



LICENSING SUB-COMMITTEE

**MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
MONDAY, 9TH JULY, 2012 AT 10.00 AM**

MEMBERSHIP

Councillors

S Armitage - Cross Gates and Whinmoor;
K Bruce - Rothwell;
R Downes - Otley and Yeadon;

**Agenda compiled by:
Tel No:
Governance Services
Civic Hall
LEEDS LS1 1UR**

**Helen Gray
247 4355**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<u>PRELIMINARY PROCEDURES</u> ELECTION OF THE CHAIR	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS 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) (*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)	

Item No	Ward	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:</p> <p>a) 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>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) 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> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p>	
4			<p>LATE ITEMS</p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>	

Item No	Ward	Item Not Open		Page No
5			<p>DECLARATIONS 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> <p><u>HEARINGS</u></p>	
6		10.4(1)	<p>APPLICATION TO TRANSFER A PREMISES LICENCE FOR GROUCHO CLUB LEEDS, 4 SOVERIGN PLACE, LEEDS, LS1 4SP</p> <p>To consider the attached report of the Head of Licensing and Registration on an application received for the transfer of a premises licence held by Mr Andrew Steven Jones for Groucho Club, 4 Sovereign Place, Leeds, LS1 4SP.</p> <p>Please note that Appendices A and B of the report are regarded as exempt under the provisions of paragraph 14 of the Licensing Act 2003 (hearings Regulations 2005)</p>	1 - 12
7		10.4(1)	<p>APPLICATION TO VARY A PREMISES LICENCE FOR GROUCHO CLUB LEEDS, 4 SOVEREIGN PLACE, LEEDS, LS1 4SP TO SPECIFY AN INDIVIDUAL AS DESIGNATED PREMISES SUPERVISOR</p> <p>To consider the report of the Head of Licensing and Registration on an application received for the variation of a premises licence held by Carla Donohue for Groucho Club Leeds, 4 Sovereign Place, Leeds, LS1 4SP to specify an individual as designated premises supervisor.</p> <p>Please note that Appendices A and B of the report are regarded as exempt under the provisions of paragraph 14 of the Licensing Act 2003 (hearings Regulations 2005)</p>	13 - 24

Item No	Ward	Item Not Open		Page No
8		10.4(1)	<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR HAREHILLS LANE FOODS, 249-251 HAREHILLS LANE, HAREHILLS, LEEDS, LS8 3RG</p> <p>To consider the attached report of the Head of Licensing and Registration on an application for the grant of a premises licence for Harehills Lane Foods, 249-251 Harehills Lane, Harehills, Leeds, LS8 3RG.</p>	25 - 78
9			<p>APPLICATION TO VARY A PREMISES LICENCE HELD BY MISS BROWNS COFFEE HOUSE, 152 CHAPELTOWN ROAD, CHAPELTOWN, LEEDS, LS7 4EE</p> <p>To consider the attached report of the Head of Licensing and Registration on an application to vary a premises licence held by Miss Browns Coffee House, 152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE</p>	79 - 120
10			<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR OLD LEODENSIAN COMMUNITY AMATEUR SPORTS CLUB, KING LANE, ALWOODLEY, LEEDS, LS17 5PR</p> <p>To consider the attached report of the Head of Licensing and Registration on an application for the grant of a premises licence for Old Leodensian Community Amateur Sports Club, King Lane, Alwoodley, Leeds, LS17 5PR</p>	121 - 162

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Report author: Mrs Bridget Massey

Tel: 0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 9th July 2012

Subject: Application to transfer a premises licence for Groucho Club Leeds, 4 Sovereign Place, Leeds, LS1 4SP

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	City & Hunslet	
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. This is an application to transfer a premises licence held by Mr Andrew Steven Jones for Groucho Club 4 Sovereign Place Leeds LS1 4SP
2. The application is to specify Carla Donohue as the licence holder
3. West Yorkshire Police have been served a copy of this application and as a consequence have made a representation to the applicant.

Recommendations

The committee is asked to:

4. to consider the application and the representation made by West Yorkshire Police.
5. Take any of the steps detailed at 4.2, if any, they consider necessary for the promotion of the licensing objectives.

1 Purpose of this report

- 1.1 To advise Members of an application made under section 42 of the Licensing Act 2003 ("the Act") for the transfer of a Premise Licence in order to specify Carla Donohue as the licence holder.
- 1.2 The Licensing Sub-Committee is required to consider this application due to the receipt of a representation from West Yorkshire Police. This is submitted in accordance with Sections 42(6) and 42(7) of the Licensing Act 2003.

2 Main Issues

- 2.1 The applicant is Carla Donohue
- 2.2 A copy of the application is attached at **Appendix A** of this report.

2.3 Relevant Representations

- 2.3.1 Under the Act, representations can be received from West Yorkshire Police and must be relevant to the prevention of crime and disorder. Please find attached a copy of the representation at **Appendix B**.

2.4 Matters relevant to the application

- 2.4.1 Members of the Licensing Sub Committee must make decisions with a view to promoting the licensing objectives which are:
- The prevention of crime and disorder

3 Corporate Considerations

3.1 Consultation and engagement

- 3.2 The application was subject to a 14 days consultation period with West Yorkshire Police in accordance with the Licensing Act 2003.

3.3 Equality and Diversity / Cohesion and Integration

- 3.3.1 The council has adopted a Statement of Licensing Policy which sets out the principles the council will use to exercise its functions under the Licensing Act 2003 and in which care has been taken in matters of equality, diversity and human rights. This policy is reviewed every three years. The council has completed equality, diversity, cohesion and integration screening and impact assessments with regards to the consultation process undertaken during the review of the policy.

3.4 Council Policies and City Priorities

- 3.4.1 When determining an application the licensing sub committee must have regard for the Licensing Act 2003 Statement of Licensing Policy which sets out the

principles the council will use to exercise its functions under the Licensing Act 2003. Applicants are expected to read the policy before making their application and the council will refer to the policy when making its decisions.

3.4.2 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

3.4.3 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

3.5 Resources and Value for Money

3.5.1 The licensing process, including the licensing sub committee, generates a cost to the council. The majority of these costs are covered by the application fee. The fees are set by Statute, and there is little option to increase the fee to cover all the cost. However, the Police Reform and Social Responsibility Bill, which received Royal assent in November 2011, may allow local authorities to set their own fees in the future based on full cost recovery.

3.6 Legal Implications, Access to Information and Call In

3.6.1 Applicants and people making representations are able to challenge the licensing sub-committee's decision by appealing to the Magistrates Court. Legal advice is provided during the sub committee hearing and during deliberations to mitigate the risk to the council.

3.7 Risk Management

3.7.1 Full training and legal advice is provided to members sitting on Licensing Sub Committee in order to mitigate the risk of legal challenge.

4 Conclusions

4.1 An application has been received under the Licensing Act 2003 which is brought before a licensing sub committee for determination.

4.2 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant as requested; or
- Reject the application.

5 Recommendations

The committee is asked to:

- Consider the application and the representation from West Yorkshire Police
- Take any of the steps detailed at 4.2, if any, they consider necessary for the promotion of the licensing objectives.

6 Background Papers

6.1 Guidance issued under s182 Licensing Act 2003

6.2 Leeds City Council Licensing Policy

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Report author: Mrs Bridget Massey
Tel: 0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 9th July 2012

Subject: Application to transfer a premises licence for Groucho Club Leeds, 4 Sovereign Place, Leeds, LS1 4SP

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If relevant, name(s) of Ward(s):	City & Hunslet	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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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:		
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- 2.1 The applicant is Carla Donohue
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principles the council will use to exercise its functions under the Licensing Act 2003. Applicants are expected to read the policy before making their application and the council will refer to the policy when making its decisions.

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

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4.1 An application has been received under the Licensing Act 2003 which is brought before a licensing sub committee for determination.

4.2 The licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant as requested; or
- Reject the application.

5 Recommendations

The committee is asked to:

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- Take any of the steps detailed at 4.2, if any, they consider necessary for the promotion of the licensing objectives.

6 Background Papers

6.1 Guidance issued under s182 Licensing Act 2003

6.2 Leeds City Council Licensing Policy

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Report author: Mrs Bridget Massey
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 9th July 2012

**Subject: Application for the grant of a premises licence for Harehills Lane Foods
249 - 251 Harehills Lane, Harehills, Leeds, LS8 3RG**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Gipton & Harehills		
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

This is an application for the grant of a premises licence for Harehills Lane Foods 249 - 251 Harehills Lane, Harehills, Leeds, LS8 3RG

Responsible authorities and Ward Members have been notified of this application.

The application has attracted representations from other persons and a responsible authority.

1.0 Purpose of this Report

- 1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of representations.

2.0 History of Premises

- 2.1 This is a first application for a premises licence

3.0 The Application

- 3.1 The applicant is Majid Zawi,
- 3.2 The application form may be found at Appendix **A** to this report.
- 3.3 In summary the application is for

Supply of alcohol off the premises

Every Day 09:00 – 21.00

4.0 Other matters relevant to the application

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

5.0 Steps to promote the Licensing Objectives

- 5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form.

6.0 Proposed Designated Premises Supervisor

- 6.1 Majid Zawi intends to be the Designated Premises Supervisor.

7.0 Location

- 7.1 A map which identifies the location of this premise is attached at Appendix **B**.

8.0 Representations

- 8.1 Under the Act representations can be received from responsible authorities or other persons. Representations must be relevant and, in the case of an other persons, must not be frivolous or vexatious.

8.2 Representations from Responsible Authorities

8.2.1 There has been a representation from a responsible authority

8.2.2 Representation has been received from West Yorkshire Police

8.2.3 The representation submitted by West Yorkshire Police remains for members consideration . A copy of the same may be found at appendix C

8.3 Representations from other persons

8.3.1 There has been representations from other people namely local residents.

8.3.2 The licensing department is in receipt of 8 generic letters detailing the grounds for objection, public nuisance, anti-social behavior and crime and disorder in the area.

8.3.3 Copies of the representations will be available at the hearing for Members consideration

8.3.4 We have also received a letter of support for the premises from a local resident. A copy will be made available at the hearing for Members consideration.

9.0 **Options Available to Members**

9.1 The Licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Refuse to specify the said person as the designated premises supervisor.
- Reject the whole or part of the application.

9.2 Members of the licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

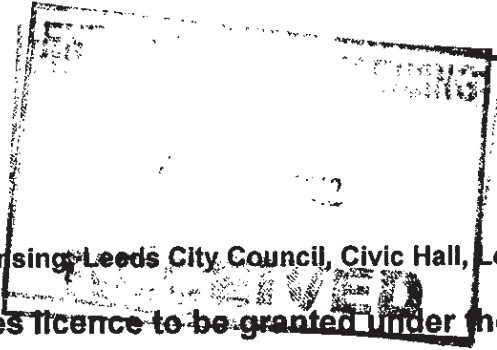
10.0 **Background Papers**

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations from other persons
- Letter of support from other persons

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SCANNED

SCANNED



PREM1

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

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We MAJID ZAWI (insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <i>"HAREHILLS LANE FOODS"</i> <i>HAREHILLS LANE 249-251</i>	
Post town <i>LEEDS</i>	Post code <i>LS8 3RG</i>

Telephone number of premises (if any)	<i>N/A</i>
Non domestic rateable value of premises	<i>£ 1 - 4300 BAND A</i>

Part 2 – Applicant Details

Please state whether you are applying for the licence as:

- Please tick yes
- a) an individual or individuals* please complete section (A)
 - b) a person other than an individual*
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
 - c) a recognised club please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - Statutory function or
 - A function discharged by virtue of Her Majesty's prerogative

(A) **INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname: First names:

Please tick yes

I am 18 years old or over

Current postal address if different from premises address:

Post Town: Postcode:

Daytime contact telephone number:

Email address (optional):

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr Mrs Miss Ms Other title
 (for example, Rev)

Surname First names

I am 18 years old or over Please tick yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

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

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
2	5	0	6	2	0	1	3

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

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

CONVENIENCE STORE SELLING
CONTINENTAL FOOD BETWEEN 9.00 - 21.00

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

N/A

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing play (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	State any seasonal variations for indoor sporting events (please read guidance note 4)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 3)	Outdoors	<input type="checkbox"/>	
Mon						
Tue						
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)	Both	<input type="checkbox"/>
Thur						
Fri						
Sat				Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sat					
Sun					

F

N/A

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing	
			Will the facilities for making music be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
			Both <input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)	
Wed				
Thur			Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Fri				
Sat				
Sun				

Provision of facilities for dancing Standard timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	
			Indoors <input type="checkbox"/>	Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue			State any seasonal variations for providing dancing facilities (please read guidance note 4)	
Wed				
Thur			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Fri				
Sat				
Sun				

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing																															
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td></tr> <tr><td>Thur</td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td></tr> </tbody> </table>			Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Will the entertainment facility be place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	<table border="1"> <tr><td>Indoors</td><td><input type="checkbox"/></td></tr> <tr><td>Outdoors</td><td><input type="checkbox"/></td></tr> <tr><td>Both</td><td><input type="checkbox"/></td></tr> </table>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
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Please give further details here (please read guidance note 3)																																		
State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)																																		
Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list. (please read guidance note 5)																																		

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)																															
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td></tr> <tr><td>Thur</td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td></tr> </tbody> </table>			Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun				<table border="1"> <tr><td>Indoors</td><td><input type="checkbox"/></td></tr> <tr><td>Outdoors</td><td><input type="checkbox"/></td></tr> <tr><td>Both</td><td><input type="checkbox"/></td></tr> </table>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
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Please give further details here (please read guidance note 3)																																		
State any seasonal variations for the provision of late night refreshment (please read guidance note 4)																																		
Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)																																		

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick <input checked="" type="checkbox"/> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	9.00	21.00	State any seasonal variations for the supply of alcohol (please read guidance note 4) 365 DAYS A YEAR WE INTEND TO SUPPLY ALCOHOL TO CUSTOMER BETWEEN THE OPENING HOURS.		
Tue	9.00	21.00			
Wed	9.00	21.00			
Thur	9.00	21.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	9.00	21.00			
Sat	9.00	21.00			
Sun	9.00	21.00			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name	MAJID ZAWI
Address	496 DAKWOOD LANE ROUNDHAY LEEDS
Postcode	LS9 6RX
Personal licence number (if known)	LEEDS/PERL/06906/12
Issuing licensing authority (if known)	LEEDS CITY COUNCIL LICENSING DEPARTMENT

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

~
A

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	9.00	21.00	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Tue	9.00	21.00	
Wed	9.00	21.00	
Thur	9.00	21.00	
Fri	9.00	21.00	
Sat	9.00	21.00	
Sun	9.00	21.00	

P

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

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

HAVING A PERSONAL LICENCE HOLDER ON PREMISES AT ALL TIMES
 STAFF TRAINING ON LICENSING ISSUES
 INSTALLED 8 CCTV CAMERAS AND RECORDING FOR 30 DAYS
 CAN BE MADE AVAILABLE FOR THE POLICE

b) The prevention of crime and disorder

ENTRY WILL BE REFUSED TO ANY PERSON WHO IS DRUNK
 THREATENING OR VIOLENT, OFFENCES WILL BE REPORTED
 ALREADY CCTV SYSTEM IS IN PLACE, WILL PROVIDE ADEQUATE
 LIGHTING AT ALL TIMES

c) Public safety

PERSONAL LICENCE HOLDER WILL BE ON THE PREMISES AT ALL
 TIMES DURING THE SALE ALCOHOL HOURS
 THERE IS ALREADY NON SLIP DRY FLOOR IN PLACE AND SPILLAGES
 WILL IMMEDIATELY BE CLEANED AND DRIED WITH NOTICE TO CUSTOMERS
 FOOD HYGIENE IS AT ALL TIMES OBSERVED AND OUT OF DATE
 FOOD WILL BE SEPARATED.

d) The prevention of public nuisance

PREMISES WILL BE WELL VENTILATED WITHOUT DOORS AND WINDOWS
 OPENING
 ALL EXITS WILL BE ALARMED
 THERE WON'T BE ANY NOISE OR SPECIFIC SOUND EMANATING FROM ANY
 MACHINES OR SYSTEMS
 ENSURE THAT DELIVERIES ARE BETWEEN 7-19.00 HRS
 SURROUNDING AREA WILL BE KEPT CLEAN OF RUBBISH
 BUILDING IS KEPT IN GOOD REPAIR PRESENTING NO DANGER TO CUSTOMERS
 OR PUBLIC

e) The protection of children from harm

ALCOHOL AND TOBACCO PRODUCTS ARE NOT SOLD TO UNDER 18'S
 AND THERE WILL BE A BOOK OF ATTEMPTED PURCHASE RECORD KEPT
 WITH ID CHECKS
 NO CHILDREN WILL BE ALLOWED ONTO PREMISES IF THEY
 VISIBLY LOOK UNDER 12 AND UNACCOMPANIED.
 RESTRICTED ACCESS TO TOBACCO PRODUCTS AND ALCOHOL

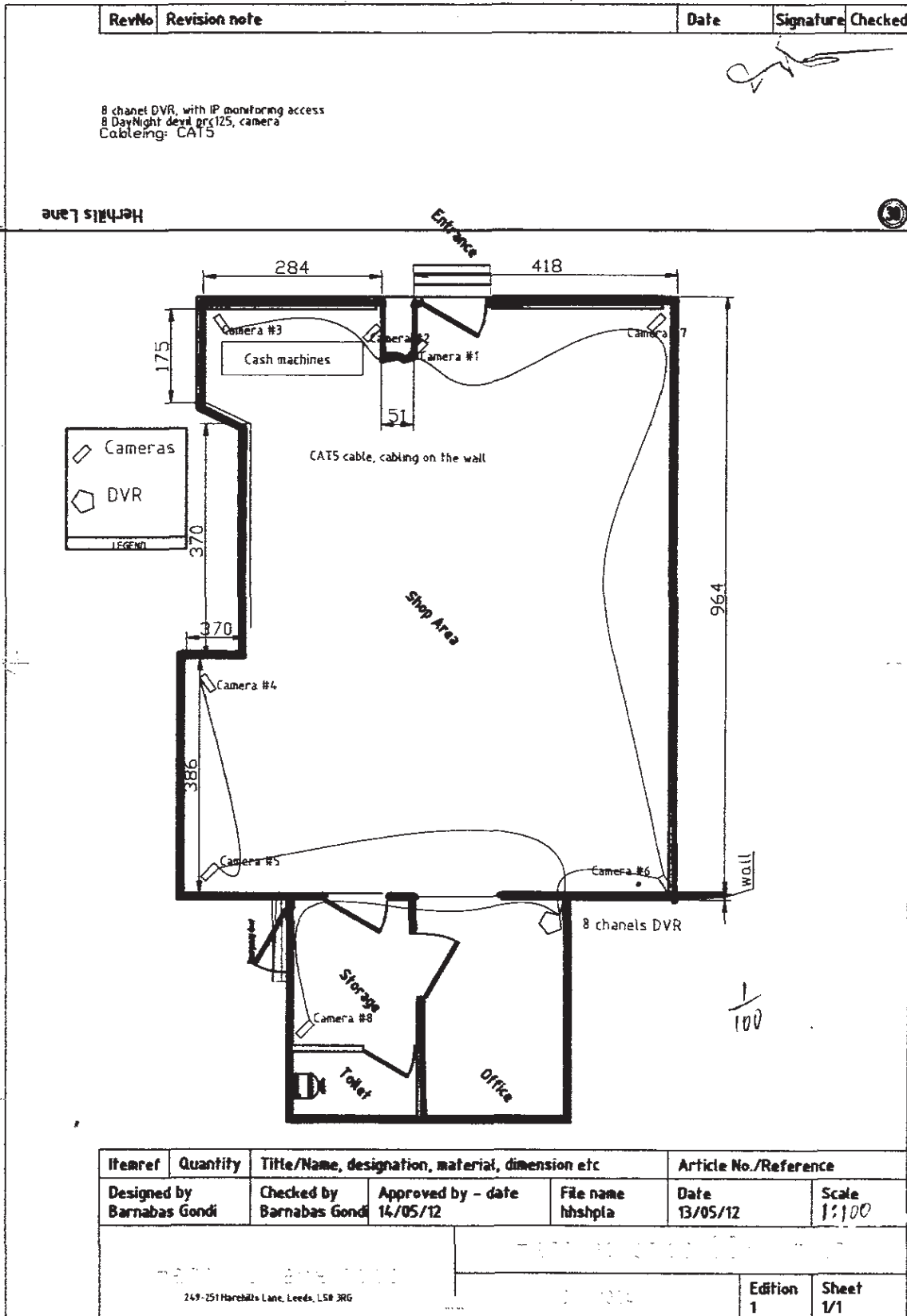
CCTV system PLAN

HAREHILLS LANE FOOD SHOP

249-251 Harehills Lane, Leeds, LS8 3RG

Designed by: Barnabas Gondi

14/05/2012




Planned cctv system description for Harehills Lane Food Shop, Leeds**ICR-H41 stand-alone H.264 DVR:**

- 8 video input channel
 - Pentaplex : live, recording, playback, backup & remote access
 - Stable Embedded LINUX operation system
 - Mouse control, IR remote control
 - Recording speed : D1 100 fps (real time)
 - VGA & video output is working paralel
 - VGA resolution is : (800x600, 1024x768, 1280x1024, 1360x768, 1440x900)
 - Audio recording : 4 channel
 - Motion detection : 18 x 22 matrix, Prealarm, Built in IE Browser
 - Dual stream output (QCIF/CIF for remote surveillance, D1 for local network)
 - Email sending at motion detection
 - Remote programming by LAN
 - Mobile remote surveillance : Support Windows mobile system, Symbian system, Iphone, Blackberry and Android system
 - HDD : max. 1 pc, 2 TB, Backsaving : USB,
 - 1 hour video can be saved to USB stick within 15 minutes
 - Hidden camera function
 - Central Monitoring Software : up to 255 pcs DVR
 - Multi language : English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Russian, Spanish, Turkish
 - No fan = Silent operation , Small size & weight = save freight cost (253 x 222 x 40 mm , 3 kg)
- IDENTIVISION 3 years warranty

Camera description:

Indoor/Outdoor, color, 1/3", 480TVL, soft D/N, 0.1 lux, IR LED max. 25m, fix optic: f=3.6mm (72°), 12V DC, IDENTIVISION. 1 year warranty.



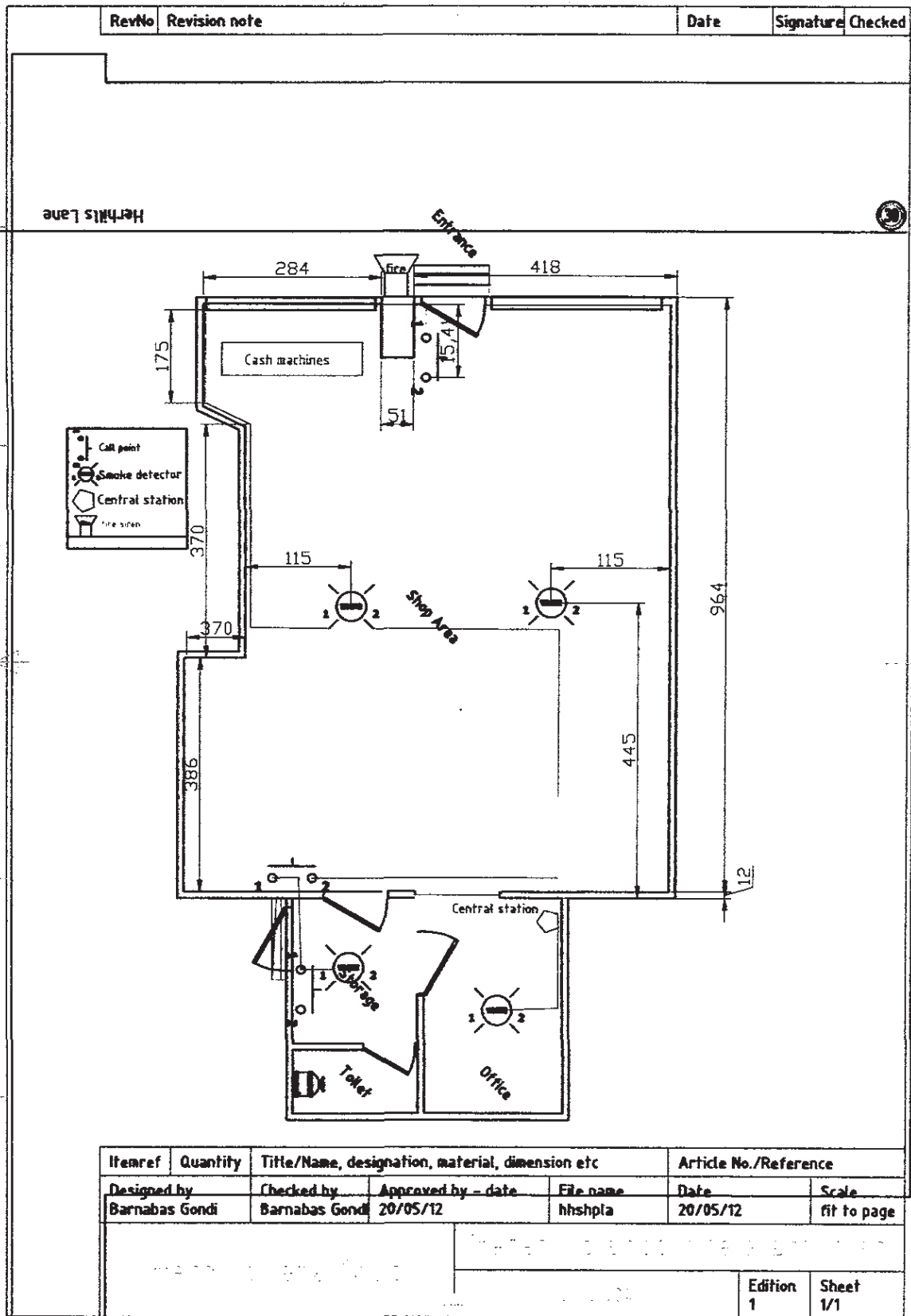
FIRE ALARM PLAN

HAREHILLS LANE FOOD SHOP

249-251 Harehills Lane, Leeds, LS8 3RG

Designed by: Barnabas Gondi

14/05/2012



Planned fire alarm description for Harehills Lane Food Shop, Leeds

Central station description:

- 6 on-board zones •Expandable to 16 hardwired zones
- Expandable to 32 wireless zones
- 2 PGM outputs: expandable to 14 (PC5204, PC5208)
- Template programming •Connect up to 8 supervised keypads with keypad zones
- 2 partitions
- 500-event buffer
- 48 user codes •Approval Listings: European CE Directives (EMC, R&TTE, LVD), INCERT (Belgium), NCP (Holland), •IMQ (Italy) Livello 2, SBSC (Sweden) Larmklass 2, EN50131-1 Grade 2, Class II Environmental,
- ICASA (South Africa), FCC/IC, UL/ULC

Installation, and maintenance:

We using special alarm cable what is 6x0.22, that running on the wall. All motion sensor is different zone. All zone is different cable. The sounder is included backup battery, and the central station as well. The best maintenance period is 3 months.

Standards and directives:

EN 61000-6-3 +A11:2004

EN 50130-4 +A1:1998 +A2: 2003

2006/95/EC The Low Voltage Directive

2004/108/EC The Electromagnetic Compatibility Directive

99/05/EC The R&TTE Directive



Wired Photoelectric Smoke Detectors FSA-210/410

- Automatic drift compensation
- Built-in, dual-sensor heat detector (option)
- Built-in 85 dB horn (option)
- Easy-maintenance removable smoke chamber
- Interconnectable using PRM-2W/4W polarity reversal modules
- Non-contact sensitivity reading with handheld test meter (FSD-100)
- Low profile design
- Local test button
- UL/ULC/CSFM/MEA/EN listed for commercial and residential applications
- FSA-210
- **Model Description** FSA-210(x)* 2-wire photoelectric smoke detector FSA-210(x)T* 2-wire photoelectric smoke detector w/ heat detector FSA-210(x)ST* 2-wire photoelectric smoke detector w/ integral sounder & heat detector FSA-210(x)RT* 2-wire photoelectric smoke detector w/ aux. relay & heat detector
- FSA-410
- **Model Description** FSA-410(x)* 4-wire photoelectric smoke detector FSA-410(x)T* 4-wire photoelectric smoke detector w/ heat detector FSA-410(x)RT* 4-wire photoelectric smoke detector w/ aux. relay & heat detector FSA-410(x)S* 4-wire photoelectric smoke detector w/ integral sounder FSA-410(x)ST* 4-wire photoelectric smoke detector w/ integral sounder & heat detector FSA-410(x)RST* 4-wire photoelectric smoke detector w/ integral sounder, aux. relay & heat detector
- *Legend (x) = 'A' Canadian model number | (x) = 'B' U.S. model number

INTRUDER ALARM PLAN

HAREHILLS LANE FOOD SHOP

249-251 Harehills Lane, Leeds, LS8 3RG

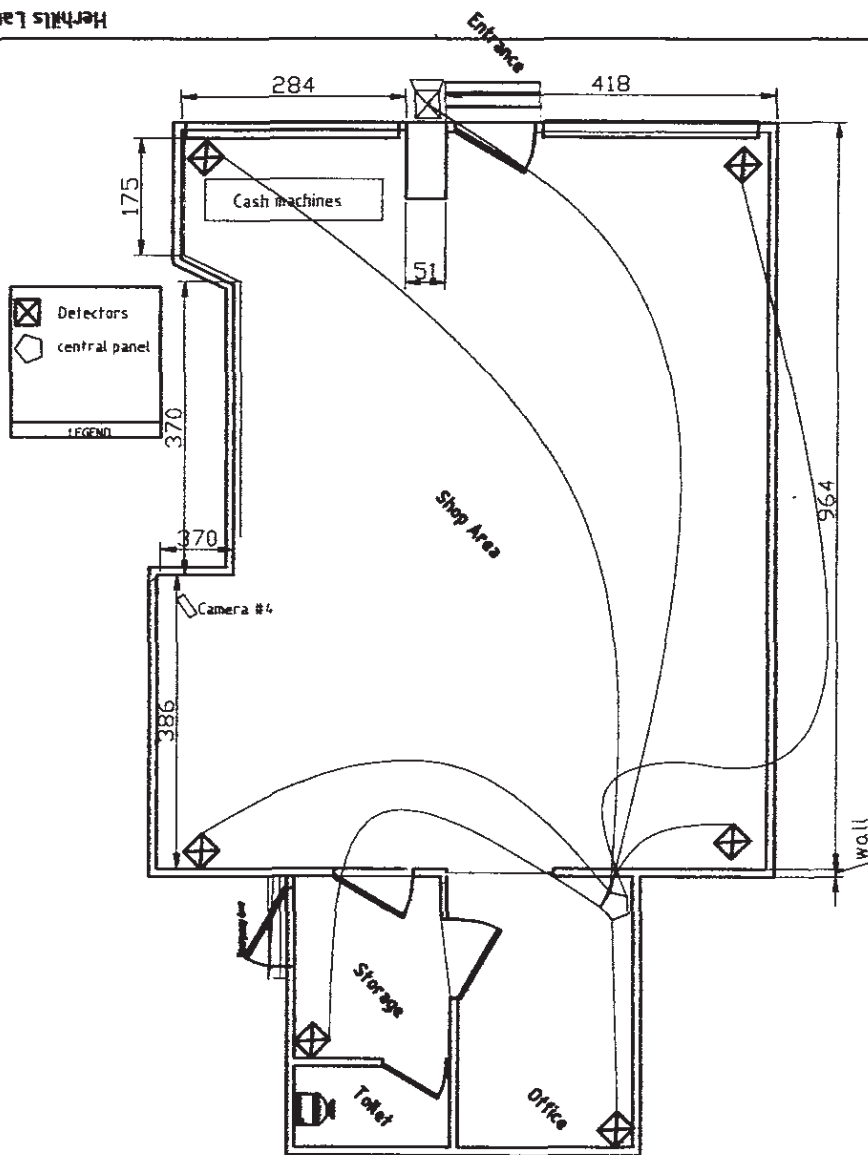
Designed by: Barnabas Gondi

14/05/2012

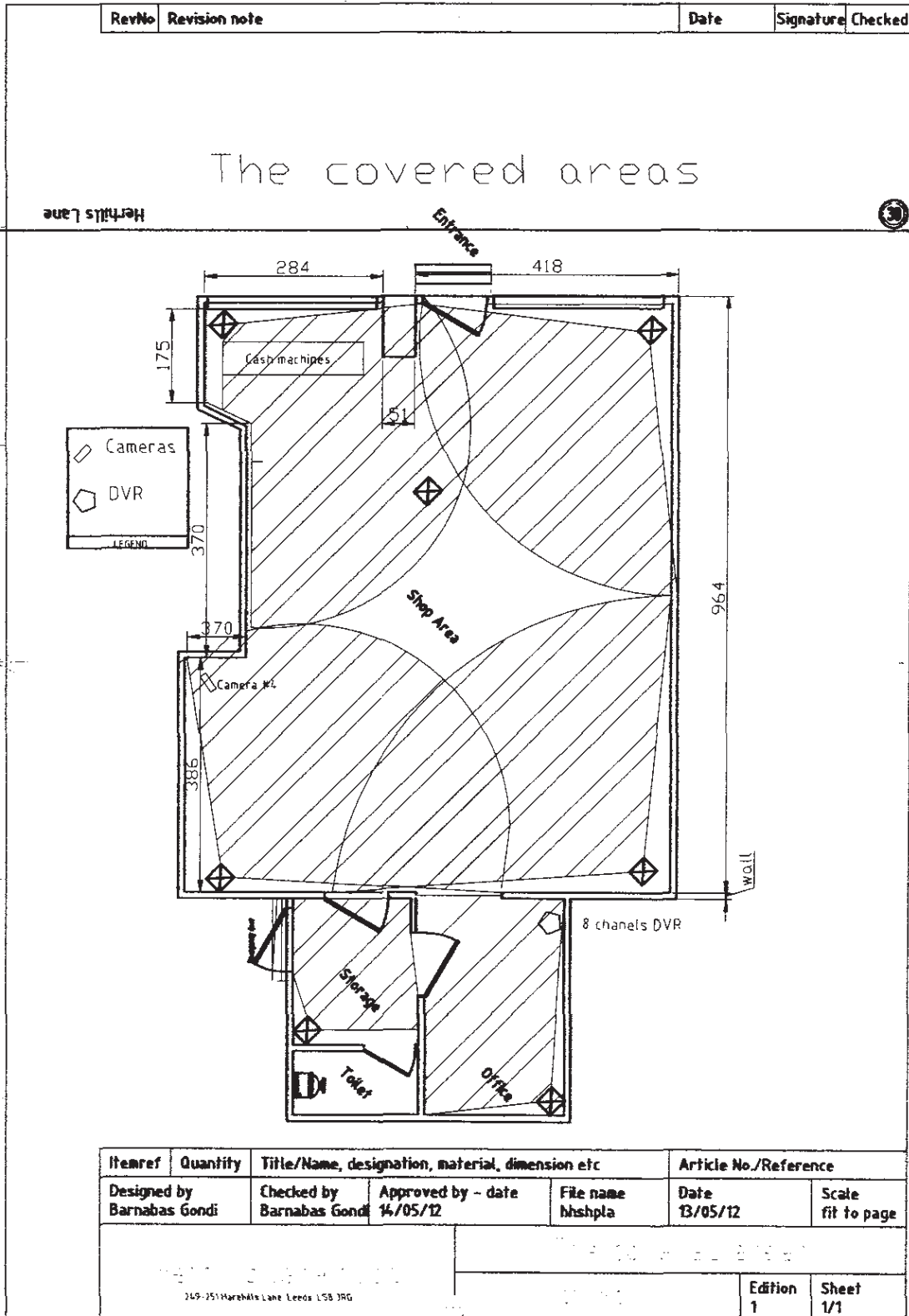
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DSC 6 PIRs intruder alarm

Harehills Lane



Itemref	Quantity	Title/Name, designation, material, dimension etc	Article No./Reference
Designed by Barnabas Gondi	Checked by Barnabas Gondi	Approved by - date 14/05/12	File name hshpta
		Date 13/05/12	Scale fit to page
249-251 Harehills Lane, Leeds, LS8 3RG		Edition 1	Sheet 1/1



Planned intruder alarm description for Harehills Lane Food Shop, Leeds

Central station description:

- 6 on-board zones •Expandable to 16 hardwired zones
- Expandable to 32 wireless zones
- 2 PGM outputs: expandable to 14 (PC5204, PC5208)
- Template programming •Connect up to 8 supervised keypads with keypad zones
- 2 partitions
- 500-event buffer
- 48 user codes •Approval Listings: European CE Directives (EMC, R&TTE, LVD), INCERT (Belgium), NCP (Holland), •IMQ (Italy) Livello 2, SBSC (Sweden) Larmklass 2, EN50131-1 Grade 2, Class II Environmental,
- ICASA (South Africa), FCC/IC, UL/ULC

PIR detector description:

- The LC-100-PI (Form A contact) and LC-120-PI (Form C contact) detectors feature intelligent signal analysis for reliable detection, pet immunity up to 55 lbs (25 kg) and a slim design that complements any décor.
- Form "A" or "C" alarm contact and tamper switch
- Digital signal analysis
- Pet immunity up to 55 lbs (25 kg)
- Quad Linear Imaging Technology for sharp analysis of body dimensions and differentiation from backgrounds and pets
- Advanced ASIC-based electronics
- Compact design for residential installations
- Adjustable variable pulse count
- PIR sensitivity adjustment •Height installation calibration free
- Available in packages of 6 (LC-100-PI-6PK / LC-120-PI-6PK)
- Available in U.S. only •LC-100 - 6 PK Form 'A' LC-120 - 6 PK Form 'C'
- Approval Listings: European CE Directives (EMC), FCC/IC, UL/ULC

Installation, and maintenance:

We using special alarm cable what is 6x0.22, that running on the wall. All motion sensor is different zone. All zone is different cable. The sounder is included backup battery, and the central station as well. The best maintenance period is 3 months.

Standards and directives:

EN 61000-6-3 +A11:2004

EN 50130-4 +A1:1998 +A2: 2003

2006/95/EC The Low Voltage Directive

2004/108/EC The Electromagnetic Compatibility Directive

99/05/EC The R&TTE Directive

CE - DECLARATION OF CONFORMITY

according to ISO/IEC Guide 22 and EN 45014

SCANNED

Manufacturer's Name: Delta Controls
Manufacturer's Address: 17850 56th Avenue
Surrey, British Columbia
Canada
V3S 1C7

declares that the product (s):

Product Name: 16 x 16 Controllers
Model Numbers: DSC-1616, DFM-1616
Product Options: All

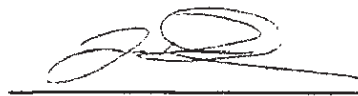
conforms to the following Product Specifications:

EN 50081-1:1992	Generic Emission Standard Part 1: Residential	
EN 55022:1998	Radiated and Conducted Emissions	Class A
EN 61000-3-2:1999	Power Line Harmonics	Class A
EN 61000-3-3:1998	Power Line Fluctuations	$P_u < 1, P_h < 0.65$
EN 50082-1:1997	Generic Immunity Standard Part 1: Residential	
EN 61000-4-2:1995	ESD Immunity	Level B
EN 61000-4-3:1996	RF Electromagnetic Field Immunity	Level A
ENV 50204:1995	RF Electromagnetic Field Immunity (Keyed Carrier)	Level A
EN 61000-4-4:1995	EFT/Burst Immunity	Level B
EN 61000-4-5:1995	Surge Immunity	Level B
EN 61000-4-6:1996	Conducted Immunity	Level A
EN 61000-4-11:1994	Voltage Dips / Interruptions	Level A/B/B/B

Supplementary Information

The product(s) herewith comply with the requirements of the EMC Directive 89/336/EEC. The product(s) were tested in a typical configuration.

Lee Dickson
Quality Assurance Manager



FCC Compliance Information

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Industry Canada Compliance Statement

ICES-003 This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations

Cet appareil numérique de la Classe A Respecte toutes les exigences du Règlement sur le matériel brouiller du Canada.



This product conforms to the following UL requirements:

UL916: Energy Management Equipment

A handwritten signature in black ink, appearing to be 'G. S.', written over a horizontal line.

CE - DECLARATION OF CONFORMITY

according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: Delta Controls
Manufacturer's Address: 17850 56th Avenue
 Surrey, British Columbia
 Canada
 V3S 1C7

declares that the product (s):

Product Name: 16 x 16 Controllers
Model Numbers: DSC-1616, DFM-1616
Product Options: All

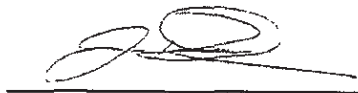
conforms to the following Product Specifications:

EN 50081-1:1992 Generic Emission Standard Part 1: Residential		
EN 55022:1998	Radiated and Conducted Emissions	Class A
EN 61000-3-2:1999	Power Line Harmonics	Class A
EN 61000-3-3:1998	Power Line Fluctuations	$P_u < 1, P_k < 0.65$
EN 50082-1:1997 Generic Immunity Standard Part 1: Residential		
EN 61000-4-2:1995	ESD Immunity	Level B
EN 61000-4-3:1996	RF Electromagnetic Field Immunity	Level A
ENV 50204:1995	RF Electromagnetic Field Immunity (Keyed Carrier)	Level A
EN 61000-4-4:1995	EFT/Burst Immunity	Level B
EN 61000-4-5:1995	Surge Immunity	Level B
EN 61000-4-6:1996	Conducted Immunity	Level A
EN 61000-4-11:1994	Voltage Dips / Interruptions	Level A/B/B/B

Supplementary Information

The product(s) herewith comply with the requirements of the EMC Directive 89/336/EEC. The product(s) were tested in a typical configuration.

Lee Dickson
 Quality Assurance Manager




FCC Compliance Information

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Industry Canada Compliance Statement

ICES-003 This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations

Cet appareil numérique de la Classe A Respecte toutes les exigences du Règlement sur le matériel brouiller du Canada.



This product conforms to the following UL requirements:

UL916: Energy Management Equipment

A handwritten signature in black ink, appearing to be 'G. L.', is written over the UL916 text.

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Harehills Lane Foods

249-251 Harehills Lane Leeds LS8 3RG



This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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Date:	21 June 2012
Scale:	1:1250

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Licensing Department
 Millgarth Police Station
 Millgarth Street
 Leeds
 LS2 7HX

Leeds District Licensing Department

Tel: 0113-2414023
 Fax: 0113-2413123
 Email: lynn.dobson@westyorkshire.pnn.police.uk
 Website:

13 June 2012

Mr M Zawi
496 Oakwood Lane
Roundhay
Leeds LS9 6QX

cc. Entertainment Licensing Section. Leeds City Council, Civic Hall, Leeds. LS1 1UR

RE: HAREHILLS FOODS 249-251 HAREHILLS LANE, LEEDS LS9 3RG
NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:

Thank you for submitting your application for the above premises, this application was received at the address above on 16 May 2012.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of:-

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule, in **addition** to those you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible. Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

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Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

PART 1 - to be completed by the Responsible Authority:

This application seeks the grant of a premises licence for off sales only. The application is for:

Sale by Retail of Alcohol

Monday - Sunday - 0900hrs x 2100hrs

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives:-

- the prevention of crime & disorder
- the prevention of public nuisance
- the protection of children from harm

• **Measures / Additional measures proposed:**

- **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 have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.**
- **A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.**
- **The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises**

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

**Lynn Dobson
Leeds District Licensing Office**

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

PART 2 – to be completed by the applicant or applicant’s representative:

Consent for all proposed control measures under the Licensing Act 2003.

Name & Address of Premises:

**HAREHILLS FOODS,
249-251 HAREHILLS LANE,
LEEDS LS9 3RG**

I / We

Confirm that I am / we are the applicant / the applicant’s representative (delete as appropriate) for the premises as stated above.

In signing this document-:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises, and furthermore,
- I / we confirm the premises will then operate in accordance with those measures agreed to.

Signed:

Dated:

NOT PROTECTIVELY MARKED

PART 3 – to be completed by the applicant or applicant's representative:

Proposed control measures under the Licensing Act 2003

Name & Address of Premises:

**HAREHILLS FOODS,
249-251 HAREHILLS LANE,
LEEDS LS9 3RG**

I / We

Confirm that I am / we are the applicant / the applicant's representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

Signed:

Dated:

NOT PROTECTIVELY MARKED

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Report author: Miss Janice Archibald
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 9th July 2012

**Subject: Application to vary a premises licence held by Miss Browns Coffee House
152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Chapel Allerton	
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

This is an application to vary a premises licence held by Miss Browns Coffee House 152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE.

The application is to vary the hours for the sale of alcohol and hours open to the public, in line with the grant of full planning permission. Also to include non standard timings for the sale of alcohol and opening hours. Full details of the activities and hours applied for can be seen at 3.3 of this report.

Responsible authorities and Ward Members have been notified of this application.

The application has attracted representations from responsible authorities.

1.0 Purpose of this Report

- 1.1 To advise Members of an application made under section 34 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of representations.

2.0 History of Premises

- 2.1 The applicant originally applied for a premises licence in September 2010. The application was for regulated entertainment and the sale of alcohol between the hours of 10:00 am and 22:30, with additional non-standard timings. Representations were received from Responsible Authorities but were withdrawn subject to agreements being reached between them and the applicant. The premises licence was duly granted, with reduced opening hours, the hours being 7:30 am until 18:00 Monday to Friday and 08:00 am until 13:00 hours Saturday and no opening hours for Sunday. In January 2011, an application was received to vary the premises licence to bring the hours in line with the current planning permissions.

The application was to increase the hours of licensable activities Monday to Sunday to 07:00 hours until 22:30 with an extra hour during all bank holidays. Representations to the application were received from a Responsible Authority and Members of the Public. The sub committee decided to grant the application but limit the times of the licensable activities until 22:00 hrs with the premises closing at 22:30 hrs Monday to Saturday and 22:00 hrs Sunday, with no extensions for bank holidays.

- 2.2 A copy of the existing licence is attached at Appendix A

3.0 The Application

- 3.1 The applicant is Miss Amanda Brown,
- 3.2 The application form may be found at Appendix B to this report.
- 3.3 In summary the application is to:

Vary the hours for the sale of alcohol on the premises

Sale by retail of alcohol on the premises
7:30 until 23:00 Sunday to Friday
7:30 until 23:30 Saturday

Times when the premises will be open to the public:

7:30 until 23:00 Sunday to Friday

7:30 until 23:30 Saturday

Non Standard Timings:

An additional hour into the morning following every Friday, Saturday, Sunday and Monday for each, May Day, Spring/Whitsun and August Bank Holiday weekends

An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for each, Easter Bank Holiday weekends.

An additional hour into the morning following every Christmas Eve, Boxing Day and from the start of business on New Years Eve to the start of business on New Years Day.

4.0 Other matters relevant to the application

4.1 Equality and Diversity / Cohesion and Integration

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

5.0 Steps to promote the Licensing Objectives

5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form.

6.0 Location

6.1 A map which identifies the location of this premise is attached at Appendix C.

7.0 Representations

7.1 Under the Act representations can be received from responsible authorities or interested parties. Representations must be relevant and, in the case of an interested party, must not be frivolous or vexatious.

7.2 Representations from Responsible Authorities

7.2.1 Representations have been received from Environmental Protection Team and Planning Services in their capacity as a responsible authority.

7.2.2 The representation submitted by Environmental Protection Team, remains as a matter for Members consideration. A copy of which may be found at Appendix D.

7.2.3 The representation submitted by Planning Services, remains as a matter for Members consideration. A copy of which may be found at Appendix E.

7.3 Representations from Other Persons

7.3.1 There are no representations from Other Persons.

8.0 **Options Available to Members**

8.1 The Licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

- Grant the variation as requested.
- Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

8.2 Members of the licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

9.0 **Background Papers**

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy
- Representations received from Interested Parties

Premises Licence

Premises Licence Number:

PREM/02948/003

Part A

Initial licence issued from:

25th October 2010

Schedule 12 Licensing Act 2003

Current licence effective from:

26th October 2011

APPENDIX A

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code


Miss Browns Coffee House
152 Chapeltown Road
Chapeltown
Leeds
LS7 4EE

Telephone number 0113 216 5853

Licensable activities authorised by the licence

Sale by retail of alcohol
Performance of live music
Performance of recorded music
Performance of dance
Entertainment similar to live music, recorded music or dance
Provision of facilities for dancing
Provision of facilities for anything similar to making music or dancing

Licence Issued under the authority of Leeds City Council


Miss Jane Wood
Licensing Officer
Entertainment Licensing
Licensing and Registration

Times the licence authorises the carrying out of licensable activities

<i>Sale by retail of alcohol</i> Every Day	07:00 - 22:00
<i>Performance of live music</i> Every Day	07:00 - 22:00
<i>Performance of recorded music</i> Every Day	07:00 - 22:00
<i>Performance of dance</i> Every Day	07:00 - 22:00
<i>Entertainment similar to live music, recorded music or dance</i> Every Day	07:00 - 22:00
<i>Provision of facilities for dancing</i> Every Day	07:00 - 22:00
<i>Provision of facilities for anything similar to making music or dancing</i> Every Day	07:00 - 22:00

The opening hours of the premises

Monday to Saturday	07:00 - 22:30
Sunday	07:00 - 22:00

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is sold for consumption on the premises

Part 2

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

Miss Amanda Brown
152 Chapeltown Road
Leeds
LS7 4EE

Email Address:

amanda.brown@pds.uk.com

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Miss Amanda Brown
6 St Marys Road
Potternewton
Leeds
LS7 3JX

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number: LEEDS/PERL/06173/11

Licensing Authority: Leeds City Council

Annex 1 – Mandatory conditions

1. Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-
 - a. unauthorised access or occupation (e.g. through door supervision), or
 - b. outbreaks of disorder, or
 - c. damage
2. No supply of alcohol may be made under this licence
 - a. At a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
4. The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children -

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
 - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
 - e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by

reason of a disability).

6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

8. The responsible person shall ensure that -
 - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
 - i. beer or cider. 1/2 pint;
 - ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - iii. still wine in a glass:125 ml; and
 - b. customers are made aware of the availability of these measures

Annex 2 – Conditions consistent with the Operating Schedule

Additional details in respect of Licensable Activities authorised by this licence

9. Performance of live music

Location where activity will take place:

This activity will take place indoors.

Activity Details:

Occasional artists may perform as part of a themed event on an adhoc basis.

10. Performance of recorded music

Location where activity will take place:

This activity will take place indoors.

Activity Details:

Ambient background music will be played while the cafe is trading together with any themed event that may occur on an adhoc basis.

11. Performance of dance

Location where activity will take place:

This activity will take place indoors.

Activity Details:

Occasional dance artists may perform as part of a themed event on an adhoc basis.

12. **Entertainment similar to live music, recorded music or dance**

Location where activity will take place:

This activity will take place indoors.

Activity Details:

Occasional artists may perform as part of a themed event on an adhoc basis.

13. **Provision of facilities for dancing**

Location where activity will take place:

This activity will take place indoors.

Activity Details:

We are looking to hold themed dance classes within the cafe on a regular basis.

14. **Provision of facilities for anything similar to making music or dancing**

Location where activity will take place:

This activity will take place indoors.

Activity Details:

Occasional artists may perform as part of a themed event on an adhoc basis.

15. **Concerns in respect of children**

None defined

Conditions consistent with the operating schedule relating to the licensing objectives

General – All four licensing objectives

Measures Consistent with the Operating Schedule

16. No one will be admitted who appears under the influence of drugs. Any drug related offences will be recorded and reported to the police.
17. All empty glass bottles and containers will be collected regularly.
18. All fire exits are clearly marked.
19. Signs are displayed asking customers to leave in a quiet and orderly manner.
20. Non alcoholic drinks and minerals will be available at all times.

The prevention of crime and disorder

Measures Agreed with West Yorkshire Police

21. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out.
22. The siting and standard of the CCTV system will be agreed with WYP prior to installation and

will comply with that agreement at all times.

23. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.
24. The PLH/DPS staff will ask for proof of age from any person appearing to be under 21 who attempts to purchase alcohol at the premises.
25. Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.
26. The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.
27. The DPS or authorised person will be on the premises at all times when the premises are hired out for private parties and private functions.
28. At all times the premises licence has effect:-
 - a. a minimum of 10 covers will be provided for alcohol to be consumed only 'on' the premises.

Measures Consistent with the Operating Schedule

29. The designated premises supervisor will fully co-operate with all authorities to ensure the smooth running of the premises, any incidents will be fully recorded.
30. We will operate a strict drug free policy and signs will be displayed to this effect, any suspected incidents involving drugs will be recorded and reported to the police.

Public safety

Measures Agreed with Health and Safety

Management Arrangements

31. Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.
32. A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.

Fire/Electrical Safety

33. Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.

First Aid

34. A suitably trained First Aider or appointed person will be provided at all times when the

premises are open.

35. Adequate and appropriate First Aid equipment and materials will be available on the premises.

Measures Consistent with the Operating Schedule

36. Fire extinguishers are on the premises.
37. The premises have a fully operational fire alarm system.
38. Exits will be kept free of obstruction and clearly marked.

The prevention of public nuisance

Measures Agreed with Environmental Health

Noise and Vibration

39. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
40. Noise from a licensable activity at the premises shall be inaudible at the nearest noise sensitive premises at all times.
41. There shall be no external loudspeakers.
42. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.

Litter

43. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.

Measures Consistent with the Operating Schedule

44. No waste will be removed from the premises between the hours of 22:00 hours to 07:00 hours.

The protection of children from harm

Measures Consistent with the Operating Schedule

45. No entertainment of an adult nature will take place.

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

The prevention of public nuisance

Conditions Imposed at Hearing by the Licensing Sub Committee on 14th March 2011

Noise and Vibration

46. The activities of persons using the external areas shall be monitored and they shall be reminded to have regard to the needs of the local residents and to refrain from shouting and anti social behaviour etc when necessary.
47. The premises licence holders and DPS will ensure patrons using the beer gardens and external

areas in a manner which does not cause a disturbance to nearby residents in the vicinity. Patrons will not use such areas for the consumption of alcohol and food after 21.00 hours.

48. There shall be no regulated entertainment on the premises involving live music/playing of musical instruments by performers until they have received written approval from the Environmental Protection Team stating that the sound proofing procedures and limitation measures meet their approval.

Annex 4 - Plans

The plans for these premises are as those submitted with the application. A copy of which is held by Leeds City Council Licensing Authority.

PREM/02948/003

ENTERTAINMENT LICENSING
APPENDIX B

18 MAY 2012

RECEIVED

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
 You may wish to keep a copy of the completed form for your records.

I/We **AMANDA BROWN**

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number
PREM/02948/003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
 MISS BROWNS COFFEE HOUSE
 152 CHAPELTOWN ROAD
 CHAPELTOWN

Post town	LEEDS	Post code	LS7 4EE
------------------	-------	------------------	---------

Telephone number at premises (if any)	01132165853
--	-------------

Non-domestic rateable value of premises	£4250 ✓ checked J&J
--	---------------------

Part 2 – Applicant details

Daytime contact telephone number	0113 216 5853		
E-mail address (optional)			
Current postal address if different from premises address			
Post Town		Postcode	

SCANNED

Part 3 - Variation

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day		Month		Year	

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

To vary the hours of licensable activities including the sale of alcohol and hours open to the public in line with grant of full planning permission, Also to include an additional hour into the morning following every Friday, Saturday, Sunday and Monday for each, May Day , Spring / Whitsun and August Bank Holiday weekends.

An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for each, Easter Bank Holiday weekends.

An additional hour into the morning following every Christmas Eve, Boxing Day and from the start of business on New Years Eve to the start of business on New Years Day

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	
Tue				
Wed			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Thur				
Fri			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat				
Sun				

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
			<u>Please give a description of the facilities for dancing you will be providing</u>	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun			<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)	
			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment <u>take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
Day	Start	Finish		Both <input checked="" type="checkbox"/>
Mon	0730	2300	State any seasonal variations for the supply of alcohol (please read guidance note 4)	
Tue	0730	2300		
Wed	0730	2300		
Thur	0730	2300	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)	
Fri	0730	2300	An additional hour into the morning following every Friday, Saturday, Sunday and Monday for each, May Day , Spring / Whitsun and August Bank Holiday weekends.	
Sat	0730	2330	An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for each, Easter Bank Holiday weekends.	
Sun	0730	2300	An additional hour into the morning following every Christmas Eve, Boxing Day and from the start of business on New Years Eve to the start of business on New Years Day	

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0730	2300	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>An additional hour into the morning following every Friday, Saturday, Sunday and Monday for each, May Day , Spring / Whitsun and August Bank Holiday weekends.</p> <p>An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for each, Easter Bank Holiday weekends.</p> <p>An additional hour into the morning following every Christmas Eve, Boxing Day and from the start of business on New Years Eve to the start of business on New Years Day</p>
Tue	0730	2300	
Wed	0730	2300	
Thur	0730	2300	
Fri	0730	2300	
Sat	0730	2330	
Sun	0730	2330	
		23-00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

To allow Miss Browns Coffee House to trade in conjunction with it full planning permission , to allow none standard timing hours which would removed the need for temorary events notices.

SCANNED

Please tick yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

P Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

To ensure all licensable activities are authorised by the disigned Premise supervisor
Will we operate a Check 21 Policy
All staff will receive in house training in relation to the sale of alcoholic products
CCTV is installed and under a maintaince contract
Noise from our entertainment will not be audible at the nearest senative place
All exits and fire exits will be clearly marked and kept free of any obstructions
Anyone who appears intoxicated or under the influence of drugs will not be served

b) The prevention of crime and disorder

A Check 21 policy will be in operation
We have a Drug policy in place
CCTV is installed and under a maintainence contract
All staff will receive in house training in relation to the sale of Alcohol

c) Public safety

All exits and fire exits will be clearly marked and kept free from any obstruction
Fire extingushers will placed as per plans attached
A fire risk assesement will be available on the premises
All electrical items will be serviced under a maintaince contract
All gas appliences will be periodically check

d) The prevention of public nuisance

Sound proofing in place.
Noise from the entertainment will not be capable of being heard from the nearest noise sentitive place

e) The protection of children from harm

There will be no entertainment of an adult nature and families will be encouraged to dine .

A check 21 policy will at all times be enforced.
A full range of soft drinks, selected coffees, fine tea's and mineral waters will be available at all times.

SCANNED

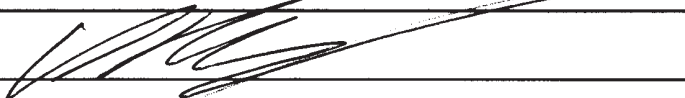
Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	17 May 2012
Capacity	Agent

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

M P Maguire ABII
Suite 1E
Behive Mills
Hebden Bridge

Post town Halifax **Post code** HX7 6HS

Telephone number (if any) 07780 640 734

If you would prefer us to correspond with you by e-mail your e-mail address (optional)
Paddymaguire@yahoo.com

PREM/02948/004

Miss Browns Coffee House, 152 Chapeltown Road, Leeds, LS7 4EE



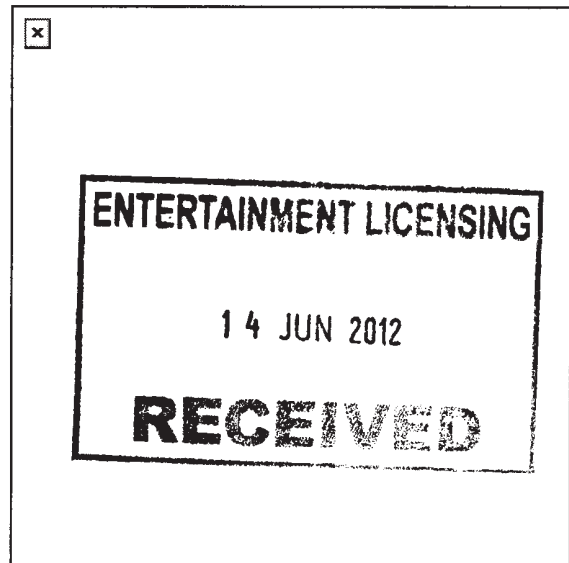
This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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Leeds City Council O.S. Licence No 100019567

Date:	28 June 2012
Scale:	1:1250

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Miss Amanda Brown
152 Chapeltown Road
Leeds
LS7 4EE

Environmental protection team
Leeds City Council
Knowsthorpe Gate
Cross Green
Leeds LS9 0NP

Contact: Mr. Mudhar
Tel: 0113 3951171
Fax: 0113 2474947
Our reference: PREM/02948/004
Date: 14th June 2012

Dear Miss Brown

Licensing Act 2003

Name of Premises: Miss Browns Coffee House

Address: 152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE

Thank you for submitting your application for the variation of premises licence.

Leeds City Council's environmental action service is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance. We therefore confirm that we are submitting a formal objection to your application.

However you could meet this objective by incorporating certain identified measures within your operating schedule. Therefore, please find enclosed a document which at part 1 contains the suggested measures which we consider are proportionate and appropriate to the nature of your application.

If you are in agreement with the suggested measures then please complete and sign part 2 of the enclosed form and return the complete document to me as soon as possible. Once we receive this it will be taken that you wish the licensing authority to amend your operating schedule to incorporate the proposed measures. If you have any questions please do not hesitate to contact me.

If you disagree with the suggested measures, then please complete part 3 and return the complete document to me as soon as possible.

Yours sincerely

Gurdip Mudhar
Senior Environmental Health Officer

Encs

PART 1

To be completed by the responsible authority

**Leeds City Council's Environmental Action Service
Proposed Controlled Measures under the Licensing Act 2003**

**Name of Premises: Miss Browns Coffee House
Address: 152 Chapeltown Road, Chapeltown, Leeds, LS7 4EE**

Premises

The application premises is situated on Chapeltown Road and lies within a block of 5 terraced properties. The premises comprise a 3 storey building; the ground floor restaurant and residential flats on the upper floor levels. The adjoining property to the left hand side (No: 2 Grange View) had been in a derelict condition for a number of years, however, it is has now been brought into use and currently occupied as 6 residential flats. The adjoining property to the right hand side (150 Chapeltown Road) is currently unoccupied and used for storage purposes. The area immediately to the rear of the premises is predominantly residential.

Planning history of the application premises

Sandwich shop

All floor levels of the premises were previously used as residential, however in October 2010 the ground floor of the premises was granted Planning permission for change of use to a sandwich shop and the opening hours were restricted by imposing the following planning condition:

The opening hours of the premises hereby approved shall be restricted to 0730 hours to 1800 hours Monday to Fridays and 0800 hours to 1300 hours on Saturdays, with no opening on Sundays.

In December 2010 the application premises was still trading as a sandwich shop, and a further planning application was approved to extend the opening hours of the shop by imposing the following planning condition:

The opening hours of the premises hereby approved shall be restricted to 0700 hours to 2230 hours Monday to Sunday and 0700 hours to 2330 hours on Bank Holidays.

Restaurant

In April 2012 the application premises was granted planning permission to change from a sandwich shop to a restaurant. Having considered the more intensive use of the premises as a restaurant and the possible impact it would have on the neighbouring properties, the following planning conditions were imposed:

The opening hours of the premises shall be restricted to 07.30 hours to 23.00 hours Monday to Friday, Sunday and bank holidays and to 07.30 hours to 23.30 hours on Saturdays.

Outdoor dining to the front and rear of the premises shall cease at 9pm every day.

The Proposals made under this application

Given that the application premises now have a planning permission to trade as a restaurant with longer opening hours, it has been proposed that the supply of alcohol (on the premises and off the premises) will match the hours granted under the planning approval except on Sundays the premises will be kept open until 23:30 hours thus exceeding the hours allowed under the planning approval. (Should close at 23:00 hours in accordance with the planning approval).

It has also been noted that the applicant has not allowed extra drinking up time if the alcohol is to be consumed on the premises.

It has been confirmed by the applicant that all the remaining licensing activities (regulated entertainment etc) will still be carried out within the existing times i.e between 7.00 hours – 22:00 hours.

Non standard Timings

The applicant has also requested to extend the opening times and the duration of activities as follows:

An additional hour into the morning of the following day every Friday, Saturday, Sunday and Monday for each May Day Bank Holiday, Spring / Witsun Bank Holiday, and August bank Holiday weekends.

An additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday of each Easter Bank Holiday weekend.

And an additional hour into the morning following every Christmas Eve, Boxing Day and from the start of business on New Years Eve to the start of business on New Years Day.

The applicant is in essence proposing to open the premises not only on the Bank Holidays by an additional hour but also the days proceeding the Bank Holidays.

The proposal to open the premises by an extra hour on the Bank Holidays (and the days proceeding the bank holidays), is not acceptable as this is contrary to the Planning Permission which states that the premises should close at 23:00 hours on Monday to Friday, Sunday and bank holidays.

The applicant, however, have the option of extending the opening hours of the premises during the bank holidays under the Temporary Events Notice subject to approval by the Environmental Health and the West Yorkshire Police.

Having considered the application under the Licensing Act 2003 for the above premises, it is considered that the following measures are proportionate and necessary in order to promote the Prevention of public nuisance objective of the Act.

Opening hours

1. The opening hours of the premises for the supply of alcohol on the premises shall be restricted to 07.30 hours to 22.30 hours Monday to Friday, Sunday and bank holidays and to 07.30 hours to 23.00 hours on Saturdays.
2. No licensable activities of any description or consumption of alcohol or food shall take place in any external area after 21:00 hours every day.

Signed:

Dated:



Miss Browns Coffee House
152 Chapeltown Road
Leeds
LS7 4EE

Planning Services
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Contact: **Chris Sanderson**
Tel: 0113 2478216
Fax: 0113 2478230

Your Ref:
Our Ref: Licence Applications

Date 14th June 2012

Dear Miss Brown,

Subject: APPLICATION FOR PREMISES LICENCE

PART A

SCANNED

Thank you for submitting your application for licensed activities at:

Name of venue:- Miss Browns Coffee House

Address:- 152 Chapeltown Road, Leeds, LS7 4EE.

We write to inform you we shall be objecting to your application and a copy of this letter will be sent to the Licensing Authority.

The premises were granted planning permission for the change of use from sandwich shop (A1) to restaurant (A3) in April 2012 subject to a condition restricting the hours of use of the premises including outdoor dining to the front and rear. The proposed hours of use set out in your premises license application exceed those allowed by the planning permission. Planning Services objects to the granting of a Premises License in the terms as applied for due to noise and disturbance being caused to nearby residential occupiers as a result of the comings and goings of customers and their motor vehicles, from customers congregating on the street in the vicinity of the building and from activities within the building. It is considered that the opening hours applied for at these premises would conflict with the Licensing objective of preventing public nuisance.

Planning Services considers that the extended opening hours proposed are unlikely to be acceptable and that a Premises Licence should not be granted outside the hours specified in the existing planning permission unless and until an express planning permission or a Certificate of Lawful Development is obtained by the operator of the premises to extend those operating hours. If you are willing to amend your application to the hours as specified in the existing planning permission, details of which are contained in Part B, then we shall withdraw our objection.

PART B

Licensing Act 2003 – Application for Premise Licence

On behalf of :

Miss Browns Coffee Shop

For the premises known as and located at :

152 Chapeltown Road, Leeds, LS7 4EE.

I am the applicant / representative authorised by the applicant (delete as appropriate)

In signing this document I request that the Licensing Authority accept this letter signifying my wishes to amend the application to reflect the hours as detailed in the existing planning consent, as follows :

Planning permission has been granted for change of use from sandwich shop (A1) to restaurant (A3) (planning permission ref 12/00239/FU dated 30-02-2012) subject to the following conditions:

THE OPENING HOURS OF THE PREMISES SHALL BE RESTRICTED TO 0730 HOURS TO 2300 HOURS MONDAY TO FRIDAY, SUNDAYS AND BANK HOLIDAYS AND 0730 HOURS TO 2330 HOURS ON SATURDAYS.

OUTDOOR DINING TO THE FRONT AND REAR OF THE PREMISES SHALL CEASE AT 9PM EVERYDAY.

THE REASON FOR THE CONDITIONS WAS IN THE INTERESTS OF AMENITY OF NEARBY RESIDENTS.

Signed :

Dated :

Please return this document to :

Development Department
The Leonardo Building
2 Rossington Street
LEEDS
LS2 8HD

Yours faithfully

Chris Sanderson
Principal Compliance Officer



Report author: Mrs Bridget Massey
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 9th July 2012

Subject: Application for the grant of a premises licence for Old Leodensian Community Amateur Sports Club, King Lane, Alwoodley, Leeds, LS17 5PR

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Alwoodley	
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

This is an application for the grant of a premises licence for Old Leodensian Community Amateur Sports Club, King Lane, Moortown, Leeds, LS17 5PR.

Responsible authorities and Ward Members have been notified of this application.

The application attracted representation for a responsible authority namely West Yorkshire Police

1.0 Purpose of this Report

- 1.1 To advise Members of an application made under section 17 of the Licensing Act 2003 ("the Act") for a premises licence in respect of the above mentioned premises.
- 1.2 Members are required to consider this application due to the receipt of a representation from West Yorkshire Police.

2.0 History of Premises

- 2.1 This is the first application for a premises licence
- 2.2 The premises currently have a Club Premises Certificate for the benefit of its members.
- 2.3 The premises is licensed for :-

Plays

Films

Indoor sporting events

Live Music

Recorded music

Performance of dance

Anything of a similar description

Provision of facilities for dancing

Provision of facilities for entertainment of a similar description

Sunday to Thursday

19:00 to 23:30

Friday and Saturday

19:00 to 01:30

Late night refreshment

Sunday to Thursday

23:00 to 23:30

Friday and Saturday

23:00 to 01:30

Sale of alcohol

Monday to Thursday

11:00 to 00:00

Friday and Saturday

11:00 to 02:00

Sunday

12:00 to 00:00

3.0 The Application

3.1 The applicant is Old Leodiensian Community Amateur Sports Club,

3.2 The application form may be found at Appendix **A** to this report.

3.3 In summary the application is for:-

Plays

Films

Indoor sporting events

Live Music

Recorded music

Performance of dance

Anything of a similar description

Provision of facilities for dancing

Provision of facilities for entertainment of a similar description

Sunday to Thursday

19:00 to 23:30

Friday and Saturday

19:00 to 01:30

Late night refreshment

Sunday to Thursday

23:00 to 23:30

Friday and Saturday

23:00 to 01:30

Sale of alcohol

Monday to Thursday

11:00 to 00:00

Friday and Saturday

11:00 to 02:00

Sunday

12:00 to 00:00

4.0 Other matters relevant to the application

4.1 The application has been made to enable the club to allow members of the public to use the facilities of the club for functions which under a club premises certificate they are unable to do at present under their certificate.

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

5.0 Steps to promote the Licensing Objectives

5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in section "P" of the application form.

5.2 The applicant also proposes to take specific steps to promote the licensing objectives identified in the Pro-forma risk assessment , a copy of which may be found at Appendix **A**

5.3 Proposed Designated Premises Supervisor

5.4 Mr Anthony John Firth intends to be the Designated Premises Supervisor

6.0 Location

6.1 A map which identifies the location of this premise is attached at Appendix **B**.

7.0 Representations

7.1 Under the Act representations can be received from responsible authorities or other people . Representations must be relevant and, in the case of other people must not be frivolous or vexatious.

7.2 Representations from Responsible Authorities

7.2.1 We are in receipt of a representation from a responsible authority.

7.2.2 We have received a representation from West Yorkshire Police in their capacity as a responsible authority.

7.2.3 The representation submitted by West Yorkshire Police remains as a matter for Members consideration. A copy of the same may be found at Appendix **C**

7.3 Representations from other people

7.3.1 There has been no representations from other people

8.0 Options Available to Members

8.1 The Licensing sub-committee must take such of the following steps as it considers necessary for the promotion of the licensing objectives:

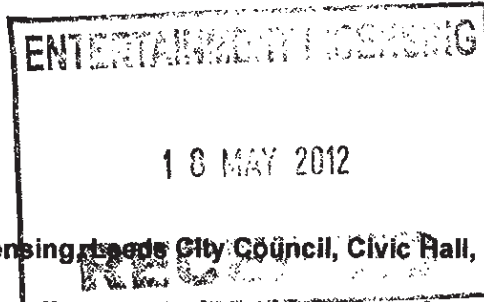
- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Refuse to specify the said person as the designated premises supervisor.
- Reject the whole or part of the application.

8.2 Members of the licensing sub committee are asked to note that they may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

9.0 Background Papers

- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy

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PREM Appendix A
S
PREM1

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

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

OLD LEODENSIAH COMMUNITY
I/We *AMATEUR SPORTS CLUB*..... (Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <i>CRAIG LANE OFF KING LANE ALWOODLY</i>	
Post town <i>LEEDS</i>	Post code <i>LS17 5PK</i>

Telephone number of premises (if any) *0113 2673409*

Non domestic rateable value of premises £ *8300 = 00*

Part 2 – Applicant Details

Please state whether you are applying for the licence as:

- Please tick yes
- a) an individual or individuals* please complete section (A)
 - b) a person other than an individual*
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
 - c) a recognised club please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - Statutory function or
 - A function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr

Mrs

Miss

Ms

Other title (for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name	OLD LEDDIENSIAN COMMUNITY AMATEUR SPORTS CLUB
Address	CRAIG LANE OFF KING LANE ALWOODLEY LEEDS LS17 0BP
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	UNINCORPORATED ASSOCIATION
Telephone number (if any)	0113 2673409
E-mail address (optional)	

Part 3 Operating Schedule

AS SOON AS POSSIBLE

When do you want the premises licence to start?

Day	Month	Year

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

Day	Month	Year

Please give a general description of the premises (please read guidance note 1)

LICENSED COMMUNITY AMATEUR SPORTS CLUB LOCATED IN ALWOODLEY, LEEDS LS17 WITH 2 RUGBY PITCHES + 1 CRICKET PITCH. THE FACILITIES PROVIDE FOR RUGBY, CRICKET RUNNING, FOOTBALL TRAINING AND OTHER ATHLETIC PURSUITS AND ALSO FOR THE ACTIVITIES/PASTIMES OF ITS SOCIAL MEMBERS INCLUDING DARTS, DOMINOES + CARDS

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

N/A

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performance of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1900	2330	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	1900	2330			
Wed	1900	2330	State any seasonal variations for performing play (please read guidance note 4)		
Thur	1900	2330			
Fri	1900	0130	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	1900	0130			
Sun	1900	2330			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1900	2330	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	1900	2330			
Wed	1900	2330	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	1900	2330			
Fri	1900	01.30	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	1900	0130			
Sun	1900	2330			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon	1900	2330	State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue	1900	2330	
Wed	1900	2330	
Thur	1900	2330	
Fri	1900	0130	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Sat	1900	0130	
Sun	1900	2330	

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed				State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)	
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330			
Tue	1900	2330	<i>AMPLIFIED AND UNAMPLIFIED</i>		
Wed	1900	2330			
Thur	1900	2330	State any seasonal variations for the performance of live music (please read guidance note 4)		
Fri	1900	0130			
Sat	1900	0130	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sun	1900	2330			
			<i>BANK HOLIDAYS CHRISTMAS EVE NEW YEARS EVE</i>		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330			
Tue	1900	2330	<i>AMPLIFIED</i>		
Wed	1900	2330			
Thur	1900	2330	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Fri	1900	0130			
Sat	1900	0130	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sun	1900	2330			
			<i>BANK HOLIDAYS CHRISTMAS EVE NEW YEARS EVE</i>		

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330			
Tue	1900	2330	State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed	1900	2330			
Thur	1900	2330	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	1400	0130			
Sat	1900	0130			
Sun	1900	2330			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330			
Tue	1900	2330	State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Wed	1900	2330			
Thur	1900	2330	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within e), f) or g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	1400	0130			
Sat	1900	0130			
Sun	1900	2330			

I

Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
			Will the facilities for making music be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330	MUSIC WILL BE AMPLIFIED AND UNAMPLIFIED		
Tue	1900	2330			
Wed	1900	2330	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Thur	1900	2330			
Fri	1900	0130	Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	1900	0130			
Sun	1900	2330			

J

Provision of facilities for dancing Standard timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	1900	2330	MUSIC WILL BE AMPLIFIED AND UNAMPLIFIED		
Tue	1900	2330			
Wed	1900	2330	State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Thur	1900	2330			
Fri	1900	0130	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	1900	0130			
Sun	1900	2330			

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing																															
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Tue</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Wed</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Thur</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Fri</td> <td>1900</td> <td>0130</td> </tr> <tr> <td>Sat</td> <td>1900</td> <td>0130</td> </tr> <tr> <td>Sun</td> <td>1900</td> <td>2330</td> </tr> </tbody> </table>			Day	Start	Finish	Mon	1900	2330	Tue	1900	2330	Wed	1900	2330	Thur	1900	2330	Fri	1900	0130	Sat	1900	0130	Sun	1900	2330	Will the entertainment facility be place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
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Sun	1900	2330																																
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Outdoors	<input type="checkbox"/>																																	
Both	<input type="checkbox"/>																																	
Please give further details here (please read guidance note 3)																																		
State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)																																		
Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list. (please read guidance note 5)			<p>BANK HOLIDAYS CHRISTMAS EVE NEW YEARS EVE</p>																															

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)																									
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Tue</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Wed</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Thur</td> <td>1900</td> <td>2330</td> </tr> <tr> <td>Fri</td> <td>1900</td> <td>0130</td> </tr> <tr> <td>Sat</td> <td>1900</td> <td>0130</td> </tr> <tr> <td>Sun</td> <td>1900</td> <td>2330</td> </tr> </tbody> </table>			Day	Start	Finish	Mon	1900	2330	Tue	1900	2330	Wed	1900	2330	Thur	1900	2330	Fri	1900	0130	Sat	1900	0130	Sun	1900	2330	Indoors	<input checked="" type="checkbox"/>
			Day	Start	Finish																							
			Mon	1900	2330																							
Tue	1900	2330																										
Wed	1900	2330																										
Thur	1900	2330																										
Fri	1900	0130																										
Sat	1900	0130																										
Sun	1900	2330																										
			Outdoors	<input type="checkbox"/>																								
			Both	<input type="checkbox"/>																								
Please give further details here (please read guidance note 3)																												
State any seasonal variations for the provision of late night refreshment (please read guidance note 4)																												
Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 5)			<p>BANK HOLIDAYS CHRISTMAS EVE NEW YEARS EVE</p>																									

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick <input checked="" type="checkbox"/> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	11 00	00 00	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue	11 00	00 00			
Wed	11 00	00 00			
Thur	11 00	00 00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri	11 00	02 00			
Sat	11 00	02 00			
Sun	12 00	00 00			

BANK HOLIDAYS
CHRISTMAS EVE
NEW YEARS EVE

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

Name *MR ANTHONY JOHN FIRTH*

Address *51, BUCKSTONE GROVE
ALWOODLEY
LEEDS*

Postcode *LS17 5HN*

Personal licence number (if known)

Issuing licensing authority (if known)

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

(This section is currently blank)

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11 00	00 00	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5) BANK HOLIDAYS CHRISTMAS EVE NEW YEARS EVE
Tue	11 00	00 00	
Wed	11 00	00 00	
Thur	11 00	00 00	
Fri	11 00	02 00	
Sat	11 00	02 00	
Sun	11 00	00 00	


Please tick Yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	17 05 - 2012
Capacity	CLUB CHAIRMAN

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)

MR JASON LONDON HIGH TREES CRAIG LANE HUBY NORTH YORKSHIRE			
Post town	LEEDS	Post code	LS17 0BP
Telephone number (if any)	07764 570446		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Licensing Act 2003

Proforma Risk Assessment V6



Please complete the details below:

Applicant name:	OLD LEODIENSIAN COMMUNITY AMATEUR SPORTS CLUB
Business name:	
Business address:	CRAIG LANE OFF KING LANE ALWOODLEY LEEDS
	Postcode: LS175PR

Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.

How to use this document

1. This document has four sections which correspond with the four licensing objectives. In each section you will find information on potential control measures (each with an individual code) which we suggest may help you meet the four licensing objectives.
2. Run through the questions at the beginning of each section and consider the potential control measures listed in the columns beneath.
3. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

✓

Crime and Disorder

CCTV

Does the premises have CCTV? YES NO N/A

If YES:

Was the siting and standard agreed with West Yorkshire Police (WYP)? YES NO

Have you agreed a policy on the retention and security of the footage with WYP? YES NO N/A

If NO:

Have you consulted WYP about whether CCTV should be installed? YES NO N/A

(NB unless WYP have agreed CCTV is not required, a representation is likely)

Suggested measures	Code	✓
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 .	6PF001	✓
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 WCs and changing rooms).	6PF002	
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.	6PF003	
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.	6PF004	
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	6PF005	
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.	6PF006	
The CCTV system will contain the correct time and date stamp information.	6PF007	
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.	6PF008	
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.	6PF009	
A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.	6PF010	

The CCTV system will be capable of securing relevant pictures for review or export at a later date.	6PF011	
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	6PF012	
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.	6PF013	
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	6PF014	

Designated Premises Supervisor (DPS)

Will the DPS generally be on site?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.	6PF015	
The Supervisors Register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of twelve months and produced for inspection on request to an authorised officer.	6PF016	

Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

<ul style="list-style-type: none"> • Safeguarding the public within and immediately outside the premises? 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> • Notifying WYP at the earliest opportunity of any problems or incidents? 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<ul style="list-style-type: none"> • Exclusion of persons who have had too much to drink or appear inclined to disorder? 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ Please specify days and hours door supervisors operate on the premises.	6PF017	
The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff.	6PF018	
The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).	6PF019	
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	6PF020	
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	6PF021	✓
The PLH/DPS will ensure that an Incident Report Register is maintained on the premises to record incidents such as anti social behaviour, admissions refusals and ejections from the premises.	6PF022	
The Incident Report Register will contain consecutively numbered pages, the date time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident was reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.	6PF023	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	6PF024	

Drugs and Offensive Weapons

Do you have a policy and procedure to prevent use of illegal drugs or weapons (e.g. a search policy)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	6PF025	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	6PF026	
A suitable purpose-made receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with West Yorkshire Police or British Transport Police.	6PF027	
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> • a search will be conducted as a condition of entry to premises; • Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register. • Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs. • entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances 	6PF028	

Communication

Do you subscribe to a form of communication link (radio/text/pager system). The system shall be recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police.	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police	6PF029	

Such communication link will be kept in working order at all times when licensable activities are taking place	6PF030	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	6PF031	
Any police instructions or directions given via the link will be complied with whenever given.	6PF032	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	6PF033	

Responsible Sale of Alcohol (cont)

<u>Proof of Age</u>	
Have you adopted a proof of Age Scheme?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Glass and Bottles</u>	
Do you have a policy for the frequent collection of glasses and bottles?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you take steps to prevent glasses/bottles being removed from the premises, e.g. instruction to door/bar staff, display of notices?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	6PF034	✓
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	6PF035	
<u>Glass and Bottles</u>	6PF036	
Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.		✓
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	6PF037	✓

Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	6PF038	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	6PF039	
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	6PF040	

Responsible Sale of Alcohol (cont)

<u>Membership of a Recognised Body</u> Do you belong to a Licensees Association/Body	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state which body ... <i>NORTH LEADS / PUBWATCH</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Exclusion from Premises</u> Do you operate a system of excluding customers who are known to cause problems?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Dispersal Policy</u> Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	6PF041	
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.	6PF042	

Entertainment of an Adult Nature e.g. Strip Tease Dancing or Nude Dancing

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.	

Suggested measures	Code	✓
Entertainers will be aged no less than 18 years.	6PF043	
Price lists will be clearly displayed at each table and at each entrance to the premises.	6PF044	
Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	6PF045	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF046	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	6PF047	
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	6PF048	
Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	6PF049	
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.	6PF050	
Sex toys must not be used and penetration of the genital area by any means must not take place.	6PF051	
Customers will not be permitted to throw money at the entertainers.	6PF052	
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.	6PF053	
All areas 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.	6PF054	

Public Safety

Management Arrangements

Suggested measures	Code	✓
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	6PF055	✓
Written records of all accidents and safety incidents involving members of the public will be kept. These will be made available at the request of an authorised officer.	6PF056	✓
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	6PF057	✓
A suitably trained and competent person must ensure regular safety checks of the premises including decorative and functional fixtures, floor surfaces and equipment (including electrical appliances) to which the public may come into contact are undertaken. Records of these safety checks must be kept and made available for inspection by an authorised officer.	6PF058	✓
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	6PF059	✓
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	6PF060	✓
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>	6PF061	

General Housekeeping

Do you have written procedures for the inspection of:

- | | |
|--|--|
| • Furnishings and fabrics | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| • Suspended decorations/lights/amplification systems | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| • Guarding to stairs/balconies/landings/ramps | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| • Condition of floor surfaces | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| • Provision of safety glazing | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| • Guardings to fires or open flames | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |

Suggested measures	Code	✓
Regular safety checks of guardings to stairs, balconies, landings and ramps will be undertaken, and a supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	6PF062	
Safety glass that is impact resistant or shielded to protect it from impact will be used in all areas where the public may come into contact with it.	6PF063	
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	6PF064	

Refreshments

Do you prepare hot food / drinks in proximity to the public? YES NO N/A

If YES:
Has the risk of scalding or burns been assessed? YES NO N/A

Suggested measures	Code	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	6PF065	

First Aid

Do you have staff trained in First Aid?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state numbers <u>2</u>	
Do you provide facilities for treatment of minor injuries (e.g. First Aid box)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	6PF066	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	6PF067	
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	6PF068	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	6PF069	✓
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	6PF070	✓

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If yes, please give details :	
<i>ON OR ABOUT 5TH NOVEMBER FIREWORK DISPLAY. ADDITIONAL PUBLIC LIABILITY INSURANCE IS TAKEN OUT. MEMBERS OF THE PUBLIC ARE KEPT THE REQUISITE DISTANCE FROM THE BONFIRE AND FIREWORKS. FIREWORKS ARE SET OFF BY AUTHORISED PERSONNEL.</i>	

Suggested measures	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	6PF071	
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	6PF072	

Public Nuisance

Noise and Vibration

Noise and vibration

Identify the potential sources of noise and vibration which apply to your premises:

- Amplified music
- Unamplified music
- Singing and speech
- Waste disposal, including bottle bins
- Plant and machinery, including extraction systems
- Food preparation
- Cleaning

Identify where sources of noise may occur outside your premises:

- Beer garden
- Play area
- Car park
- Temporary structure
- Plant and equipment

Identify which measures are in place/proposed:

- Soundproofing
- Air conditioning to allow windows to be kept closed
- Sound limiters
- Use of lobby doors
- Cooling down period with reduced music volume
- Fixed and appropriate times for collection of waste
- Restricted use of outdoor areas
- No external loud speakers

Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals? YES NO N/A

Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	6PF073	✓
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	6PF074	
There will be no external loudspeakers	6PF075	✓
Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties	6PF076	✓

Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.	6PF077	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00/22:00/23:00* *Please delete as appropriate.	6PF078	
The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	6PF079	✓
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	6PF080	

Litter

Does the premises sell takeaway food, drinks or other produce/packaging which may generate litter/waste? YES NO N/A

If YES, please identify the steps taken to prevent nuisance caused by litter:

.....

.....

- Provision of litter bins
- Display of notices to customers
- Warnings/advice on packaging
- Instructions to staff to periodically clear litter from the street around the premises
- Other (please specify)

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	6PF081	

Transport/Pedestrian Movement

Do you have a procedure to ensure that local residents and businesses are not disturbed by customers entering and or leaving your premises? YES NO N/A

If YES:

What steps do you take to ensure that the procedure(s) works?

DESIGNATED COLLECTION POINT FOR TRASH. NOTICES ASKING CUSTOMERS TO HAVE REGARD TO LOCAL RESIDENTS UPON LEAVING THE PREMISES.

05		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	6PF094	

Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age? YES NO N/A

NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	6PF095	
The venue will be suitable to accommodate safely the numbers of children intended.	6PF096	
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	6PF097	
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	6PF098	

Entertainment and/or Facilities Specifically Provided for Children

Is any entertainment/facilities specifically provided for children? YES NO N/A

If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises). YES NO N/A

Do you provide young persons discos or similar entertainment? YES NO N/A

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	6PF099	
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	6PF100	
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	6PF101	

Close supervision will be held when children use balconies and other raised areas.	6PF102	
Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	6PF103	

Child Protection Measures

Do you have a system for ensuring the suitability of staff who work closely with children? YES NO N/A

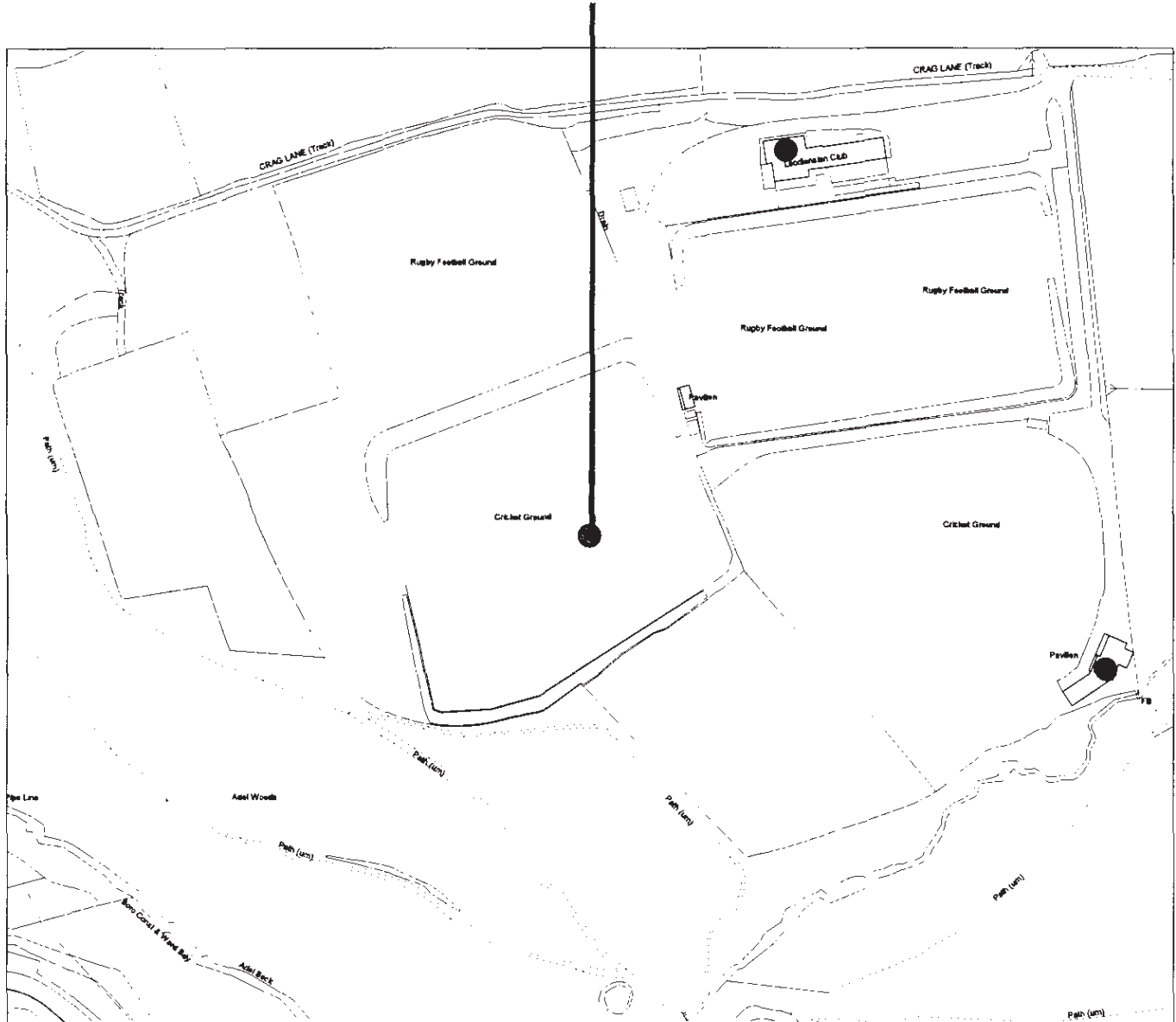
If YES state measures used:
CRB CHECKS AND ABILITY ASSESSMENTS

Are your premises located near any adult orientated premises e.g. an adult retail sex shop or amusement arcade? YES NO N/A

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	6PF104	
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	6PF105	
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	6PF106	
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	6PF107	

Old Leodiensian Community Amateur Sports Club

Crag Lane Alwoodley Leeds LS17 0BP



Miles 0.02 0.04 0.06 0.08 0.1 0.12 0.14 0.16 0.18 0.2 0.22 0.24

This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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Date:	22 June 2012
Scale:	1:2500
Comments:	APPENDIX B

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Licensing Department
Millgarth Police Station
Millgarth Street
Leeds
LS2 7HX

Leeds District Licensing Department

Tel: 0113-2414023
Fax: 0113-2413123
Email:
Lynn.dobson@westyorkshire.pnn.police.uk
Website:

13 June 2012

**Mr J London
High Trees
Crag Lane
Huby
LS17 0BP**

cc. Entertainment Licensing Section. Leeds City Council, Civic Hall, Leeds. LS1 1UR.

**RE: OLD LEODIENSAN COMMUNITY AMATUER SPORTS CLUB, CRAG LANE, OFF KING
LANE, LEEDS LS17 5PR
NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – ‘QUALIFIED’ OBJECTION:**

Thank you for submitting your application for the above premises, which was received on the 18 May 2012.

West Yorkshire Police are of the opinion that your application contains insufficient information about how you intend to meet the licensing objectives.

We therefore confirm that we are submitting a formal representation against your application on the grounds of:-

1. the prevention of crime & disorder
2. the prevention of public nuisance, and
3. the protection of children from harm.

However, West Yorkshire Police are also of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule as conditions, in **addition** to what you may have offered in your application.

Please find enclosed a document which at **Part 1** contains the suggested measures which this authority considers are proportionate and appropriate to the nature of your application.

Should you be in agreement with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible.

NOT PROTECTIVELY MARKED

Upon receipt of your consent at **Part 2**, it will be taken that you signify your wishes for the licensing authority to amend your operating schedule to incorporate the proposed measures.

Alternatively should you disagree with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible.

PART 1 - to be completed by the Responsible Authority:

West Yorkshire Police propose the following control measures under the Licensing Act 2003 (in **addition** to those that you may have already offered), for the premises-:

**OLD LEODIENSIAN COMMUNITY AMATUER SPORTS CLUB,
CRAG LANE,
OFF KING LANE,
LEEDS LS17 5PR**

Having considered the application under the Licensing Act 2003 for the above premises, West Yorkshire Police considers that the following measures are relevant, proportionate and necessary in order to promote the following licensing objectives-:

- the prevention of crime & disorder
- the prevention of public nuisance
- the protection of children from harm

Measures / Additional measures proposed:

There is no outside space defined by the plans accompanying your application. Whilst the premises sit within an extensive car park there is no defined smoking solution/consumption area. No consumption of alcohol will be permitted in any outside area. No licensable activities including no mobile bars or temporary structures for the sale or supply of alcohol will be permitted in any outside area.

The CCTV system will have sufficient storage retention capacity for a minimum of 31 days continuous footage which will be of good quality.

A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.

No alcohol shall be sold or supplied, or entertainment offered, at any time or in any part of the club premises in accordance with this Premises Licence other than to-:

(a) a member of the club who may not-:

- (a) be admitted to membership, or**
- (b) be admitted, as a candidate for membership, to any of the privileges of membership,**

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Without an interval of at least two days between their nomination or application for membership and their admission;

- (b) a bona fide guest of such a member;
- (c) associate members and their guests;
- (d) Other persons than at (a) (b) & (c) attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance;
- (e) Members of visiting teams for recreational / sporting events taking place on the club premises or within the grounds of the club, together with officials and supporters accompanying those visiting teams.

On every occasion that the club is being used in accordance with paragraph (d) above, West Yorkshire Police will be notified of any such event by the club giving 14 days advance written notice.

On each occasion, the advance written notification shall provide the following information;

- (i) The name and full contact details of the organiser of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (ii) Alternatively, the name and full contact details of the external promoter of the function booked with the club, who may be requested to provide a guest list at the discretion of West Yorkshire Police,
- (iii) The date and time that the function is due to start and finish,
- (iv) A short description of the nature of the function,
- (v) State the licensable activities that will be carried on at the premises during the function,
- (vi) Is the function for the whole or a part of the premises?
- (vii) How many people are expected to attend the function?
- (viii) Will door supervisors be employed specifically for the function?
- (ix) If so, what are the contact details for who employs the door supervisors?
- (x) If not, how will the management committee of the club and club staff monitor the numbers present at the function?

At the discretion of West Yorkshire Police, the 14 days advance notification will be waived but only providing written notification is still provided to the police by the club prior to the event taking place;

There shall be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee.

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

A copy of such rules shall be deposited with the Licensing Authority and the Police on an annual basis and due at the start of every calendar year.

In addition, notice of any alteration in any of the club rules shall be given to the Licensing Authority and the Police within 14 days of the alterations being made.

A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested, by an officer of the Licensing Authority or a Police Officer.

West Yorkshire Police are satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf at **Part 2**, the applicant agrees to incorporate the proposed measures as conditions within the Operating Schedule for the said premises.

Upon the satisfactory completion of the declaration, West Yorkshire Police will provide notice to the Licensing Authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

Lynn Dobson
Leeds District Licensing Officer

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

PART 2 – to be completed by the applicant or applicant’s representative:

Consent for all proposed control measures / conditions under the Licensing Act 2003.

Name & Address of Premises:

**OLD LEODIENSIA COMMUNITY AMATUER SPORTS CLUB,
CRAG LANE,
OFF KING LANE,
LEEDS LS17 5PR**

I / We

Confirm that I am / we are the applicant / the applicants’ representative (delete as appropriate) for the premises as stated above.

In signing this document-:

- I / we agree with the measures proposed by West Yorkshire Police,
- I / we provide our consent for the Licensing Authority to incorporate the said measures into the operating schedule for the stated premises as conditions, and furthermore,
- I / we confirm the premises will then operate in accordance with those conditions agreed to.

Signed:

Dated:

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

PART 3 – to be completed by the applicant or applicant’s representative:

Proposed control measures / conditions under the Licensing Act 2003

Name & Address of Premises:

**OLD LEODIENSIA COMMUNITY AMATUER SPORTS CLUB,
CRAG LANE,
OFF KING LANE,
LEEDS LS17 5PR**

I / We

Confirm that I am / we are the applicant / the applicants’ representative (delete as appropriate) for the premises as stated above.

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the West Yorkshire Police.

In this instance we understand that West Yorkshire Police will maintain their representation to my /our application, which will now proceed to a hearing before the Licensing Sub-Committee, at which I / we will be required to attend.

Signed:

Dated:

NOT PROTECTIVELY MARKED