area	79%	8%	6%	2%	1%	0%	0%	0%	3%
An industrial area	57%	12%	11%	6%	4%	3%	1%	1%	5%
A busy late night economy area	47%	13%	13%	7%	5%	3%	2%	3%	7%
A built up area i.e. a town centre	44%	13%	13%	7%	6%	5%	1%	4%	8%
The city centre	26%	5%	9%	10%	9%	12%	4%	12%	13%

Localities

- 2.11 Respondents were asked if there are any localities within Leeds that they considered were not appropriate for SEVs:

It would not be acceptable to locate a lap dancing club in:	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
A residential area	70%	13%	3%	5%	10%
A deprived area	53%	16%	14%	8%	10%
A rural area	48%	17%	14%	13%	9%
An industrial area	30%	13%	25%	19%	12%
A busy late night economy area	26%	16%	22%	25%	11%
A built up area, i.e. town centre	24%	15%	20%	30%	11%
The city centre	20%	12%	18%	33%	17%

- 2.12 Respondents were asked if it would not be acceptable to have a lap dancing club anywhere in Leeds:

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
It would not be acceptable to have a lap dancing club in any locality in Leeds	22%	6%	28%	27%	17%

2.13 Respondents were asked if there were any localities in the city centre that they would not consider to be acceptable to locate a lap dancing club on or near to:

It would not be acceptable to locate a lap dancing club on or near to:	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Millennium Square, Calverley Street	50%	20%	13%	11%	7%
City Square	44%	20%	16%	13%	8%
The area around the combined Courts	40%	20%	18%	14%	7%
The Headrow, Eastgate	35%	17%	21%	18%	8%
East Parade, Park Row	34%	17%	23%	18%	8%
New Briggate, Briggate	34%	16%	22%	19%	9%
Albion Street, Woodhouse Lane	31%	16%	25%	20%	8%
Merrion Centre, Merrion Street	30%	14%	24%	23%	9%
Boar Lane	29%	16%	25%	21%	8%
New Station Street, Wellington Street	28%	13%	28%	23%	8%
Call Lane, The Calls, Assembly Street	25%	13%	24%	28%	9%

2.14 Respondents were also asked if it would not be acceptable to locate a lap dancing club anywhere in the city centre:

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
It would not be acceptable to locate a lap dancing club anywhere in the city centre	28%	6%	23%	26%	17%

Vicinity

2.15 The respondents were asked to consider the use of premises in the vicinity of SEVs and where asked to state their opinion on whether it would not be acceptable to have a SEV near to any of the following types of areas or buildings

It would not be acceptable to locate a lap dancing club near to:	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Schools and other places of education	84%	9%	1%	1%	4%
Residential areas	82%	10%	2%	2%	3%
Play areas or parks	81%	11%	2%	2%	4%
Youth facilities	81%	12%	3%	1%	4%
Women's refuge facilities	81%	10%	4%	2%	4%
Family leisure facilities such as cinemas, theatres and concert halls	76%	14%	4%	3%	4%
Places of worship	76%	11%	6%	3%	4%
Places used for celebration or commemoration	70%	15%	9%	3%	3%
Cultural leisure facilities such as libraries, museums	62%	20%	10%	5%	4%
Retail shopping areas	60%	17%	12%	7%	4%
Historic buildings	58%	18%	15%	6%	4%
Sports centres/facilities	56%	17%	16%	7%	4%

Train station or bus station	50%	12%	21%	11%	5%
Financial Institutions such as banks	40%	14%	25%	14%	6%
Late night entertainment areas	21%	9%	22%	33%	14%

2.16 The full Citizen Panel survey results are available on request.

2.17 Following the initial consultation with the Citizen’s Panel the council has consulted on the policy with and considered the views of a wide range of people and organisations including:

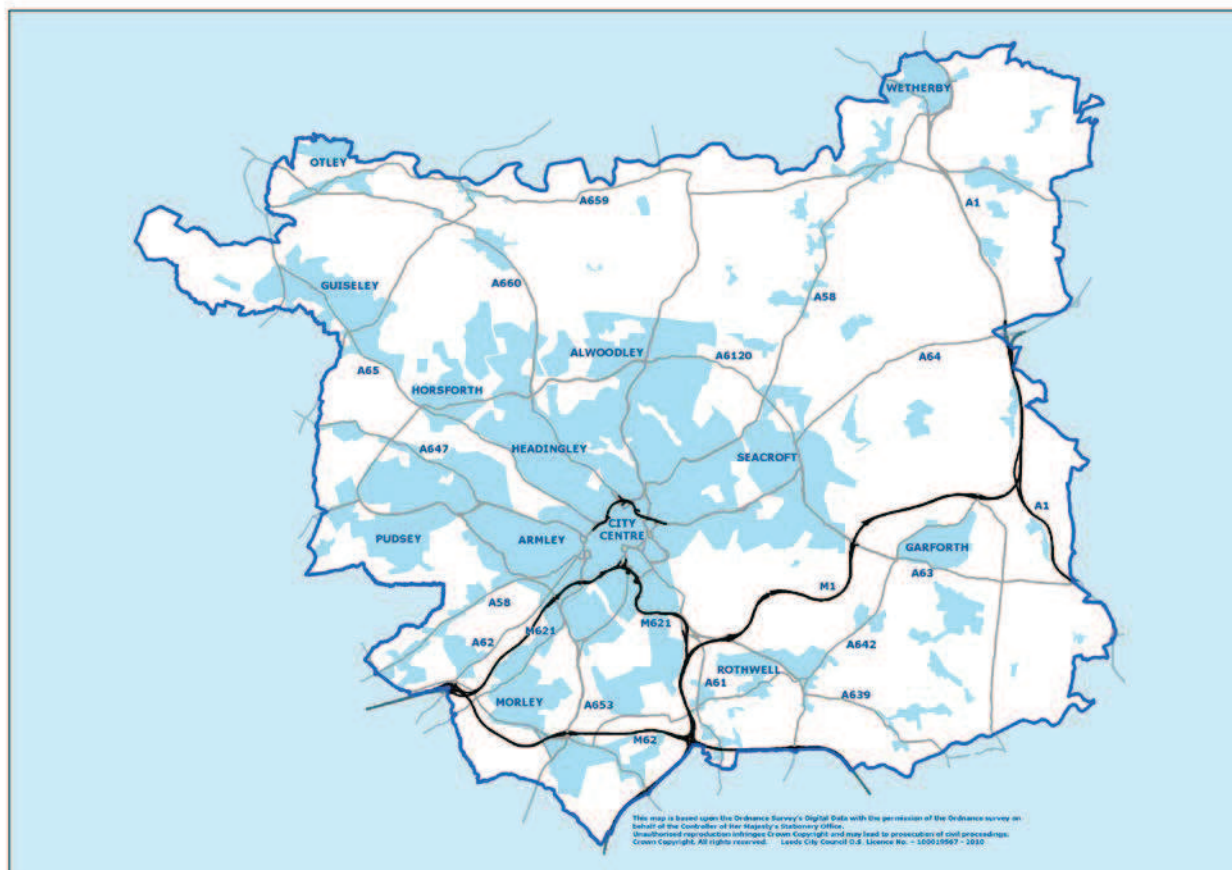
- Representatives of local business
- Local residents and their representatives
- Parish and town councils
- Local members of parliament
- Representatives of existing licence holders
- West Yorkshire Police
- British Transport Police
- Leeds City Council - Domestic Violence Unit
- Leeds City Council - Children and Young People Social Care
- Leeds City Council - City Development
- Leeds Primary Care Trust
- Charitable organisations that have interest in sex establishments

2.18 A full analysis of the Public Consultation is available on request.

Section 3 The scope of the licensing policy

- 3.1 This policy covers licensable premises and activities as defined by the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 (the Act) within the Leeds metropolitan district. Schedule 3 of the Act is concerned with the control of sex establishments. A sex establishment means a sexual entertainment venue, sex cinema or sex shop.
- 3.2 A sexual entertainment venue is a premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer. Relevant entertainment means any live performance or any live display of nudity which is provided solely or principally for the purpose of sexually stimulating any member of the audience. The full legal definition of a sexual entertainment venue can be found at section 2 and 2A of the Act.
- 3.3 A sex cinema is a premises used to a significant degree for the exhibition of moving pictures which primarily portray sexual activity or act of force of restraint which are associated with sexual activity. A full legal definition of a sex cinema can be found in section 3 of the Act.
- 3.4 A sex shop is a premises used to a significant degree for the selling, etc. of sex articles or other items intended for the use of stimulating sexual activity or acts of force or restraint. A full legal definition of a sex shop can be found ay section 4 of the Act.
- 3.5 Advice on whether a licence is required can be obtained from Entertainment Licensing, Leeds City Council. Contact details are set out in Appendix 3.
- 3.6 Throughout this policy the wording will refer to ‘applicants’ for licences. However it should be noted that the principles set out within this policy apply equally to new applications, renewals and transfers.
- 3.7 This policy seeks to provide advice to applicants about the approach they should take to making applications and the view the council is likely to take on certain key issues.

Section 4 The Leeds district



- 4.1 Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within 30 minutes drive of the City Centre.
- 4.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of 751,000 (taken from the 2011 census). It includes the city centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 4.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the city coupled with a significant increase in residential development. The close proximity of a range of land uses and the creation of mixed-use schemes have many benefits including the creation of a vibrant 24-hour city.
- 4.4 Leeds has strong artistic traditions and has the best attended outdoor events in the country. The success of arts and heritage organisations including the Grand Theatre, City Varieties, West Yorkshire Playhouse, Opera North, Northern Ballet Theatre, Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackeray Medical Museum. The city also boasts a wealth of community based sports heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.

- 4.5 Sport is a passion for people in Leeds and Yorkshire. Leeds United Football Club has a loyal and passionate following and Elland Road is one of England's great traditional grounds. Cricket is followed with enthusiasm with Yorkshire County Cricket Club's home in Headingley. Leeds has the world's first dual-code rugby partnership - Leeds Rhinos Rugby League and Leeds Carnegie Rugby Union. The Leeds Rhinos in particular have enjoyed great success in recent years. Wetherby racecourse was established in 1891 and is considered one of best jump courses in the country.
- 4.6 Leeds is a city with many cultures, languages, races and faiths. A wide range of minority groups including Black Caribbean, Indian, Pakistani, Irish and Chinese as well as many other smaller communities make up almost 11% of the city population.
- 4.7 The Vision for Leeds 2011-2030 published by the Leeds Initiative as the city's strategic partnership group, indicates that Leeds is now one of Britain's most successful cities. It aims that "by 2030, Leeds will be locally and internationally recognised as the best city in the UK". By 2030:
- Leeds will be fair, open and welcoming.
 - Leeds' economy will be prosperous and sustainable.
 - All Leeds' communities will be successful.
- 4.8 This licensing policy seeks to promote licensing within the overall context of the three aims set out in Vision for Leeds 2011-2030.

Section 5 Integrating other guidance, policies, objectives and strategies

5.1 In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with, the following strategies:

- Vision for Leeds 2011 to 2030
- Leeds Unitary Development Plan
- The Local Development Framework including the Leeds City Centre Area Action Plan
- The Home Office Tackling Violent Crime Programme
- Leeds City Council – Anti-Social Behaviour Statement
- Leeds City Council – Environmental enforcement policies
- Leeds City Council - Violence Against Women Strategy

Child Friendly

5.2 Since the original policy was adopted and published, the council has announced its intention for the city to become 'Child Friendly'. This links back to the council's vision which states:

'Best city... for children

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.'



5.3 There are over 180,000 children and young people in Leeds. To become a child friendly city, and the best city for children and young people, their voices and views need to be heard and responded to, and that they are active participants in their local community and citywide.

5.4 The UN convention on the rights of the child sets out the basic rights for children worldwide. The UN developed the model for child friendly city model – a place where children rights are known and understood by children and adults alike, and where these rights are reflected in policies and budgets.

5.5 As part of the aim for Leeds to become a child friendly city, the council declared 12 wishes:

In a child friendly Leeds...

1. Children and young people can make safe journeys and can easily travel around the city
2. Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play
3. There are places and spaces to play and things to do, in all areas and open to all
4. Children and young people can easily find out what they want to know, when they want it and how they want it
5. Children, young people and adults have a good understanding of children's rights, according to the United Nation Convention on the Rights of the Child
6. Children and young people are treated fairly and feel respected
7. Children and young people have the support and information they need to make healthy lifestyle choices
8. All our learning places identify and address the barriers that prevent children and young people from engaging in and enjoying learning

9. There are a greater number of better quality jobs, work experience opportunities and good quality careers advice for all
10. All children and young people have their basic rights met
11. Children and young people express their views, feel heard and are actively involved in decisions that shape their lives
12. Places and spaces where children and young people spend time and play are free of litter and dog fouling

5.6 This policy is particularly affected by wish 2 – “Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play” and wish 3 – “There are places and spaces to play and things to do, in all areas and open to all”.

5.7 In response to this new initiative, the council has taken special consideration of the location of sex establishments and the number that is considered suitable for Leeds.

Other policies

5.8 The council (through its Licensing Committee) may, from time to time receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in Section 7 it may have regard to them when making licensing decisions.

5.9 The Committee may, after receiving such reports, make recommendations to the council or other bodies about the impact of the licensing policy on such policies, strategies and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

Section 6 Cultural activities in Leeds

- 6.1 Leeds City Council (in common with other local authorities) is a major provider of facilities for public recreation. The Council has a tradition of promoting a wide range of cultural activity for the benefit of the city and district.
- 6.2 Leeds has a long established reputation for the encouragement of community and diverse cultural events and public entertainment as an essential aid to community involvement and an increasing sense of common identity.
- 6.3 Leeds Town Hall is the dedicated public concert hall/performance area in Leeds and the Carriageworks Theatre is dedicated to amateur performance and public use for Leeds.
- 6.4 Millennium Square in the city centre is used for public events and entertainment such as the Christmas market and 'Icecube' (a temporary ice rink).
- 6.5 Leeds Art Gallery has been described as 'probably the best collection of twentieth century British art outside London' (John Russell Taylor, The Times). Leeds Art Gallery is a newly re-furnished creative and lively gallery in the heart of Leeds on The Headrow in Leeds' Cultural Quarter. Offering displays of Leeds' stunning collections as well as a dynamic programme of changing exhibition, Leeds Art Gallery is an innovative and exciting place to visit for people of all ages and tastes.
- 6.6 Leeds City Museum is located in one of Leeds' much loved civic buildings - the Leeds Institute building on Millennium Square. The Leeds Institute is one of the City's most important historic buildings and was completed in 1862 by Cuthbert Brodrick, who also built Leeds Town Hall and the Corn Exchange. The Institute was built to provide education for the City's industrial workers and as a venue for lectures and large scale events. Work began in autumn 2005 on an ambitious project to turn it into an exciting new museum in the heart of Leeds. The project was funded by the Heritage Lottery Fund, Leeds City Council and Yorkshire Forward and has transformed the Grade II-listed Civic Institute building into a state-of-the-art museum.
- 6.7 The Carriageworks theatre is a thriving theatre at the heart of Leeds' Millennium Square. It showcases the best national and regional performance with a dynamic programme of theatre, dance, comedy and film. At the same time it provides support to young and emerging theatre makers, offering them a key platform to develop work. The venue gives opportunities for members of the local community to take part in a variety of high quality arts activities, and is home to the Leeds Civic Arts Guild. This is an umbrella group of performing societies enabling local people to experience making theatre in a fully functioning professional venue.
- 6.8 Abbey House is located just three miles out of the city centre on the main A65 road to Kirkstall. Located in accessible yet tranquil surroundings, Abbey House Museum is just a short distance from Kirkstall Abbey and its surrounding park. Abbey House opened to the public as a museum in 1927. During the 1950s Victorian street scenes were added. In 1995, the centenary of the reopening of Kirkstall Abbey by the city, it was decided to raise the money needed to redisplay and improve facilities for visitors. The Heritage Lottery Fund, Leeds City Council and the Friends of Leeds Museums made this work possible and work was completed in 2001.
- 6.9 The parks at Roundhay, Woodhouse Moor, Potternewton and Middleton are in use for community organised gatherings fairs and carnivals and Temple Newsam Park is the venue for council promoted public events attracting upwards of fifty thousand people.

- 6.10 The Leeds Arena brings live entertainment to life in a way never experienced in the UK before and can host over 140 events a year, such as pop and rock concerts, boxing, wrestling, darts, dance ice shows, comedy shows, basketball and family entertainment. The 13,500 capacity Leeds Arena is the United Kingdom's first purpose built 'fan-shape' arena and has an iconic external design that can change appearance through an ever changing kaleidoscope of coloured lights.
- 6.11 Spread across a tapestry of arcades that traverse three of the busiest shopping streets in Leeds (Briggate, Albion and Commercial Street), and covering one million square feet over three levels, Trinity Leeds is a retail beacon. It gives shoppers 120 sensational shops, stores, restaurants and cafes to explore at their leisure. The mix of restaurant, café and leisure destinations in Trinity Leeds seamlessly joins day with night, ushering into the city a new era of world-class entertainment and culture.
- 6.12 Eastgate Quarters will deliver over one million square foot of new high quality retail led development transforming this brownfield site. The scheme will create a new focus for the North East of the City Centre joining up Kirkgate Market, Vicar Lane and the Grand Arcade. The creation of new, well-proportioned retail space at Eastgate Quarters will ensure Leeds is lifted in the retail rankings, reaffirming its position as the premier retail destination in the region. In addition to the urban renewal of the city, Eastgate makes a positive contribution to its economic prosperity with the creation of in the region 4,000 permanent retail and leisure jobs supported by pre-employment and skills training programmes.

Section 7 General principles

7.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, taking into account local knowledge, this licensing policy and the guidance issued by the Home Office. Where it is necessary to depart from the guidance or this Policy the council will give clear and cogent reasons for doing so.

Mandatory grounds for refusal

7.2 Applications for sex establishments can be refused on the following mandatory grounds:

- if the applicant is under 18,
- if the applicant has a disqualification following the revocation of their licence,
- if the applicant is non-resident in the UK,
- company not incorporated in the UK,
- or a previous refusal of the applicant at the same premises in the previous 12 months.

7.3 These matters are considered by the licensing subcommittee on determination of the licence. The subcommittee will be advised of any pertinent information gathered either by officers of the council or by officers of West Yorkshire Police whilst processing the application.

Discretionary grounds for refusal

7.4 There are also a number of discretionary grounds. These are:

- if the applicant is unsuitable,
- if the business would be managed by or for the benefit of a third party who would be refused licence in their own right,
- that the number of sex establishments in the locality or of sex establishments of a particular kind in the locality equals or exceeds the number considered appropriate,
- is inappropriate having regard to:
 - Character of relevant locality
 - Use of premises in vicinity
 - Layout, character, condition or location of the premises.

Suitability of applicant

7.5 In consideration whether the applicant is suitable to hold a licence, the council will take into account such matters as it considers to be relevant, including but not limited to whether the applicant:

- is honest
- has a clear understanding of the conditions that may be attached to the licence
- has a suitable business plan which will deliver compliance of the standard conditions.
- has no unspent conviction of a nature that deem him/her unsuitable.

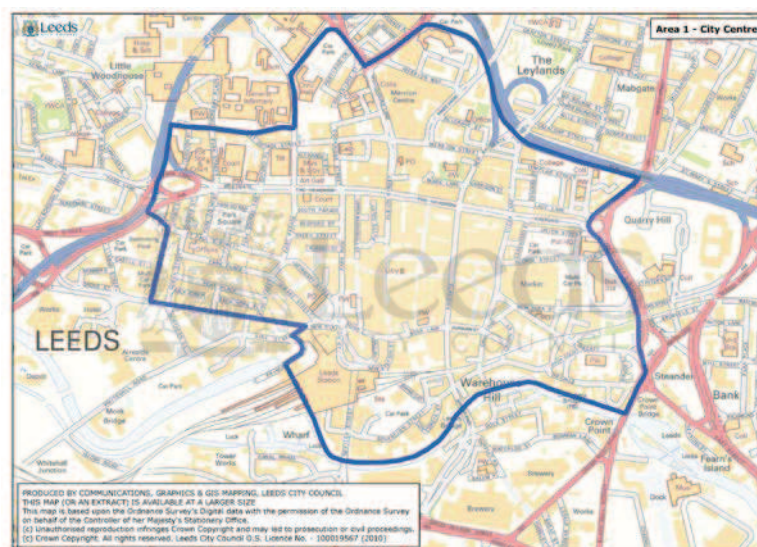
Suitability of manager or beneficiary

7.6 The council will require the applicant to identify the proposed manager or beneficiary of the business. In considering the suitability of these persons the council will apply the principles at 7.5.

Appropriate numbers and localities

- 7.7 The council may refuse a licence on the grounds that the number of licences of that type is equal to or exceeds the number which the authority consider is appropriate for that locality. The council has considered each and every part of the city of Leeds in order to identify whether there are any localities in which the licensing of sex establishments is appropriate.
- 7.8 In deciding when and if so what policy to adopt in relation to this discretionary ground, the council has taken into account the matters set out in sections 2 to 6 of this policy. It has been influenced by the following considerations.
- 7.9 The Council has taken account of its own corporate strategies and priorities as represented by its Vision for Leeds 2011 to 2030, Leeds Unitary Development Plan, Violence Against Women Strategy and Child Friendly. The council believes that, in taking these strategies into consideration, SEVs are not in accordance with a culturally rich and diverse city. In particular SEVs tend not to be inclusive facilities, appeal only to a narrow sector of the community and are unlikely to enhance the cultural and child friendly reputation of the city.
- 7.10 The council has had due regard to the need to advance equality of opportunity between men and women. It considers that the presence of SEVs in any locality of Leeds will not advance equality of opportunity of women workers or residents. It recognizes that a nil per locality policy may reduce the employment opportunities for dancers. However is also recognises that those working in SEVs are often peripatetic and self-employed and will retain the opportunity to find employment as performers in other venues in Yorkshire or in other roles in the entertainment industry. The council believes that, on clear balance, in gender equality terms, its policy is both supportable and correct.
- 7.11 The consultation with the Citizen's Panel revealed that a majority of residents in Leeds consider that SEVs are inappropriate in the vicinity to premises with particular sensitive uses. The following uses all scored highly:
- Schools and other areas of education
 - Play areas/parks
 - Youth facilities
 - Residential areas
 - Women's refuge facilities
 - Family leisure facilities such as cinemas, theatres and concert halls
 - Places of worship
 - Places used for celebration or commemoration
 - Cultural leisure facilities such as libraries, museums
 - Retail shopping areas
 - Historic buildings
- 7.12 The council agrees that these uses are sensitive and that SEVs are generally not appropriate near them.
- 7.13 The consultation with the Citizen's Panel indicated that in particular rural, residential and deprived areas were particularly unacceptable as localities for SEVs to be located in. When considering each of the council wards the council has considered if it could be considered a rural, residential or a deprived area. Even areas outside of the city that would be considered a built up area are also largely residential. The council has considered each and every ward and has determined all areas outside of the city centre to be unacceptable localities for SEVs to be located due to their proximity to rural, residential or deprived areas.

- 7.14 The same results indicated that 32% agreed and 50% disagreed that the city centre would not be an acceptable locality to locate a lap dancing club in. In addition 42% of respondents agreed and 36% of respondents disagreed that it would not be acceptable to locate a SEV in busy late night economy area. 39% of respondents agreed and 41% of respondents disagreed that it would not be acceptable to locate a SEV in a built up area such as a town centre.
- 7.15 The Citizens Panel also looked at areas within the city centre that would not be acceptable to locate a SEV. 10 of the 11 areas designated in the survey received a response that indicated that it is more unacceptable than acceptable to locate a SEV on or near to them. The only area in the city centre that was inconclusive was the Call Lane, The Calls, Assembly Street area. This area is designated as a violent crime hotspot by West Yorkshire Police and is included in the council cumulative impact policy under the Licensing Act 2003.
- 7.16 Therefore, it is the council's policy that there is no locality outside of the city centre in which it would be appropriate to license a sexual entertainment venue. Accordingly the appropriate number of SEVs for outside of the city centre is nil.
- 7.17 Taking into consideration all the matters mentioned in this section the appropriate number of SEVs in the city centre is a maximum of four providing those premises are not near properties with sensitive uses or in sensitive locations.
- 7.18 The extent of the city centre is indicated on the following map:



- 7.19 The council has not determined a limit on numbers or locality in relation to sex shops or sex cinemas. These applications will be dealt with on a case by case basis but applicants can be guided by the criteria mentioned at 7.4 to 7.6.

Human Rights

- 7.20 The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The council will have particular regard to the following relevant provisions of the European Convention on Human Rights:
- **Article 6** that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - **Article 8** that everyone has the right to respect for his home and private life.

- **Article 10** that everyone has the right to freedom of expression.
- **Article 1 of the first protocol** that every person is entitled to the peaceful enjoyment of his or her possessions, including for example a licence.

The Provision of Services Regulations

7.21 The Provision of Services Regulations 2009 implements the European Services Directive. These regulations ensure that any refusal of a licence is:

- **non-discriminatory** in regard to nationality,
- **necessary** for reasons of public policy, public security, public health or the protection of the environment and
- **proportionate** with regard to the objective pursued by the legislation.

7.22 The council will consider these three issues in relation to the refusal of licence applications.

Crime and Disorder Act 1998

7.23 The Crime and Disorder Act 1998 places a duty on the council to exercise its functions with due regard to:

- Crime and disorder in its area (including ant-social and other behaviour adversely affecting the local environment;
- The misuse of drugs, alcohol and other substances.
- Re-offending in its area.

7.24 The council will have particular regard to the likely effect of the determination of licence applications on these issues and the need to do all that is reasonable can to prevent them.

Equality Act 2010

7.25 The Equality Act 2010 places a duty on the council to exercise its functions with due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equality Act 2010;
- Advance equality or opportunity between persons who share relevant protected characteristic and person who do not share it;
- Foster good relation between persons who share a relevant protected characteristic and persons who do not share it.

7.26 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.27 The council is aware that sex establishments tend to be predominantly marketed to men and that the licensing of these establishments must not encourage discrimination against women especially in regard to women who work at the premises, women who may wish to visit the premises or women who are using the area for other purposes but who may feel intimidated by the presence of such premises.

7.28 Accordingly, due regard has already been and will continue to be given during the review of this policy, to the determination of licences and the attaching of conditions.

Planning

- 7.29 The use of premises is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
- 7.30 In general, all premises which are the subject of an application, should have the benefit of planning permission, or be deemed permitted development. The onus will be on the applicant to demonstrate that planning permission has been granted or that the premises have the benefit of permitted development rights. Failure to do so may result in objections and the licence being refused or granted subject to conditions which take account of the planning permissions in existence.
- 7.31 In addition, all new developments and premises which have been subject to structural alterations since 1994 will have building control approval in the form of a Building Regulations Completion Certificate. The onus will be on the applicant to demonstrate that any structural alterations have been approved by building control. Failure to do so may result in objections and the licence being refused or granted subject to conditions.
- 7.32 Any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct.

Staff Training

- 7.33 The council recommends that all persons employed on licensed premises be encouraged to attend training programmes to raise awareness of their responsibilities and particularly of the offences contained within the Local Government (Miscellaneous Provisions) Act 1982 and the conditions of the licence. Where recognised training programmes are not available employers should ensure that their employees are advised of their responsibilities and the offences under the Act.
- 7.34 All persons employed on licensed premises should be provided with in-house training on basic public safety and the housekeeping arrangements relative to those premises. Depending on their job role, this may include training in first aid, age verification policies, basic health and safety, and so on.
- 7.35 Licensed premises will be required to record training undertaken by staff in their staff records. These records will be made available for inspection on request by an authorised officer or the police.

Advertising

- 7.36 As part of the standard conditions attached to licences there is a requirement that all advertising and the external appearance of the premises must be approved by council. This approval will be sought at a sub-committee hearing. Applicants will be entitled to attend the hearing. Please contact Entertainment Licensing for further information on how to submit changes to advertising material and external appearance.

Fining

- 7.37 The council is aware that in SEVs in Leeds it is the usual practice of some businesses to fine dancers for misdemeanours such as chewing gum, wearing inappropriate clothing or being late for a shift. The practice of fining can lead to an air of mistrust and resentment in the work place. More importantly in all the cases of fining that have been noted in premises in Leeds the (predominantly male) management fine female dancers, but not bar staff or door staff. The management of premises should seek alternative methods for dealing with misdemeanours perpetrated by dancers, who in the main are self-employed and peripatetic.
- 7.38 Therefore, for reasons of gender inequality, a standard condition has been imposed on all new and renewed licences to prohibit the practice of fining.

Exemptions

- 7.39 Under the Local Government (Miscellaneous Provisions) Act 1982 there is an exemption for sexual entertainment venues for premises which provide relevant entertainment on an infrequent basis. These are defined as premises where –
- no relevant entertainment has been provided on no more than 11 occasions within a 12 month period;
 - no such occasion has begun within a period of one month beginning with the end of the previous occasions; and
 - no such occasion has lasted longer than 24 hours
 - other premises or types of performances or displays exempted by an order of the Secretary of State.
- 7.40 This exemption does not apply to sex shops or sex cinemas.

Section 8 Application Procedure

The application process

- 8.1 Applications must be made to the council in the form prescribed in Annex 2. Guidance is available to applicants setting out the detail of the process.
- 8.2 An operator's suitability will be checked before a licence for a sex establishment is granted. Depending on the individual circumstances this may be achieved by the following means:
- Application form
 - Criminal Records Bureau check
 - Personal interview either in person, at hearing, by phone or in writing
 - Accreditation
- 8.3 In the first instance, the application will be sent to West Yorkshire Police who may conduct a check. The operator's suitability will be checked using the application form and the personal information forms. Applicants may be asked to provide basic CRB checks, or attend an interview, to support their application.
- 8.4 The suitability of the applicant is important to ensure that the interests of the public are protected. The council will use the methods described above to ensure that the proposed operator:
- is honest
 - has a clear understanding of the conditions that may be attached to the licence
 - has a suitable business plan which will deliver compliance of the standard conditions.
 - has no unspent conviction of a nature that deem him/her unsuitable.
- 8.5 Applications for sexual entertainment venue sex establishment licence will also show they have:
- a clear employees welfare policy
 - a clear code of conduct for employees
 - a clear code of conduct for customers
 - a clear policy on pricing, and
 - protects the interests of his customers
- 8.6 The council will take all of these criteria into account when determining the licence. Non-compliance of one or more of the criteria will not necessarily exclude the operator from holding a sex establishment licence providing the applicant is able to prove to the council that the interest of the public is protected.

Third Party Beneficiaries

- 8.7 In order to protect the public interest it is important to establish the hierarchy of the operator's business. Information will be sought and enquiries made into the operator's company structure to ensure that the operator is not working on behalf of an individual or company that would not be granted a licence in their own right.

8.8 Enquiries may be made via the application form, checks with Companies House, West Yorkshire Police, British Transport Police, personal interview or applicants may be asked to provide business records.

Fees

8.9 The council has set a reasonable fee. The fee is based on the recovery of costs incurred by the council in determining the application.

Notices

8.10 The applicant must advertise the application in three ways:

- Advertisement in a local newspaper within 7 days of the application
- Advertisement at the premises by way of a site notice for 21 consecutive days
- Notice of the application to be sent to the Chief Officer of Police for West Yorkshire within 7 days of the application.

8.11 Proof that the applicant has advertised the application will be required.

Objections

8.12 Anyone can object to an application for a sex establishment. Objection should be received by the council no later than 28 days after the date of the application. These objections can be received from individuals or businesses and can be on any matter. However the appropriate weight will be given to objections which relate to the purpose of the legislation which is the control of sex establishments.

8.13 Guidance on making an objection can be found on the council's website.

8.14 The council will notify the applicant in writing of the general terms of any objection it receives within 28 days of the application. However objectors will remain anonymous and efforts will be made to sanitise the contents of the objections so the objector's identity remains anonymous.

8.15 If objectors wish for their details to be released to the applicant they should make this clear in their objection.

Hearings

8.16 The council has appointed a licensing committee of 15 Councillors. Licensing functions will often be delegated to a licensing sub committee of 3 councillors or, in appropriate cases to officers of the council.

8.17 All new, renewal and transfer applications will be determined by a sub-committee of three members of the Licensing Committee.

8.18 It is the council's practice to provide notice of the hearing to all interested parties (applicants and objectors) five days before the hearing as laid down in Local Government Act 1972.

8.19 This notice will provide the date of the hearing, the procedure for the hearing, state any points on which the council requires clarification at the hearing, and will require the addressee to confirm their attendance and the attendance of any witnesses they may wish to call.

8.20 The hearing will take place in public except where the public interest requires otherwise.

- 8.21 All parties will be given an equal amount of time to present their case.
- 8.22 Councillors will have regard to the Leeds City Council Code of Conduct for Members and guidance issued by the Standards Board for England. Where a Councillor who is a member of the Licensing Committee or sub-committee has a prejudicial interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision making process in respect of that application. Where ever possible, members will not hear applications from within their own ward to avoid any appearance of bias.
- 8.23 A licensing sub committee may refer an application to another sub committee or to the Licensing Committee where it is unable to deal with the application because of the number of members unable to vote on the matter in question.
- 8.24 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

Reasons for decisions

- 8.25 In determining licence applications under the Local Government (Miscellaneous Provisions) Act 1982 the council will take into consideration the application before it, any objections received as well as local knowledge including local issues and cultural sensitivities.
- 8.26 Every decision to refuse a licence made by the Licensing Committee, sub committee or officers will be accompanied by clear reasons for the decision.
- 8.27 Every effort will be made to provide a decision verbally at the sub-committee hearing, with the written reasons to follow in due course. However in exceptional circumstances the sub-committee may defer the decision in order to allow mature consideration of the respective case and a time for the reasoned condition will be drawn up and all parties notified.

Conditions

- 8.28 The council will impose standard conditions on all licences. However if deemed necessary, the council may change, alter or replace the standard conditions with conditions that are relevant to the application. Please see appendix 1 for the standard conditions.
- 8.29 Any change to the standard conditions will be applied to licences at the time of renewal when all conditions are reviewed.
- 8.30 The Home Office document “Sexual Entertainment Venues – Guidance for England and Wales” discusses the interplay between conditions on a premises licence granted under the Licensing Act 2003 and those applied to a sex establishment licensed under the Local Government (Miscellaneous Provisions) Act 1982. It states at Paragraph 4.16 that:
- “In cases where conditions on a premises licence or club premises certificate are inconsistent with and less onerous than, the condition in the licence granted under the 1982 Act they shall likewise be read as though they have been deleted.”
- 8.31 Therefore if there are any conditions on the sex establishment licence which conflict with a condition on the Licensing Act, the more onerous will apply.

Right of Appeal

- 8.32 Only the applicant has the right to appeal the council's decision to the Magistrate's Court and only on limited grounds. There is no right of appeal for objectors or statutory authorities. Applicants and interested parties are referred to the Local Government (Miscellaneous Provisions) Act 1982, para 27 for further details.

Period of licence

- 8.33 A sex establishment licence will remain in force for up to one year, or for a shorter period should the council think fit.

Renewal, Transfer

- 8.34 The process for applying for a renewal or transfer of the licence is the same as when applying for a new licence. Guidance for applicants is available on the council's website.

Variation

- 8.35 At any time, a holder of a licence can apply to vary the terms, conditions or restrictions of a licence. There are some matters, required under the standard conditions, for which the premises licence holder is required to notify the council. These matters may include:

- Minor internal structural changes (moving of existing fixed furniture, etc.)
- Change in personnel
- Amendment of the approved advertising material
- Change of name of premises

- 8.36 However as there is no requirement to advertise a variation, licence holders should contact Entertainment Licensing before making their application to discuss if a new application is more suitable. In general any variation which affects the matters mentioned in Section 2 will require a new application.

Revocation

- 8.37 Should information be received by the council that circumstances have changed in such a way that the applicant would be deemed unsuitable or that the manager or beneficiary would be unsuitable should they be applying for a new licence, the council may revoke the sex establishment licence.
- 8.38 Should the council consider revocation of the licence to be appropriate the licensee will be provided an opportunity to appear before the Licensing Committee and be heard by them.
- 8.39 The licensee will be given a statement in writing of the reasons for revocation within seven days of the requirement being made.
- 8.40 The revocation will take effect once the appeal period has expired, or if an appeal is lodged after the determination or abandonment of the appeal.

Waiver

- 8.41 Should the council decide that a licence would be unreasonable or inappropriate, it may waive the need for a licence, for example in the case of a medical book shop, sex clinic, in borderline cases, to correct errors or for minor or temporary events.

- 8.42 The council would only waive the need for a licence where the activity is low risk and/or temporary. However a waiver will not be considered in cases where a licence is reasonable and appropriate or where there is public interest.
- 8.43 The application for a waiver uses the same form as an application for a new licence; however it should be accompanied by a letter which describes the circumstances under which the need for a licence should be waived. There will be no requirement to advertise the application. There is a fee. Further information can be found on the council's website, or by contacting Entertainment Licensing.
- 8.44 The decision to waive the need for a licence will be taken at the next available licensing sub-committee hearing and a Notice of Waiver will be issued in due course.
- 8.45 Unsuccessful applications for waivers will be notified accordingly and provision will be made for them to make a formal application for a sex establishment licence.

Section 9 Enforcement

9. Enforcement principles

- 9.1 The council will work closely with partners in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.
- 9.2 In carrying out its enforcement duties with regards to the inspection of premises; and the powers to institute criminal proceedings in respect of certain offences under the Act the council will endeavour to be:
- **proportionate:** regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **consistent:** rules and standards must be joined up and implemented fairly;
 - **transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **targeted:** regulation should be focused on the problem, and minimise side effects.
- 9.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 9.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.
- 9.5 The main enforcement and compliance role for the council in terms of the Local Government (Miscellaneous Provisions) Act 1982 as amended will be to ensure compliance with the conditions placed upon the licence.
- 9.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 9.7 The council's enforcement, compliance protocols and written agreements are available on www.leeds.gov.uk.

Appendix 1 Standard Conditions

These conditions may be dispensed with, added to or modified by the council. Where, in these conditions, there is a reference to the consent of the council being required, the consent may include terms, conditions and restrictions as appropriate.

Sexual Entertainment Venues

General

1. In accordance with Home Office guidance, where a condition conflicts with a condition in a Licensing Act premises licence, the more onerous applies.
2. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
3. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
4. The licensee will provide (subject to the satisfaction of both the police and the licensing authority), a code of practice for dancers and code of conduct for customers, and these must be made available upon request to both the police and authorised officers.
5. Price lists for both drinks and sexual entertainment and the code of conduct for customers will be clearly displayed at each table and at each entrance to the premises.
6. Price lists and the code of conduct for customers must be printed in a manner which is clear and easy to read during the normal operation of the premises.
7. Suitable and sufficient training is to be provided to all staff including the responsible person as described in condition 28. The training of all staff is to be recorded and the training record must be made available upon request to both the police and authorised officers.
8. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of the licence

9. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

10. The premises will only be open to the public during the following hours:

Monday	22:00 to 04:00	Friday	22:00 to 05:00
Tuesday	22:00 to 04:00	Saturday	22:00 to 05:00
Wednesday	22:00 to 04:00	Sunday	22:00 to 04:00
Thursday	22:00 to 04:00		

Conduct on the premises

11. Dancers will only perform on the stage area, or in booths/areas for VIPs as identified on the plan attached to the licence.
12. Relevant entertainment will only be performed by the dancer. There must be no audience participation.
13. There must be no physical contact between dancers.
14. There must be no physical contact between the dancer and the customer at any time.
15. Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.
16. Sex toys must not be used and penetration of the genital area by any means must not take place.
17. Customers will not be permitted to throw money at the dancers.

External appearance

18. There will be a notice displayed inside each entrance or doorway to the premises, clearly visible on entering the premises, which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons who appear to be under the age of 25 will be required to show proof of age.

19. The external appearance of the premises must be approved by the council in writing.
20. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
21. Access to the licensed area of the premises should be through a lobby area which is constructed in such a way that the inside of the licensed premises where relevant entertainment takes place is not visible to passing members of the public when the doors of the premises are opened.
22. Signage will only be illuminated between 10pm and 6am, and movable signs placed outside the premises will be removed between 6am and 10pm.

Advertising

23. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
24. Staff employed or subcontracted by the premises will not verbally or otherwise promote, tout or advertise the premises, except by way of flyers. Staff employed or subcontracted by the premises will not direct potential customers to transport connected with the premises.
25. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the Highways within a 100 metre radius of the premises by 6am. The licensee will have a flyer distribution policy to be approved by the Council.

Layout of premises

26. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
27. No alterations (including temporary alterations) will be made to the structure and installations on the premises, without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

28. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue ("the manager") will have personal responsibility for and be present on the premises whilst relevant entertainment is being performed. Any such nomination will be produced on demand to an authorised officer of the council or the police.
29. The licensee will ensure that any person nominated by him/her under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
30. Where the licensee is a body corporate, or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change of personnel will be furnished within 14 days of a request in writing from the council.
31. Where the licensee, director, company secretary, or responsible person nominated for the purpose of managing the venue ("the manager"), is convicted of an offence, they must, as soon as practicable after the conviction, inform the council of the conviction giving details of the nature and date of the conviction, and any sentence imposed.

32. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
33. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
34. No persons under the age of 18 will be admitted to the premises.
35. The licensee will operate a Challenge 25 age verification policy. People who appear to be under the age of 25 will be required to show proof of ID prior to admittance. A notice to this effect, in accordance with condition 18 will be displayed on the premises.
36. The licence holder will not employ any person under the age of 18 in any capacity.

Safety and security

37. A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises. The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding within WCs and changing rooms). The CCTV system will cover the main entrances and exits and designated emergency egress routes from the premises. The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks. The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority.
38. The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates. The CCTV system will contain the correct time and date stamp information. The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality. The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.
39. The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images captured on cameras on the premises will, on the lawful request of an authorised officer or an officer of West Yorkshire Police/British Transport Police, cause any required footage to be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that they are secured to prevent any overwriting.
40. The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media. The CCTV system replay software must allow an authorised officer or an officer of West Yorkshire Police/British Transport Police to search the picture footage effectively and see all the information contained in the picture footage for the purpose of detecting, investigating and preventing crime. It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

41. A minimum of two Security Industry Authority registered door staff (numbers to be subject to police and licensing authority approval) will be present on the premises during the performance of relevant entertainment.

Staff welfare

42. Dancers will be aged 18 years or over.
43. Before a dancer is permitted to work on the premises the licensee will ensure that the dancer:
- a) has not been convicted of theft, drug offences or prostitution
 - b) has the right to work in the UK
- The licensee will keep records of the checks, including copies of any documentation such as a basic disclosure, passport, visa, driving licence or national insurance number provided by the dancer.
44. All premises that provide relevant entertainment will be expected to provide new dancers with a pack of information. This pack will include:
- a) A copy of the Sex Establishment Licence, including the conditions applied by the Licensing Committee.
 - b) Details of any other conditions applied by management of the premises
 - c) Details of how to report crime to the relevant authority
 - d) Details of the premises public liability insurance
 - e) Information on how dancers can obtain personal liability insurance
 - f) Details of unions, trade organisations or other bodies that represent the interests of dancers
 - g) A copy of the code of conduct for dancers
 - h) A copy of the code of conduct for customers
 - i) Price lists for drinks and sexual entertainment
45. The information provided in the pack will be provided in the dressing rooms or a sign will be placed in the dressing room advising the pack is available on request.
46. All booths/areas for VIPs used for private dances must be visible to supervision and must not have closing doors, curtains or coverings of any description .
47. All booths/areas for VIPs used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.
48. Dancers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.
49. Any person on the premises who can be observed from outside the premises will be properly and decently dressed.
50. A smoking area for staff must be provided which is separate from the area where customers smoke. Customers and staff must not be allowed to interact while using these smoking areas.
51. Dancers must be covered up at all times with knee length robes whilst using the smoking areas.
52. The licensee will ensure dancers have secure dressing rooms, facilities to secure valuables and proper sanitation facilities available to them.
53. The practice of fining is prohibited.

54. Panic alarms are to be fitted to all booths and VIP performance areas and will be operational at all times.

Vessels, stalls and vehicles

55. Vehicles must not be used for personal solicitation, touting or advertising. Only licensed hackney carriage and private hire vehicles can be used to transport customers to and from the premises. Limousines, Hummers, mini buses, rickshaws, bicycles and novelty vehicles will not be used to transport customers to and from the premises.

Variation of conditions

56. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
57. The licensee may apply to the council to vary any of the terms of the licence.
58. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the grant, renewal or transfer of the licence.

Sex Shops

General

- 1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
- 2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
- 3. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

- 4. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

- 5. The premises will only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

- 6. The licensee, or any other person concerned in the conduct or management of the premises, will only obtain custom by means of personal solicitation or touting from the premises in such a way that it does not cause concern to the public or the licensing authority. All literature used will not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

- 7. There will be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.

- 8. The external appearance of the premises must be approved by the council in writing.

9. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
10. The frontage of the licensed premises will be of such a nature that the inside of the licensed premises are not visible and the contents of the licensed premises should not be visible when the doors of the licensed premises is open.
11. There will be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

12. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
13. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee will have a flyer distribution policy approved by the council.

Layout of premises

14. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
15. No alterations (including temporary alterations) will be made to the structure and installations on the premises without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

16. The licensee, or a responsible person nominated by him/her in writing for the purpose of managing the venue (“the manager”), will have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination will be produced on demand to an authorised officer of the council or the police.
17. The licensee holder will ensure that any person nominated by him/her under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
18. Where the licensee is a body corporate or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.

19. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
20. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
21. The holder of the licence will keep a record of all employees who are asked to work on the premises which will include their full name, date of birth, current and previous address and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
22. An authorised and certified copy of the full personal record or a record of an individual will be produced on demand to an authorised officer of the council or the police.
23. No persons under the age of 18 will be admitted to the premises.
24. The licensee will operate a Challenge 25 age verification policy and people under the age of 25 will be required to show proof of ID. A notice to this effect in accordance with condition 8 will be displayed on the outside of the premises.
25. The licence holder will not employ any person under the age of 18 in any capacity.

Video recordings

26. No moving picture will be provided on display at the licensed premises unless it is that of advertising videos on a loop system or allowing a prospective purchaser a short preview of films upon request, being no longer than 3 minutes in length.
27. Items sold, supplied for hire, exchange or used in any promotion/advertising must not contravene any current legislation i.e. Section 12 Video Recordings Act 1984, (as amended).

Vessels, stalls and vehicles

28. Vehicles must not be used for personal solicitation, touting or advertising. Only licensed hackney carriage and private hire vehicles can be used to transport customers to and from the premises. Limousines, Hummers, mini buses and novelty vehicles will not be used to transport customers to and from the premises.

Variation of conditions

29. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
30. The licensee may apply to the council to vary any of the terms of the licence.
31. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.

Sex Cinemas

General

- 1. Unless stated otherwise, the licence hereby granted will operate for one year from the date on the licence, after which it will cease to be in effect unless an application for renewal is submitted in the manner prescribed by the council.
- 2. The licence may be revoked by the council if at any time the holder is convicted of an offence of using the licensed premises, or other premises for which a similar licence has been granted, other than in accordance with the terms, conditions or restrictions of the licence or is convicted of any offence under any enactment defined in paragraph 1 of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.
- 3. The name of the premises must be approved by the council in writing. Any change to the name of the premises must be approved by the council in writing.

Exhibition of licence

- 4. The licence, or a clear copy, will be prominently displayed at all times so as to be readily and easily seen by all persons using the premises, the police, the fire authority and authorised officers of the council. A copy of the conditions attached to the licence will be kept on the premises and be available for inspection by an authorised officer of the council, or the police or fire authority.

Hours of opening

- 5. The premises will only be open to the public during the following hours:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Conduct on the premises

- 6. The licensee, or any other person concerned in the conduct or management of the premises, will only obtain custom by means of personal solicitation or touting from the premises in such a way that it does not cause concern to the public or the licensing authority. All literature used will not contain images or text of a sexually explicit, obscene or offensive nature.

External appearance

- 7. There will be a notice displayed on each entrance or doorway to the premises which states the following:

Strictly No Admittance to Persons Under 18 Years of Age

This premises operates a Challenge 25 policy.
Persons under the age of 25 will be required to show proof of age.

- 8. The external appearance of the premises must be approved by the council in writing.

9. Any change to the external appearance must be approved by the council. The operator must advise of any change in writing including a drawing of the existing and proposed street elevation. This must be approved by the council before work is undertaken.
10. The frontage of the licensed premises will be of such a nature that the inside of the licensed premises are not visible and the contents of the licensed premises should not be visible when the doors of the licensed premises is open.
11. There will be no illuminated or protruding signs fixed to the premises and no signs placed outside the premises.

Advertising

12. Any unsolicited written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.
13. Leafleting/distribution of flyers will only be permitted in such a way where it does not cause public offence. This is regulated by the paid permit system authorising distribution of free printed material issued by Leeds City Council. The licensee will remove any leaflets from the highways within a 100 metre radius of the distribution point. Flyers must not be distributed by and to persons under the age of 18 years of age. The licensee will have a flyer distribution policy to be approved by the council.

Layout of premises

14. No access will be permitted through the premises to any other adjoining or adjacent premises except in the case of an emergency.
15. No alterations (including temporary alterations) will be made to the structure and installations on the premises without the prior written consent of the council. This condition will not require notice to be given in respect of routine maintenance works. Where there is any doubt the licensee should seek advice from the council.

Management of the premises

16. The licensee, or a responsible person nominated by him/her for the purpose of managing the venue ("the manager"), will have personal responsibility for and be present on the premises whilst the premises are open to the public. Any such nomination will be produced on demand to an authorised officer of the council or the police.
17. The licensee holder will ensure that any person nominated by him/her under the above:
 - a) has been provided with a copy of the conditions relating to the premises and is fully conversant with them; and
 - b) is in possession of a written nomination referred to above at all times when they are in charge of and present on the premises.
18. Where the licensee is a body corporate or an incorporated body, any change of director, company secretary or other person responsible for the management of the body will be notified in writing to the council within 14 days of such a change. Such details as the council may require in respect of the change in personnel will be furnished within 14 days of a request in writing from the council.

19. The licensee will retain control over all parts of the premises and will not let, licence or part with possession of any part of the premises. The council must be notified immediately in the event that any part of the premises is affected by the termination of a lease or other event affecting the licensee's control of the premises.
20. The licensee will ensure that the public is not admitted to any part or parts of the premises that has not been approved by the council.
21. The holder of the licence will keep a record of all employees who are asked to work on the premises which will include their full name, date of birth, current and previous address and any convictions recorded against that person (subject to the Rehabilitation of Offenders Act 1984).
22. An authorised and certified copy of the full personal record or a record of an individual will be produced on demand to an authorised officer of the council or the police.
23. No persons under the age of 18 will be admitted to the premises.
24. The licensee will operate a Challenge 25 age verification policy and people under the age of 25 will be required to show proof of ID. A notice to this effect in accordance with condition 8 will be displayed on the outside of the premises.
25. The licence holder will not employ any person under the age of 18 in any capacity.

Vessels, stalls and vehicles

26. Vehicles must not be used for personal solicitation, touting or advertising and only licensed hackney carriage and private hire vehicles may be used to transport customers to and from the premises. Limousines, Hummers, mini buses and novelty vehicles will not be used to transport customers to and from the premises.

Variation of conditions

27. The council may, at the time of grant or renewal of the licence, waive, modify or vary these conditions or impose additional conditions as appropriate.
28. The licensee may apply to the council to vary any of the terms of the licence.
29. Applications to vary conditions of the licence must be advertised by the licensee in the same manner as the application for the issue, renewal or transfer of the licence.

Appendix 2 Contact details

**Leeds City Council
Entertainment Licensing**
Civic Hall
Leeds LS1 1UR

T: 0113 247 4095
F: 0113 224 3885
Entertainment.licensing@leeds.gov.uk

Application form, plan, fee, policies, notices and
declaration

West Yorkshire Police
Robert Patterson
Leeds District Licensing Officer
Millgarth Police Station
Leeds LS2 7HX

T: 0113 241 4023
bob.patterson@westyorkshire.pnn.police.uk

Application form, plan, policies, notices and
declaration

Licensing Sexual Entertainment Venues in Leeds

Leeds City Council regulates sex establishments in Leeds. This regulatory regime licences sex shops, sex cinemas and sexual entertainment venues. Sexual entertainment venues are defined as premises which offer the live performance of pole dancing, lap-dancing and table dancing which is designed to sexually stimulate the audience. They are more usually known as lap dancing or gentleman's clubs.

Leeds has seven licensed lap dancing clubs in the city centre. Although all the clubs have a dance floor with a pole where dancers perform a stage show, the clubs also have small private booths where a dancer can perform fully nude for one or more customers. All of the lap dancing clubs in Leeds have male customers and female dancers. The exterior of the premises, the name and the advertising of the venues has been strictly controlled since October 2012.

The council is now reviewing the sex establishment policy and is seeking the views of the people of Leeds on where lap dancing clubs can be located appropriately and how many there should be.

Locality

The Council has the ability to consider different localities as being suitable or unsuitable places for lap dancing clubs to be located. Please state your opinion on the areas where siting a lap dancing club would or would not be acceptable.

It would not be acceptable to locate a lap dancing club in	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
1. The city centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A rural area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A busy late night economy area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A built up area. i.e. town centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A residential area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. An industrial area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A deprived area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. It would not be acceptable to have a lap dancing club in any locality in Leeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are there any other localities in Leeds where you think it <u>would be</u> acceptable to locate a lap dancing club. (Please state where)					

We would also like your opinion on which if any of the following parts of the city centre would not be an acceptable location for a lap dancing club.

It would not be acceptable to locate a lap dancing club on or near to:	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
10. The Headrow, Eastgate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. New Briggate, Briggate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Merrion Centre, Merrion Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Albion Street, Woodhouse Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Call Lane, The Calls, Assembly Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Boar Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. City Square	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. East Parade, Park Row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. New Station Street, Wellington Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The area around the Combined Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Millennium Square, Calverley Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. It would not be acceptable to locate a lap dancing club anywhere in the city centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are there any other parts of the city centre where you think it <u>would be</u> acceptable to locate a lap dancing club? (Please state where)					

Numbers

The Council can use its policy to state a number of lap dancing clubs which it thinks is the appropriate number for a locality. This number could be zero. This will not stop the Council deciding on a greater or smaller number in individual cases but would set out the Council's policy on the correct number.

At the moment the city centre has seven licensed premises. There are no lap dancing clubs in localities outside of the city centre, although there is currently no restriction on where clubs can be located.

23. Do you think that the council should set a maximum number for any locality in Leeds?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
24. For the following localities what number do you think the council should set?									
	0	1	2	3	4	5	6	7	8+
25. The city centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. A rural area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. A busy late night economy area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. A built up area. i.e. town centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. A residential area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. An industrial area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. A deprived area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vicinity

We would like your views on whether SEVs should be allowed to operate near particular areas and types of buildings. Please state your opinion where it would not be acceptable to locate a lap dancing club near to.

It would not be acceptable to locate a lap dancing club near to:	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
32. Residential areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Retail shopping areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Late night entertainment areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Financial institutions such as banks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Historic buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Sports centres/ facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Cultural leisure facilities such as libraries, museums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Family leisure facilities such as cinemas, theatres and concert halls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Places used for celebration or commemoration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Places of worship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Play areas or parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Schools and other places of education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Youth facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Women’s refuge facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Train station or bus station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Are there any types of building where it <u>would be</u> acceptable to locate a lap dancing club near to? (Please state where)					

48. Do you wish to add any comments, e.g. to explain your reasons for the answers given above?

Thank you for your time.

Citizens Panel

Summary of results



In January 2013, Leeds City Council surveyed the Citizen's Panel about suitable localities and numbers of lap dancing clubs. The top line data is as follows. The council received 1499 responses to the online survey and 342 responses by post. The full results and analysis is available on request from entertainment.licensing@leeds.gov.uk.

Locality

It would not be acceptable to locate a lap dancing club in:	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Total
A residential area	1185	213	47	80	176	1701
	70%	13%	3%	5%	10%	
	82%		3%		15%	
A deprived area	876	269	225	131	164	1665
	53%	16%	14%	8%	10%	
	69%		14%		18%	
A rural area	803	284	239	212	151	1689
	48%	17%	14%	13%	9%	
	64%		14%		21%	
An industrial area	501	219	417	321	199	1657
	30%	13%	25%	19%	12%	
	43%		25%		31%	
A busy late night economy area	425	268	358	414	190	1655
	26%	16%	22%	25%	11%	
	42%		22%		36%	
A built up area, i.e. town centre	396	245	333	488	187	1649
	24%	15%	20%	30%	11%	
	39%		20%		41%	
The city centre	328	201	298	556	280	1663
	20%	12%	18%	33%	17%	
	32%		18%		50%	
It would not be acceptable to have a lap dancing club in any locality in Leeds	367	99	467	464	295	1692
	22%	6%	28%	27%	17%	
	28%		28%		45%	

It would not be acceptable to locate a lap dancing club on or near to:	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Total
Millennium Square, Calverley Street	780	307	199	165	113	1564
	50%	20%	13%	11%	7%	
	70%		13%		18%	
City Square	686	316	245	204	126	1577
	44%	20%	16%	13%	8%	
	64%		16%		21%	
The area around the combined Courts	630	317	281	223	113	1564
	40%	20%	18%	14%	7%	
	61%		18%		21%	
East Parade, Park Row	537	267	359	279	117	1559
	34%	17%	23%	18%	8%	
	52%		23%		25%	
The Headrow, Eastgate	558	272	335	286	134	1585
	35%	17%	21%	18%	8%	
	52%		21%		26%	
New Briggate, Briggate	527	255	341	304	142	1569
	34%	16%	22%	19%	9%	
	50%		22%		28%	
Albion Street, Woodhouse Lane	485	253	384	309	127	1558
	31%	16%	25%	20%	8%	
	47%		25%		28%	
Boar Lane	459	244	395	335	132	1565
	29%	16%	25%	21%	8%	
	45%		25%		30%	
Merrion Centre, Merrion Street	474	224	381	355	143	1577
	30%	14%	24%	23%	9%	
	44%		24%		32%	
New Station Street, Wellington Street	441	201	426	355	126	1549
	28%	13%	28%	23%	8%	
	41%		28%		31%	
Call Lane, The Calls, Assembly Street	392	210	379	435	146	1562
	25%	13%	24%	28%	9%	
	39%		24%		37%	

It would not be acceptable to locate a lap dancing club anywhere in the city centre	443	92	358	406	273	1572
	28%	6%	23%	26%	17%	
	34%		23%	43%		

Numbers

Do you think the council should set a maximum number for any locality in Leeds?	Yes	1464	87%
	No	222	13%

For the following localities what number do you think the council should set?	0	1	2	3	4	5	6	7	8+	Total
A residential area	1556	34	20	7	5	2	1	3	20	1648
	94%	2%	1%	0%	0%	0%	0%	0%	1%	
A deprived area	1396	77	54	17	31	7	4	5	43	1634
	85%	5%	3%	1%	2%	0%	0%	0%	3%	
A rural area	1294	129	95	34	16	7	5	5	46	1631
	79%	8%	6%	2%	1%	0%	0%	0%	3%	
An industrial area	919	195	176	94	64	44	14	24	88	1618
	57%	12%	11%	6%	4%	3%	1%	1%	5%	
A busy late night economy area	761	217	202	114	87	51	26	41	114	1613
	47%	13%	13%	7%	5%	3%	2%	3%	7%	
A built up area, i.e. town centre	705	202	208	112	100	81	20	60	121	1609
	44%	13%	13%	7%	6%	5%	1%	4%	8%	
The city Centre	416	79	151	155	152	190	67	196	205	1611
	26%	5%	9%	10%	9%	12%	4%	12%	13%	

Vicinity

It would not be acceptable to locate a lap dancing club near to:	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Total
Schools and other places of education	1412	158	23	22	62	1677
	84%	9%	1%	1%	4%	
	94%		1%	5%		
Play areas or parks	1358	189	38	26	59	1670
	81%	11%	2%	2%	4%	
	93%		2%	5%		

Youth facilities	1349	192	42	22	63	1668
	81%	12%	3%	1%	4%	
	92%		3%		5%	
Residential areas	1389	171	35	37	55	1687
	82%	10%	2%	2%	3%	
	92%		2%		5%	
Women's refuge facilities	1353	161	69	27	63	1673
	81%	10%	4%	2%	4%	
	90%		4%		5%	
Family leisure facilities such as cinemas, theatres and concert halls	1274	233	60	47	63	1677
	76%	14%	4%	3%	4%	
	90%		4%		7%	
Places of worship	1268	189	105	47	69	1678
	76%	11%	6%	3%	4%	
	87%		6%		7%	
Places used for celebration or commemoration	1166	247	147	54	57	1671
	70%	15%	9%	3%	3%	
	85%		9%		7%	
Cultural leisure facilities such as libraries, museums	1038	334	162	79	59	1672
	62%	20%	10%	5%	4%	
	82%		10%		8%	
Retail shopping areas	1006	280	201	113	75	1675
	60%	17%	12%	7%	4%	
	77%		12%		11%	
Historic buildings	965	303	245	93	68	1674
	58%	18%	15%	6%	4%	
	76%		15%		10%	
Sports centres/facilities	935	293	268	117	64	1677
	56%	17%	16%	7%	4%	
	73%		16%		11%	
Train station or bus station	839	201	344	190	88	1662
	50%	12%	21%	11%	5%	
	63%		21%		17%	

Financial Institutions such as banks	675	233	423	240	96	1667
	40%	14%	25%	14%	6%	
		54%	25%		20%	
Late night entertainment areas	354	156	358	550	238	1656
	21%	9%	22%	33%	14%	
		31%	22%		48%	

Sex Establishment Statement of Licensing Policy

Public Consultation



Background

In April 2010 The Policing and Crime Act 2009 amended the Local Government (Miscellaneous Provisions) Act 1982 s2 and Sch 3 to introduce a new classification of sex establishment, namely sexual entertainment venues. This brought lap dancing, pole dancing and other “relevant entertainment” into the sex establishment licensing regime. This regime has been in place since 1982 in Leeds, and licenced sex shops and sex cinemas.

Definition of Sexual Entertainment Venue

A sexual entertainment venue is defined as *“any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer.”*

The meaning of ‘relevant entertainment’ is *“any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience (whether verbal or other means).”* An audience can consist of just one person (e.g. where the entertainment takes place in private booths).

It is expected that the definition of relevant entertainment would apply to lap dancing, pole dancing, table dancing, strip shows, peep shows and live sex shows.

Adopting the Provisions

The Local Government (Miscellaneous Provisions) Act 1982 is adoptive legislation which means that the council must resolve to adopt Schedule 3 to the 1982 Act as amended by the 2009 Act before it has effect in this area. The process involves the council passing a resolution, then advertising the decision in a local paper.

In January 2011 Leeds City Council resolved that Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 shall apply to the Leeds metropolitan district and that Schedule should come into force in this area on 1st October 2011.

Policy and Standard Conditions

The council adopted a policy and standard conditions in September 2011 which covers sexual entertainment venues, sex shops and sex cinemas. The policy stated that all applications would be dealt with on their own merits and that there was no restriction on numbers or localities.

The purpose of the policy is to set out the principles upon which the council will exercise its functions under the Local Government (Miscellaneous Provisions) Act 1982 as amended. Applicants are expected to read the policy before making their application and the Council will refer to the policy when making decisions.

In June 2012 the Council awarded sex establishment licences to the seven existing lap dancing clubs in the city. All the applications were subjected to close scrutiny and consideration was given to the objections received. As a result of the hearing the licences were granted but additional conditions were placed on each of the licences.

Review of Policy

The strong public concern about lap dancing premises in the city, expressed by the objectors, led the Chair of Licensing Committee to recommend that the policy was reviewed earlier than originally planned. This was to ensure that it still met the needs of the people of Leeds and was still in accordance with the needs of the city.

Licensing Committee formed a working group of five councillors, supported by officers from Entertainment Licensing and Legal Services. The Working Group met between September and February and heard from a number of organisations interested in the subject matter. These included:

- Leeds University – Dept of Sociology addressed the working group with the final results of the Leeds University research project “Regulatory Dance” and the on-going work with dancers.
- OBJECT addressed the working group and spoke about the welfare of women working in the clubs as well as the women who are visiting Leeds.
- Leeds City Council Equality Unit came to talk to Members about their duties under the Equality Act.
- Child Friendly Officer, spoke to Members about the work that is on-going to make Leeds a more fun place for children and families.
- Domestic Violence Team spoke about the council’s Violence Against women Strategy and the emerging prostitution strategy that is in development.
- West Yorkshire Police were invited to speak to Members regarding any issues they have regarding lap dancing clubs.

In November Members of the Working Group visited two lap dancing clubs late on a Friday night. These visits were prearranged for when the clubs would be operating normally. Members viewed all areas of the clubs, the facility for dancers and had the opportunity to speak to the management and dancers. Members also undertook an external visual audit of the city centre to provide context on the location of the existing premises.

Citizen’s Panel Consultation

In December, the Working Group considered the options available to them, with regards to the review of the policy and felt it was important to hear the views of the people of Leeds. As the subject of lap dancing is emotive, with polarised groups for and against, the Group thought it important to garner the views of a wide range of people. The Citizens Panel is a group of 3,500 people who have committed to responding to surveys on a wide range of issues.

In January 2013, a survey was sent to the Citizens Panel which asked specific questions about the numbers and location of lap dancing clubs. A separate report is available which analysed the results. The results are also provided in the policy.

Changes to the Policy

The Working Group have taken all it has heard and seen during the working group meetings, and has taken careful consideration of the results of the Citizen’s Panel survey when reviewing the existing policy and making changes. A draft Sex Establishment Statement of Licensing Policy has been produced and it is proposed that this policy is approved in July 2013 subject to public consultation.

The Sex Establishment Statement of Licensing Policy should be read in its entirety. However a brief description of the changes is:

- Minor amendments referencing adoption of the first policy
- Minor typographical/grammatical amendments
- Results from the Citizens Panel survey
- Addition of Child Friendly information
- Consideration of the survey and the public consultation
- Council's policy on location and numbers
- Council's policy on the practice of fining
- Minor amendments to forms
- Clarification of the process formerly known as a variation
- Amendments to conditions to clarify the intention of the condition
- Removal of redundant conditions
- Update to CCTV conditions
- Update to conditions to reflect the changes made by the licensing sub-committee when granting the existing lap dancing licences
- Added conditions relating to
 - number of doorstaff
 - personal solicitation
 - employments status
 - fining policies

A version of the Policy highlighting the changes is available on request.

Purpose of the consultation

Although there is no specific requirement that the council consult with people affected by the policy it is the council's practice to do so. This is to ensure that people affected by the policy and the wider general public, has a say in the principles stated in the policy.

Public Consultation

The public consultation will run from **18th March to 26th April 2013**. This six week consultation will include:

- A postal consultation to the trade, support groups, religious groups, ward members and local MPs.
- A press release
- A webpage on the Leeds City Council website which provided the consultation documents and online questionnaire.

How to respond

Anyone can respond to this consultation. The list of consultees at Annex A indicates those organisations that we will contact to suggest that they may wish to respond. The closing date for making responses to this consultation is **28th April 2013**. If you would like to respond to this consultation, please email your response to entertainment.licensing@leeds.gov.uk.

If you prefer, you may submit your response in writing to **Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR**

Or by using the online form at www.leeds.gov.uk/spc

If you have any queries about this consultation, or require additional copies, please contact Entertainment Licensing at the above address or by telephone on 0113 247 4095.

Disclosure

Normal practice will be for responses to this consultation document to be disclosed, and for respondents to be identified. However if you would prefer to remain anonymous we may disclose the content of your response but only in such a way as to anonymise it.

Please identify any information that you or any other person involved do not wish to be disclosed. You should note that many facsimile and e-mail messages carry, as a matter of course, a statement that the contents are for the eyes only of the intended recipient. In the context of this consultation such appended statements will not be construed as being requests for non-inclusion in the post consultation review unless accompanied by an additional specific request for confidentiality.

Confidentiality and Freedom of Information

It is possible that requests for information contained in consultation responses may be made in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004). If you do not want your response to be disclosed in response to such requests for information, you should identify the information you wish to be withheld and explain why confidentiality is necessary. Your request will only be acceded to if it is appropriate in all the circumstances. *An automatic confidentiality disclaimer generated by your IT system will not of itself be regarded as binding on the Department.*

Cabinet Office Consultation Principles

The consultation is being conducted in line with the Cabinet Office Consultation Principles. The consultation criteria are listed below. More information can be found at:

<http://www.cabinetoffice.gov.uk/sites/default/files/resources/Consultation-Principles.pdf>

If you have any questions or complaints about the process of consultation on this paper, please contact Susan Holden, Principal Project Officer, Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR.



Report author: Valens Jacobs
Tel: 2143370

Report of Head of Licensing and Registration

Report to Licensing Committee

Date: 12 March 2013

Subject: INFORMATION REPORT – Taxi and Private Hire Licensing Administration Process for Driver Licence Renewals

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. This is an issue often raised with Members by the trade and has recently been brought to the attention of the Chair of the Licensing Committee who has asked this matter be brought forward for Members information.
2. This report is to inform Members of the Policy and administrative process undertaken at the point of renewal of a Private Hire or Hackney Carriage Driver licence so that they have an understanding of the process and the necessity for it.
3. The report also details the statutory responsibility of the Council and how Officers might exercise discretion to the policy when appropriate.

Recommendations

4. That Members note the report and make any observations they may have.

1 Purpose of this report

- 1.1 To inform Members of the administrative process for the renewal of a Private Hire or Hackney Carriage driver licence and the necessity of the process and control measures.
- 1.2 Members will also be made aware of the volume of renewals and how Officers make exceptions to the process for drivers when appropriate.

2 Background information

2.1 Both Private Hire drivers and Hackney Carriage drivers currently renew their driver licence annually by attending the Licensing Office and making formal application (the issue of 3 year licences is the subject of a report to the Licensing Committee in April 2013).

2.2 It is a statutory requirement of the Local Government (Miscellaneous Provisions) Act 1976, Section 51(1) and 59 (1) not to grant a licence:-

(a) Unless they are satisfied that the applicant is a fit and proper person to hold a driver's licence; or

(b) To any person who has not for at least twelve months been authorised to drive a motor car, or is not at the date of the application for a driver's licence so authorised.

That statutory requirement is the same at the time of first application and subsequent renewals.

2.3 The procedure for receiving a Private Hire or Hackney Carriage driver licence is reproduced from the Council's 'Guide to Obtaining a Licence' below.

"Each year you will receive a renewal form and it is your responsibility to ensure that your licence is renewed before its expiry date.

If for some reason you do not receive a renewal form, it remains your responsibility to renew your licence before its expiry date.

Your completed renewal form must be submitted in person at the Taxi and Private Hire Section no later than the date indicated.

In order to proceed with the renewal, you must:

- *Ensure your renewal form is stamped and signed by your Operator*
- *Produce your current Private Hire vehicle licence*
- *Produce a valid Certificate of Insurance covering the use of Hire & Reward*
- *Produce the current MOT certificate as applicable*
- *Produce a current tail lift certificate as applicable*
- *Produce the Registration document (V5C)*
- *Pay the applicable fee payable by cash, debit card or cheque, made payable to Leeds City Council.*

IMPORTANT - If you do not renew on time the vehicle will be treated as a 'new' application and you will need to go through the same procedure as that specified for the grant of a licence. If the vehicle is over 5 years old, the licence would not be granted as per the Age Criteria condition."

- 2.4 The footnote above titled "important" is in a reality a very important issue for drivers beyond the possibility of the process being treated as a 'new application'. Many insurance policies clearly state that for the driver to be insured to act as a Private Hire or Hackney Carriage driver they must be the holder of such a licence.
- 2.5 The Council has a statutory responsibility to ensure that vehicles are covered by insurance at the point of licensing by virtue of Section 48 (1)(B) Local Government (Miscellaneous Provisions) Act 1976 for Private Hire vehicles and Section 47(1) of the Local Government (Miscellaneous Provisions) Act 1976 for Hackney Carriage vehicles and additionally that both types of licensed vehicle comply with the requirements of Part VI of the Road Traffic Act 1988.
- 2.6 In effect that means if a driver licence expires and the driver is involved in an accident they may not be covered by insurance for use of a licensed Private Hire vehicle or Hackney Carriage vehicle on the public road.
- 2.7 The Council cannot backdate a driver licence application as that would create a misleading statement and create potentially serious litigation issues for the Council.
- 2.8 Existing Council policies in respect of 'English language testing' Private Hire driver knowledge training, DBS checks (formally CRB), medical test and Driver Standard Agency test for example, direct that they should be applied at the point of a new application, which includes expired licences.
- 2.9 Such circumstances occasionally arise with licensed drivers who have family abroad and who may not be able to attend the office to renew their licences.

These occurrences are catered for in the following ways;

Planned absence

A licensed driver who is aware in advance that they will not be able to attend the Licensing Office at the time of renewal, can apply to renew their licence as normal up to 6 weeks prior to the expiry date.

Anything further to the 6 weeks and the licence holder is still able to apply to renew with the relevant documentation and applicable fee to renew their licence. However the Taxi and Private Hire Licensing Section will renew the licence within the 6 weeks prior to the expiry date in the applicants absence and retain the licence until the applicant can attend the Licensing Office in person. Upon attending, the applicant must present both parts of their drivers licence and proof of travel i.e. tickets, passport with entry & exit stamps, booking forms etc to qualify his period of absence.

Unforeseen circumstances

A licensed driver who has to leave the country urgently and unexpectedly and therefore fails to renew their licence prior to the expiry date must attend the Licensing Office in person upon their return. Upon attending, the applicant must present both parts of their drivers licence and proof of travel i.e. tickets, passport with entry & exit stamps, booking forms etc along with evidence of the urgency.

- 2.11 The Taxi and Private Hire Licensing Section are unable to renew a licence that has expired therefore the applicant must submit a new application for a drivers licence which may be 'fast tracked'.
- 2.12 It is a regular occurrence that Officers make exceptions to the policy in respect of the requirements identified at 2.6 but will insist on that being undertaken, for example where there has been a failure to report convictions or other requirements placed upon a licence particularly if they have never undertaken the 2008 revised Private Hire 'training and testing' requirement.
- 2.13 However even in the vast majority of cases the licence is re-granted for a period of 3 months to enable the applicant to undertake the appropriate test or await the return from DBS. It is not too unusual for this to be extended on some occasions to accommodate the reasonable personal needs of the driver.
- 2.14 The Section will handle 5008 Private Hire renewals and 1023 Hackney Carriage driver renewals on the figures available at the time of writing.

3 Main issues

- 3.1 The whole of the application process and policy was subject to consultation in 2011 and approved by the Licensing Committee on 16 October 2012.
- 3.2 The statutory responsibility of the Council for public safety cannot be overlooked for matters of personal convenience but can and are being appropriately managed within the approved policies of the Council and favourable decisions made by Officers within the scheme of delegation.
- 3.3 In the event of dissatisfaction with a requirement imposed at this stage of a renewal application the applicant can appeal that decision to the Magistrates Court.
- 3.4 Examples of two previous cases why this process is essential are:-
 - When a driver passed away, but the driver's family continued to renew the Hackney carriage licence and used the licence illegally.
 - Family who have attempted to renew a licence, stating the driver is abroad but he was actually in prison.
- 3.5 Application in person is essential and the requirement to renew the licence in person was introduced as a way to prevent deceptions, as it is a personal licence, we expect the driver to accept responsibility for it.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Completely undertaken in 2011 as part of the review of the application process and policy.

4.1.2 [The report presented to the Licensing Committee on 16 October 2012, including the results of the public consultation, can be found via the link below.](http://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=163&MId=5775&Ver=4)
<http://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=163&MId=5775&Ver=4>

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Considered as part of 4.1 in the 2012 process.

4.3 Council Policies and City Priorities

4.3.1 The Taxi & Private Hire Licensing policies create the principles the Council will use to exercise its functions, mainly under the Local Government (Miscellaneous Provisions) Act 1976, but also under other associated Acts of Parliament. Applicants for licences are expected to read the policy before making their application and the Council will refer to the policy when making its decisions.

4.3.2 The Taxi & private Hire Licensing policies contribute to the following aims:

By 2030, Leeds will be fair, open and welcoming

- Local people will have the power to make decisions that affect them
- There is a culture of responsibility, respect for each other and the environment
- Our services meet the diverse needs of our changing population
- Everyone is proud to live and work

4.3.3 The Taxi & private Hire Licensing policies contribute to the following city priorities:

Best city ... for communities

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

4.4 Resources and Value for Money

4.4.1 Considered during the approval process in October 2012 referred to at 4.1.2.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The legal statutory requirements placed upon the Council are previously set out in the earlier parts of this report.

4.5.2 Where a change to policy cannot be considered as an administrative change, it will need to go to Executive Board for approval.

4.6 Risk Management

4.6.1 The decisions taken by officers can be challenged by appeal through the Magistrates' Court and further appeal to the Crown Court.

- 4.6.2 The policy in question has been the subject of public and trade consultation and considered by the Licensing Committee as recently as October 2012. There have been no exceptional circumstances to report that would impact upon the Licensing Committee's previous decision. The adverse effects or other risk to the Council with the existing policy are low.

5 Conclusions

- 5.1 The report demonstrates that the policy and process which have evolved during the past 12 years has been considered and approved by Members as recently as October 2012 following extensive consultation.
- 5.2 The line between meeting personal circumstances of the trade and the statutory obligations of the Council should not become so muddled that the element of risk is unacceptable or the administration process becomes clogged with requests that are simply of convenience and not urgent.
- 5.3 Officers can demonstrate that appropriate decision making is in place and exemptions are often made to the whole or part of the policies.
- 5.4 The report asks that Licensing Committee considers the processes are necessary and fairly and appropriately administered.

6 Recommendations

- 6.1 The Members again note the policy with any observations they might have.

7 Background documents

- 7.1 There are no unpublished background documents that relate to this matter.

LICENSING COMMITTEE WORK PROGRAMME 2012/13- LAST UPDATED 26/02/13 (hg)

ITEM	DESCRIPTION	NOTES	TYPE OF ITEM
Items Currently Unscheduled			
TPHL Policy Review – ongoing review of the policies/conditions	Review timetable was agreed February 2011. Policies have been split into Groups 1,2 and 3 and will return to Committee at the conclusion of the necessary consultation period (Group1 Oct '12. Group 2 Jan '13)	J Mulcahy	DP
Decision Making process suspensions/revocations	To receive an update on the decision making process in respect of suspensions and revocations	J Mulcahy	PR
Temporary Event Notices	To receive a report on the TEN application process	J Mulcahy	PM

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
Meeting date: FRIDAY 25 MAY 2012 held.	Annual Gov arrangements/s182 Guidance/Policy WG/SEV Training		
Meeting date: 26 JUNE 2012 HELD	NVQ/VRG/Law Commission consultation/CRB renewals/GA2005 Policy/Harehills DPPO		
Meeting date: 24 JULY 2012 HELD	WYP presentation/appeals outcomes/SEV & LA2003 policy review WGs/Casino Advisory Panel		
Meeting date: 14 AUGUST 2012 HELD	Code of Practice/Enforcement & liaison update/response to Alpha petition/Law Commission Consultation/Leeds Festival 2012		
Meeting date: 11 SEPTEMBER 2012 - CANCELLED			
Meeting date: 16 OCTOBER 2012 - HELD	Casino Advisory Panel membership/outcome of consultation on 3 yearly CRBs/outcome of consultation driver training/ Group 1 policy review/Draft Guidance on immediate suspensions		
Meeting date: 13 NOVEMBER 2012 - CANCELLED			
Meeting date: 18 DECEMBER 2012 – no items			
Meeting date: 15 JANUARY 2013 HELD	TPHL policies (PH, exec vehicles & HC) EMRO's Alcohol Strategy consultation		
Meeting date: FRIDAY 25 JANUARY 2013 – ADDITIONAL MEETING	Large Casino process		
Meeting date: 12 FEBRUARY 2013 HELD –	Enforcement & Liaison Update, City Centre Policing (DEFERRED), Large Casino Update, TPHL delegated decisions, LA2003 applications update		
Meeting date: 12 MARCH 2013 –			
SEV's	To receive an update on the work of the SEV Working Group and report on	S Holden	PM/RP

LICENSING COMMITTEE WORK PROGRAMME 2012/13- LAST UPDATED 26/02/13 (hg)

ITEM	DESCRIPTION	Officer	TYPE OF ITEM
	the consultation process		
Leeds Festival 2013	Update for Members on the progress of plans for the 2013 Leeds Festival	S Holder	B
Arrangements for Renewing driver licences	To receive a report setting out proposals for the arrangements for renewing licences in the absence of the Licence Holder	D Broster	RP/DP
PLEASE NOTE THE ADDITIONAL FULL COMMITTEE MEETINGS PROPOSED FOR 18, 19, 20 AND 25th MARCH 2013 HAVE BEEN MOVED			
Meeting date: 9 APRIL 2013			
Three Yearly CRB renewals	Report on regular renewals of CRBs for Licence Holders	Martino dePlacido/D Broster	DP
Disclosure & Barring Service	To receive a report on the implementation of the new national Disclosure and Barring Service	D Broster	PM
PROPOSED MEMBER TRAINING SESSION – FRIDAY 10 MAY 2013			
Meeting date: 14 MAY 2013			
Policing and the Night time Economy	To receive a presentation from West Yorkshire Police on issues relating to policing and the night time economy which fall within the remit of the Licensing Committee		B
LA2003 WG Update	To receive an update on the work of the Licensing Act 2003 (Statement of Licensing Policy) Working Group	S Holden	RP
Meeting date: JUNE 2013			
SEV Policy	To receive a report seeking approval of the SEV Policy following public consultation, prior to its presentation to Executive Board	S Holden	RP

Key:
 RP – Review of existing policy DP – Development of new policy PM – Performance management B – Briefings SC – Statutory consultation