



LICENSING SUB-COMMITTEE

**MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
MONDAY, 23RD JULY, 2012 AT 10.00 AM**

MEMBERSHIP

Councillors

B Gettings - Morley North;
T Hanley - Bramley and Stanningley;
G Hyde - Killingbeck and Seacroft;

**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			<p><u>PRELIMINARY PROCEDURES</u></p> <p>ELECTION OF THE CHAIR</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	

Item No	Ward	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	Gipton and Harehills;		<p>APPLICATION TO VARY A PREMISES LICENCE FOR OFF LICENCE, 343 HAREHILLS LANE, HAREHILLS, LEEDS, LS9 6AX</p> <p>To consider the attached report of the Head of Licensing and Registration for Off License, 343 Harehills Lane, Harehills, Leeds, LS9 6AX</p>	1 - 76



Report author: Mrs Emma White
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: Monday 23rd July 2012

Subject: Application to vary a premises licence for Off Licence 343 Harehills Lane, Harehills, Leeds, LS9 6AX

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 to vary a premises licence for Off Licence, 343 Harehills Lane, Harehills, Leeds, LS9 6AX. The application is for the sale by retail of alcohol everyday between the hours of 00:00 to 23:59 as detailed in 4.3. 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") to vary 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 An application for the grant of a premises licence was received on the 30th August 2011. This application attracted representations from members of the public. Subsequently, the application went to a hearing on the 24th October 2011 were the application was granted for the following activities and days:

Sale by retail of alcohol and opening hours

Everyday 06:00 - 23:00

3.0 Location

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

3.2 A copy of the existing licence is attached at Appendix B

4.0 The Application

4.1 The applicant is Mr Sardar Amjad Yousaf.

4.2 The application form may be found at Appendix C to this report.

4.3 In summary the application is for:

Sale by retail of alcohol for consumption off the premises :

Everyday 00:00 until 23:59

4.4 Times when the premises will be open to the public:

Everyday 00:00 until 23:59

5.0 Other matters relevant to the application

5.1 Equality and Diversity / Cohesion and Integration

5.2 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.

6.0 Steps to promote the Licensing Objectives

6.1 The applicant 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 D

7.0 Proposed Designated Premises Supervisor

7.1 Mr Sardar Amjad Yousaf

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 Representations have been received from West Yorkshire Police and Environmental Protection Team

8.2.2 The representation submitted by West Yorkshire Police is a full objection. A copy can be found at Appendix E

8.2.3 The representation submitted by Environmental Protection Team is a full objection. A copy can be found at Appendix F

8.3 Representations from other persons

8.3.1 There are no representations from other persons

9.0 **Options Available to Members**

9.1 The Licensing sub-committee must take such of the following steps as it considers appropriate 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.
- 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 appropriate in order to promote the licensing objectives.

10.0 **Background Papers**

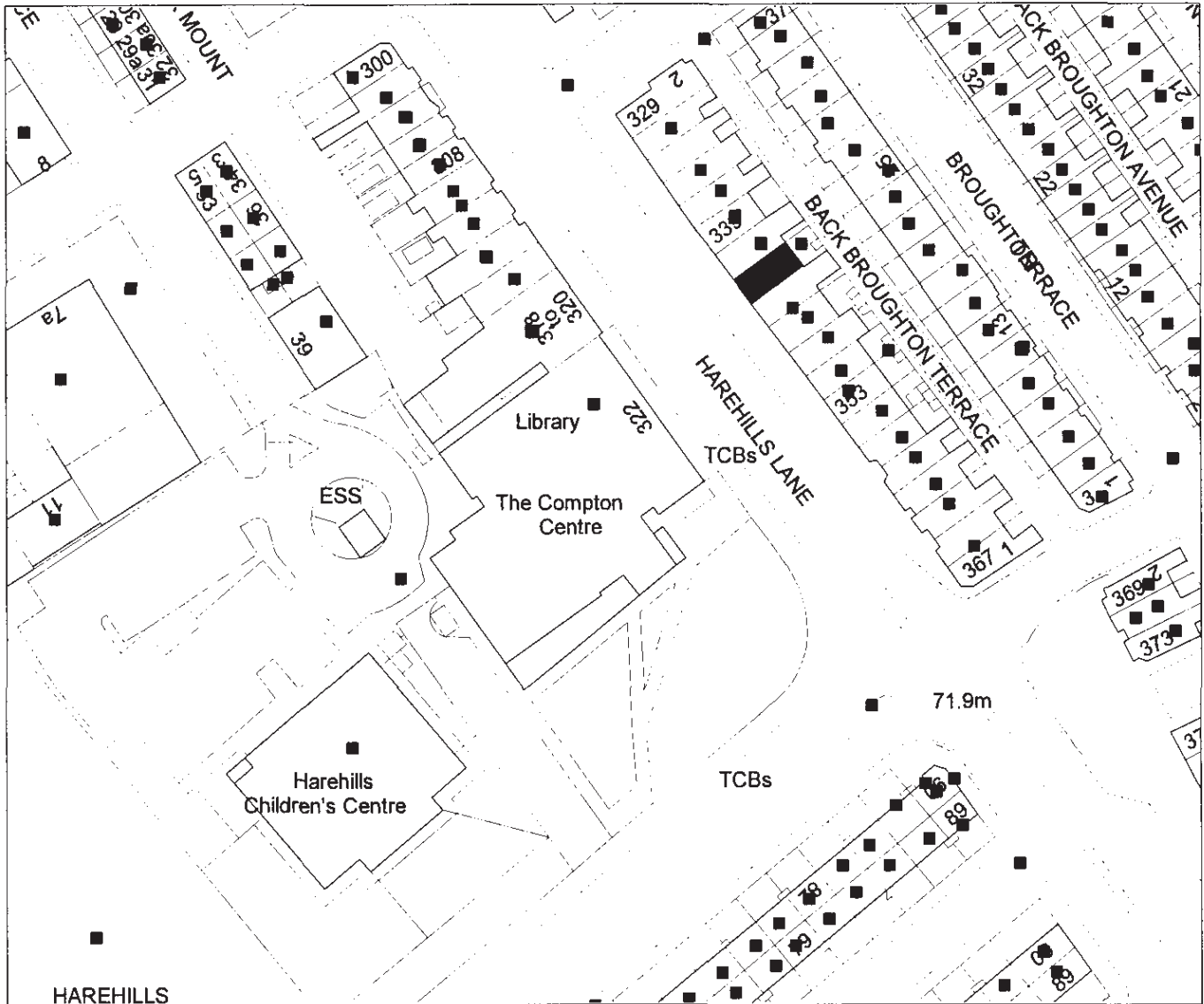
- Guidance issued under s182 Licensing Act 2003
- Leeds City Council Licensing Policy

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PREM/03070/002 Off Licence

343 Harehills Lane, Harehills, Leeds, LS9 6AX



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:	04 July 2012
Scale:	1:1000

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Premises Licence

Public Register Copy

Premises Licence Number:

PREM/03070/001

Initial licence issued from:

24th October 2011

Current licence effective from:

24th October 2011

Appendix B

Premises Address: Off Licence, 343 Harehills Lane, Harehills, Leeds, LS9 6AX,

Licensable activities authorised by this licence: Sale by retail of alcohol;

Times for licensable activities

Sale by retail of alcohol

Every Day 06:00 - 23:00

Opening hours of premises

Everyday

06:00 - 23:00

Alcohol sales are permitted for consumption off the premises

Premises Licence Holder(s): Mr Sardar Amjad Yousaf, 5 Cross Grasmere Street, Armley, Leeds, LS12 1PU

Designated Premises supervisor: Sardar Amjad Yousaf

**Access to the premises by children is unrestricted.
Detailed in full on Part A of this licence.**

Licence Issued under the authority of Leeds City Council



Mrs Bridget Massey
Licensing Officer
Entertainment Licensing
Licensing and Registration

Licence produced on 03/11/2011

Annex 1 – Mandatory conditions

1. *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.*
2. *Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.*
3. *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.

Annex 2 – Conditions consistent with the Operating Schedule

Additional details in respect of Licensable Activities authorised by this licence

4. Concerns in respect of children

None defined

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

5. CCTV will be operational. Footage to be retained for 31 days.
6. DPS generally to be on site.
7. Refusal Register to be maintained.

Public safety

8. Regular safety checks during the day.
9. Accidents records to be maintained.
10. Electrical installations checks to be operational
11. First Aid box to be maintained.

The prevention of public nuisance

12. Litter bins to be placed in and around the premises.
13. Notices to be exhibited re noise and litter

The protection of children from harm

14. Refusal register to be maintained.
15. Proof of age scheme to be operated.
16. All staff to be trained in check 21 scheme

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

None

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.

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Leeds
CITY COUNCIL

SCANNED

PREM10 Appendix C
PREM7

ENTERTAINMENT LICENSING

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

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 SARDAR AMJAD YOUSAF
(Insert name(s) of applicant)

Being the premises licence holder, apply to vary a premises licence under section 20 of the
Licensing Act 2003 for the premises described in part 1 below

Premises licence number

PREM/03070/001

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference, or description

343- HAREHILLS LANE

Post town LEEDS

Post code LS9 6AX

Telephone number at premises (if any)

01132350010

Non-domestic rateable value of premises

£ 7900/=

Part 2 - Applicant details

Daytime contact telephone number

E-mail address
(optional)

Current postal
address if
different from
premises address

5 CROSS GRASMERE STREET

Post Town

LEEDS

Postcode

LS12 1PU

Part 3 - Variation

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

Please tick Y yes

If not do you want the variation to take effect from

Day	Month	Year

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

--

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

It is a ~~small~~ shop on the ground floor in a medium size. we sell grocery, vegetables, Tobaccos, snacks, and alcohol. But we don't have consumption place. we just want to be authorized for 24 hours alcohol license.

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.

	Please tick ✓ yes
Provision of regulated entertainment	
a) Plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) Films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) Indoor sporting events (if ticking yes fill in box C)	<input type="checkbox"/>
d) Boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) Live music (if ticking yes, fill in box E)	<input type="checkbox"/>
f) Recorded music (if ticking yes, fill in box F)	<input type="checkbox"/>
g) Performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>
 <u>Provision of entertainment facilities for:</u>	
i) Making music (if ticking yes, fill in box I)	<input type="checkbox"/>
j) Dancing (if ticking yes, fill in box J)	<input type="checkbox"/>
k) Entertainment of a similar description to that falling within (I) or (J) (if ticking yes, fill in box K)	<input type="checkbox"/>
 <u>Provision of late night refreshment</u> (if ticking yes, fill in box L)	<input type="checkbox"/>
 <u>Sale by retail of alcohol</u> (if ticking yes, fill in box M)	<input checked="" type="checkbox"/>

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 [Y] (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)	
Thurs					
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 [Y] (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 exhibition of films please read guidance note 4)	
Thurs					
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 here</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			
Thurs			<u>Non standard timings. Where you intend to use the premises 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 entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or out doors or both - Please tick [Y] (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)	
Thurs					
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 [Y] (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 live music (please read guidance note 4)		
Thurs					
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 indoors or outdoors or both - Please tick [Y] (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 playing recorded music (please read guidance note 4)		
Thurs					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment 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 [Y] (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 dance (please read guidance note 4)	
Thurs				
Fri				
Sat			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).	
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	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - Please tick [Y] (Please read guidance note 2).	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed				
Thurs			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	
Fri				
Sat				
Sun			Non standard timings. Where you intend to use the premises for 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).	

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

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 [Y] (Please read guidance note 2)		Indoors	<input type="checkbox"/>
Day	Start	Finish			Outdoors	<input type="checkbox"/>
Mon					Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)			
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)			
Thurs						
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 [Y]) Please read guidance note 7).	On the premises <input type="checkbox"/>
Day	Start	Finish		Off the premises <input checked="" type="checkbox"/>
Mon	00.00	23.59	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both <input type="checkbox"/>
Tue	00.00	23.59		
Wed	00.00	23.59		
Thurs	00.00	23.59		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	00.00	23.59		
Sat	00.00	23.59		
Sun	00.00	23.59		

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)

we don't intend to have any other activity apart from sale of alcohol. we follow 21 years old policy.

0 ~~A~~

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	00.00	23.59	<p>24 hours seven days a week. 24/7 license is being requested.</p>
Tue	00.00	23.59	
Wed	00.00	23.59	
Thurs	00.00	23.59	
Fri	00.00	23.59	
Sat	00.00	23.59	
Sun	00.00	23.59	

Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5).

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

currently, we hold license for the sale of alcohol from 7-11, 7 days a week. Time restrictions could be over.

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 all 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)

" see pro forma risk assessment "

b) The prevention of crime & disorder

- * request for ID (Already doing so)
- * CCTV installment (Already implemented)
- * Trained staff (")
- * Maintaining refusal book (")

" see pro forma risk assessment "

c) Public safety

" see pro forma risk assessment "

d) The prevention of public nuisance

" see pro forma risk assessment "

e) The protection of children from harm

" see pro forma risk assessment "

- Please tick Yes
- I have made or enclosed payment of the fee
 - I have sent you copies of this application, and the plan to responsible authorities and others where 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 OF UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], 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: [REDACTED]

Date: 7-5-12

Capacity: PREMISES SUPERVISOR

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 13)	
Post Town	Postcode
Telephone number (if any)	
E-mail address (optional)	

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

Consent of individual to being specified as premises supervisor

I [SARDAR AMJAD YOUSAF] of
full name of prospective premises supervisor

[]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

[variation] by [SARDAR AMJAD YOUSAF]
type of application *name of applicant*

relating to a premises licence [PREM/03070/001] for
number of existing licence, if any

[PAUL R COOK 343 HARHILLS LANE] and any
name and address of premises to which the application relates
premises licence to be granted or varied in respect of this application made by

[SARDAR AMJAD YOUSAF] concerning the supply of alcohol at
name of applicant

[PAUL R COOK 343 HARHILLS LANE]. I also
name and address of premises to which application relates
confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number []
insert personal licence number, if any

Personal licence issuing authority

[LONDON BOROUGH SOUTHWARK, THURLOW STREET SE17 2D6]
insert name and address and telephone number of personal licence issuing authority, if any

[] signed

SARDAR AMJAD YOUSAF name (please print)

07-05-2012 dated

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Licensing Act 2003

Guidance Note

Proforma Risk Assessment for Outdoor Events V2

Please complete the details below:

Applicant name: SARBAR AMJAD YOUSAF
Business name: PAUL R COOK
Business address: 343- HAREHILLS LANE, LEEDS
Postcode: LS9 6AX

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. 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.

General	CODE	✓
The Licence will be used for licensable activities on the occasions as specified.	20E001	
The nature of the event/audience profile will not be changed without the consent of the Responsible Authority	20E002	
The licensed site will be open to the public during the hours specified.	20E003	✓
The public will not be admitted to the licensed site until such time that the Licence Holder/nominated person is satisfied that the site is safe and suitable for its intended use.	20E004	✓
Any authorised officer of the Responsible Authorities shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of this Risk Assessment Proforma and Event.	20E005	✓
The Premises Licence Holder or a nominated person shall be in charge of and remain upon the licensed site whilst the site is being used for licensable activities.	20E006	✓
An Event Safety Co-ordinator will be appointed who shall be of sufficient competence, status and authority effectively to take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy shall have no other additional duties.	20E007	
Event Safety Coordinator will ensure that periodic wind speed measurements are taken throughout the event. The results of these measurements are to be recorded and made available to the Licensing Authority.	20E008	
<p>Comprehensive and detailed colour plans shall be supplied with the Event Management Plan to all Responsible Authorities. The plans shall be to a scale and grid referenced to the standards required by the Responsible Authorities.</p> <p>The Plans should contain the following items (not exhaustive):</p> <ul style="list-style-type: none"> • All boundary fencing (defining the arena, backstage areas, etc) • All vehicle access routes, including routes for emergency vehicles • The locations and reference number of all entrance and exit points/gates (including backstage and emergency access points); • All structures (type / use identified) • Fire Points • First Aid Points • Toilet Blocks • Water Points • Welfare provisions, lost & found etc. • CCTV locations • Security Control • Production office etc. 	20E009	

Any changes to the CCTV arrangements may only be made upon agreement with the Responsible Authorities.		
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Security	CODE	✓
Sufficient number of security staff and stewards shall be provided in accordance with the current Event Safety Guide (Purple Book), or to any other standards / numbers as agreed with the Responsible Authorities.	20E018	
The event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans. The Security & Stewarding Plan will not be changed without the agreement of the Responsible Authorities.	20E019	
Security & Steward Personnel Register: A register will be maintained to record all security and steward personnel working on the licensed site. Details recorded in the register will include: the full name of each individual employed, accompanied by their date of birth, home address, employer, their unique personal identification number allocated for the purpose of the event, and registration number held with the SIA (if applicable). The register must also contain records of the date and times during which the individuals commenced and finished duty which a signed acknowledgement by each individual. The register will be maintained at the licensed site and be produced for inspection by any authorised officer of the Responsible Authorities. The Licence holder will retain the register for a period of 6 months following the event.	20E020	

Search Policy	CODE	✓
A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities. A Search Policy will be contained within the Event Management Plan.	20E021	

Notices will be displayed at the entrances of the site which state: <ul style="list-style-type: none"> • A search will be conducted as a condition of entry to the site; • Incidents of crime and disorder will be reported to the police; • Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent. 	20E022	✓
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Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.		
There will be no changes to the plans without the consent of the Responsible Authorities.		

Insurance	CODE	✓
Public Liability and Third Party Insurance adequate for the total capacity of the licensed site and the duration of the event shall be taken out and retained on the site.	20E010	

Ticket Sales	CODE	✓
A means to allow the Licensing Authority information as is necessary to enable an audit of ticket sales shall be provided.	20E011	

Sale of Alcohol	CODE	✓
Where the sale of alcohol is a licensed activity, all alcohol sales must be made under the authorisation of a Designated Premises Supervisor (DPS) who is a Personal Licence Holder.	20E012	✓
A supervisors register will be maintained at the licensed site to identify the names and licence details of any other Personal Licence Holders at the licensed site who are to authorise the sale of alcohol. This register will be produced for inspection by any authorised officer of the Responsible Authorities, and shall be retained by the Licence Holder / nominated person for a period of 6 months after the event.	20E013	✓
The 'Check 21' Scheme will be used to prevent the sale of alcohol to persons under 18 years of age	20E014	

Public Safety	CODE	✓
The security and safety of the public whilst on the licensed site will be the responsibility of the Premises Licence Holder.	20E015	✓

CCTV	CODE	✓
A suitable CCTV system will be installed, maintained and be operated on the site at all times when the public are on the site.	20E016	✓
The Event Management Plan will contain detailed information of the CCTV system to be used, including the location of cameras, monitoring and recording arrangements and the retention of recorded information.	20E017	

relating to the safety of the public.		
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Signage	CODE	✓
All access and egress routes, sanitary accommodation, drinking water, first aid points, campsites, car parks and security control units shall be adequately and conspicuously signposted at all times. All access and egress gates are to be provided with relevant gate numbers identifiable from both inside and outside the arena and correspond with the site plan. Emergency exit gates shall be appropriately identified.	20E033	

Vehicle Movement	CODE	✓
A fully navigable route for vehicle use avoiding conflict with pedestrian traffic will be provided to all areas for the licensed site	20E034	
Vehicular movement while the public are on the Licensed Site will be limited to those which are essential and will be controlled to ensure safety of the public. The use of 'golf type' buggies on the Licensed Site and back stage will be limited to essential use and will be controlled to ensure safety of public and staff.	20E035	
Where vehicles conflict with pedestrians leaving the arena (ie vehicles travelling from the back stage area) there shall be an agreed vehicle curfew commencing from when pedestrians start leaving the arena until the arena has been cleared.	20E036	
During the event of an evacuation of the site there shall be no vehicle movement until the Licence holder is satisfied that all pedestrians have vacated the area.	20E037	
Concessions shall be briefed to the effect that vehicle movement within the licensed site is strictly prohibited.	20E038	
Any person in charge of a vehicle shall be suitably qualified/trained.	20E039	

Emergency Vehicles	CODE	✓
Emergency vehicle access routes to the arena and all parts of the Licensed Site shall be provided to the satisfaction of the Responsible Authorities.	20E040	
Emergency vehicle access routes shall be clearly signposted and shall be kept clear of obstructions at all times.	20E041	

Fire Safety	CODE	✓
The licensee has a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. This will be made available at the request of an authorised officer. Please refer to Fire Safety Risk Assessments (open air	20E042	✓

the site will be checked on a regular basis by a suitably qualified person to ensure they are in a safe condition.		
Temporary electrical wiring and distributions will be inspected by a suitably qualified person before they are put into use.	20E052	
Records of all inspections and copies of certificates will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.	20E053	
The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.		

Structures	CODE	✓
All staging, ramps, stairs front of house barriers and other structures erected on the Licensed Site in connection with the event will comply with the provisions of the HSE Event Safety Guide, and the relevant safety regulations appertaining to the structure.	20E054	
The event Management Plan will contain a schedule of the temporary structures to be installed on site including details of the dimensions / loadings, history of use and details of the suppliers / installation arrangements. The locations of all temporary structures will be identified on the site plan.	20E055	
All temporary structures shall be suitable and fit for their intended purpose and installed in accordance with the manufacturer's instructions.	20E056	
No additional temporary structures will be allowed on the site other than those for which the details have previously been submitted to and approved by the Responsible Authorities.	20E057	
Completion certificates for all temporary structures will be obtained prior to the admission of the public to the licensed site. Certificates will be maintained on the site for inspection by any authorised officer and retained for a period of 6 months after the event.	20E058	
Regular safety inspections of temporary structures shall be undertaken. A written record of these inspections will be kept. The records will be maintained on site for inspection by an authorised officer and retained for a period of 6 months after.	20E059	
A supervision policy will be maintained to prevent people from inappropriate behaviour, including climbing which may lead to a fall from height.	20E060	
Regular safety checks of guarding to fires and open flames will be undertaken.	20E061	

events & venues booklet) ISBN 139781851128235.		
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Lighting	CODE	✓
Lighting will be provided in all key areas of the site to which the public have access inside and outside the site, including emergency and general access/exit routes, passages, corridors and stair cases, toilets, first aid points, car parks, designates pick up points, bus terminals and any campsites. Enclosed structures, ie marquees, will be provided with exit sign boxes lit by both primary and emergency lighting.	20E043	
An electrical emergency lighting system will be installed and maintained. The source of supply for this lighting will be separate from that for the general lighting.	20E044	
The emergency lighting will illuminate all exit signs, gate number and exit routes from the site.	20E045	✓
The general and all emergency lighting systems will be tested prior to the admission of the public. Records of such tests will be maintained on site for inspection by any authorised officer.	20E046	

Site Safety Check	CODE	✓
A full safety check of the licensed site, including the availability of exit gates and routes for pedestrians and emergency vehicles, will be carried out prior to the admission of the public.	20E047	✓
Periodic safety checks will be carried out whilst the public are on the site. Records of all such checks will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities. The Licence holder will ensure that such records are maintained for a period of 6 months after the event.	20E048	

Electrical Installations	CODE	✓
All electrical installations are to be certified by an electrician as approved to current British Standards as detailed in the HSE Event Safety Guide. All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 or to any revised standards.	20E049	✓
Electrical installations will be inspected prior to the start of the event by a suitably qualified person.	20E050	
Portable electrical appliances including those brought in temporarily onto	20E051	

First aid points will be identified on the site plan.		
If paramedics are to be deployed their registration numbers must be provided to the appropriate Ambulance Authority at least 28 days prior to the start of the event.	20E072	
Public access to any part of the licensed site will be subject to confirmation that the <i>Medical Provider and adequate first aid cover is in place.</i>	20E073	
The Medical Co-ordinator shall be provided with details of the intended programme of acts and activities and shall ensure that any alterations to the programme are notified immediately.	20E074	
A written procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. All relevant staff will be appropriately trained in such procedures.	20E075	

Special effects	CODE	✓
The Event Management Plan will contain a written health and safety policy covering all aspects of the safe use of strobes lasers, smoke machines or any other special effects.	20E076	
The use of strobes and similar effects shall be displayed on event advertising media (including electronic publicity) and displayed on the event tickets and upon entry to the site.	20E077	
Details of all Lasers to be used during the event must be provided to the Leeds City Council Health and Safety team no later than 28 days prior to the event.	20E078	

Tattoo Artists	CODE	✓
The Licensing Authority shall be provided with 28 days notice of details of any tattooists or body piercers which are to trade on the Licensed site.	20E079	

Disabled Facilities	CODE	✓
Special provisions for disabled persons, namely access and egress. Car parking, sanitation facilities and viewing areas where appropriate shall be provided. Such facilities will be identified on the site plan.	20E080	
The event Management Plan shall contain a procedure for the safe evacuation of disabled persons. Staff will be trained in the procedure and a record kept of such training.	20E081	

All floor surfaces will be suitably slip resistant, kept in good condition and free of obstructions to prevent slips, trips and falls	20E062	
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Catering	CODE	✓
28 days prior to the event Environmental Health Services shall be provided with a full list of food concession units detailing their names, addresses, type of operation and proposed locations within the licensed site. The licensee or sole franchise holder shall ensure that no other food concessionaires other than those already notified are admitted to the licensed site.	20E063	
At the request of an Environmental Health Officer, any food operation not complying with the food hygiene and Health and Safety at Work legislation shall be closed down.	20E064	
The provision of and location of all refreshment / concessionaire facilities shall be positioned well away from the stage and not obstruct access to any exit from the Licensed Site.	20E065	
All concession units shall remain stationary whilst the public are on the site and shall remain stationary for a minimum of 30 minutes once the public have left the site.	20E066	
Concessions will be made aware that the movement of any vehicles, including golf buggies, on the licensed site whilst the public are present is strictly prohibited. Any concessions ignoring this requirement will be rejected from the site.	20E067	
No catering vehicles approved to be on the site shall be parked down a slope unless the vehicles have been adequately checked.	20E068	
The preparation and serving of hot food and drink will be positioned to prevent the risk of scald and burns to the public.	20E069	

Medical Provisions	CODE	✓
Medical provisions calculated on the attendance figures for the event will be supplied in accordance with the current version of the HSE Event Safety Guide (Purple Book, or to any other standards / numbers as agreed with the Responsible Authorities.	20E070	
The Event Management Plan will contain a Medical Plan, which will include details of the medical provider, a breakdown of the numbers, qualifications and experience of medical personnel. The Medical Plan will also have particular reference to the quantity and quality of the first aid points, including the size, location, signage, electricity, lighting, flooring, water supply and access by emergency vehicles.	20E071	

No nuisance will be caused by noise or vibration emanating from the site from external plant or equipment.	20E088	✓
The rating level of noise from plant and machinery will be no higher than 5dB below the lowest background level at the most affected noise sensitive premises during the operation of the plant. Plant and machinery will be regularly serviced and maintained to continue to meet the rating level.	20E089	
All lighting on the site shall be of a suitable intensity and positioning. All lighting on or at the site will be operated in a manner which will not cause a nuisance to nearby properties.	20E090	✓
The site will be operated in a manner which will prevent unwanted odours causing a nuisance to persons in the immediate area or nearby properties.	20E091	✓
The Event Management Plan will contain a Litter & Waste Management Strategy. The Strategy will identify: <ul style="list-style-type: none"> • Location and number of containers • Emptying and replacement schedule • Steps to remove litter throughout the event • Standby procedures to address any identified refuse accumulations e.g. overflowing receptacles • After event cleaning schedule • Steps to prevent litter from being dropped offsite • Steps to remove litter along roads, entrances and exits adjacent to the site • Arrangements for waste produced by traders • Methods proposed to evidence that the above steps have been taken. 	20E092	
The site will have an adequate supply of litter bins. Notices requiring customers to use the litter bins will be displayed prominently at the site. Litter bins will be emptied regularly.	20E093	✓
All materials used to promote or market the event are to be displayed lawfully. The Licensee will take measures to encourage agents, servants, employees or any party acting on her/his behalf to display promotional materials lawfully.(E.g. By way of contractual agreement.)	20E094	✓
All reasonable steps will be taken to ensure that activities promoting or publicising the event do not cause littering. Measures to remove such litter as and when it occurs shall be put in place.	20E095	✓

Sanitation	CODE	✓
Sufficient sanitary accommodation units, washing facilities and hand wash/sanitation units and drinking water facilities will be placed in suitable locations around the licensed site in accordance with guidance laid out in the current HSE Event Safety Guide.	20E096	

Public Nuisance	CODE	✓
The Event shall be carried out in such a way to comply at all times with the Code of Practice on Environmental Noise Control at Concerts (published 1995 by the Noise Control Council ISBN Z 900103515).	20E082	
<p>The Event Management Plan shall contain a Noise Management Strategy.</p> <p>The Strategy shall identify how noise arising from the holding of the event will be effectively controlled so as to prevent public nuisance and show full compliance with licence conditions and with the Code of Practice on Environmental Noise Control at concerts (published by the Noise Control Council ISBN 2900103515). This strategy shall include proposals for dealing with noise from:</p> <ul style="list-style-type: none"> • Regulated Entertainment • Concessions including funfair rides • Fireworks and other pyrotechnics • How any overrun will be prevented or controlled <p>Once agreed the contents of the strategy shall be followed throughout the event.</p> <p>Noise from the licensed site will be inaudible at the nearest noise sensitive premises.</p>	20E083	
<p>A noise propagation test shall be undertaken and completed in the morning prior to the start of the music event, or the day before the event.</p> <p>Appropriate control limits at the sound mixer position and adjustments to sound amplification equipment will be fixed as a result of testing. The sound system will be configured and operated in a similar manner as intended for the event. The sound source used for the test will be similar in character to the music likely to be produced for any major music event.</p>	20E084	
<p>An independent noise consultant to assess the positioning of sound sources pre-event and to monitor noise throughout the event must be present. Any testing of sound equipment will not take place before 10:00hrs and will last for a maximum of 2 hours on any one day. The noise consultant will be available throughout the duration of the event and will have complete authority to ensure licence compliance without interference from the Premises Licence Holder or any other party on behalf of the event and will have an on site team to monitor noise throughout the event. The noise consultant will maintain a noise log which will be available at all times for inspection by an authorised officer.</p>	20E085	
<p>Bottles will not be placed in the external receptacle between 23.00 and 06.00 hours to minimise noise disturbance to adjoining properties.</p>	20E086	✓
<p>Waste collection, plant and machinery, deliveries and other activities that might generate noise will be located as far as possible from residential properties and other noise-sensitive properties.</p>	20E087	✓

Sanitary accommodation units will be regularly emptied throughout the event by a competent Licensed Contractor. To ensure public safety during the emptying of sanitary units, emptying procedures will conform to site safety rules as outlined in any Risk Assessments and site safety plans.	20E101	
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Traffic Management	CODE	✓
<p>A traffic management plan will be provided to the satisfaction of all relevant agencies. This will include details of:</p> <ul style="list-style-type: none"> • Traffic Routes • Traffic Regulation orders • Traffic Signage • Car Parks • Management of vehicle gates • Traffic Spotters • Tow Away Facilities • Advanced information in the media • Use of Public Transport / Coaches • Pedestrian Access Facilities <p>The plans of the licensed site shall identify routes for emergency vehicles around the licensed site and location of car parks. This plan should be supplemented with area maps identifying traffic routes to the site, access & egress points to car parka and the identified access/egress routes for emergency vehicles (unless this information may be contained on the same site plan).</p>	20E102	
All vehicular access points into the Licensed Site shall be provided to a standard appropriate for the nature and volume of traffic shall be laid out and constructed to the satisfaction of the Responsible Authorities.	20E103	
Designated areas will be used for car parking. Such areas will be adequately stewarded, illuminated and signed.	20E104	

Protection of Children	CODE	✓
Where entertainment of an adult nature is to take place, the Licence Holder will provide clear signage that the event is not suitable for under 18's	20E105	
<p>Where the event consists of children's activities and / or has crèche/lost children's facilities, the Licence Holder will ensure that the necessary background checks including relevant police checks on all potential staff are carried out.</p> <p>This will be demonstrated in the Event Management Plan.</p> <p>The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers</p>	20E106	

<p>The event Management Plan will include a water and sanitation management strategy. This shall contain the following</p> <ul style="list-style-type: none"> • Location, numbers and types of drinking water points • Sources of water supply • Methods of sterilisation of taps and erected systems prior to use • Methods and frequency of ongoing cleaning and sanitising. • Monitoring of water points throughout the event. • Drainage of water point areas. • Water quality sampling regime before and during the event. • Methods proposed to evidence that the above steps have been taken. • Location, numbers and types of sanitary accommodation. • Disabled facilities • Male/Female split. • Washing facilities provided. • Methods and frequency of emptying, cleaning and monitoring of the sanitation facilities throughout the event. • Methods and frequency of refilling and monitoring of hand sanitation units • Drainage of sanitation areas • Methods proposed to evidence that the above steps have been taken. <p>Once agreed, the contents of the strategy will be followed throughout the event</p> <p>The locations of such facilities will be identified on the site plan.</p>	20E097	
<p>Sufficient drinking water points will be placed around the licensed site for the adequate supply of free, potable and wholesome drinking water for visitors throughout the event. Provisions will be made for an alternative supply of drinking water in case of failure of planned sources of drinking water.</p>	20E098	
<p>All sanitation and drinking water supplies shall be in position and serviced prior to the admission of the public to the site.</p>	20E099	
<p>The drinking water point areas will be monitored on a regular basis throughout the event. Monitoring will include checks on adequacy of drinking water supply, checks on cleaning and sanitisation of the points, checks for leaks, damage, flooding and blockages. Any problems will be addressed straight away.</p> <p>Records of all such checks will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.</p>	20E100	

<p>All staff will receive training to the procedures for dealing with unaccompanied and lost children on the site to prevent them from harm.</p> <p>Such training and procedures will be demonstrated in the Event Management Plan.</p>	20E107	
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Cinema and Film Exhibition	CODE	✓
<p>Children will be restricted from viewing films in accordance with the recommendations of a competent body (usually the British Board of Film Classification) or the Licensing Authority.</p>	20E108	

Camp Sites	CODE	✓
<p>Where camping is to be provided, the Event Management Plan will contain a Camp Site Plan This should include detailed information of all facilities to be provided in the camp sites subject to the numbers of people camping, including (but not exhaustive):</p> <ul style="list-style-type: none"> • Monitoring and control of tents/camper vans; • Security/Fire Patrols (including contingency plans for calling the Fire Authority); • Sanitary and washing facilities • Drinking Water • Medical provisions • Catering • Lighting • Signage • CCTV • Policy on cooking / campfires <p>The layout of the campsites with all access and egress points and location of watch towers, fire patrols, etc will be included on the site plan.</p>	20E109	
<p>Grass will be cut if necessary, and all cut grass should be removed from areas used for sleeping accommodation.</p>	20E110	
<p>The public will not be admitted to the campsites until such time that the Licence Holder is satisfied that the campsites are safe and suitable for the intended use and all provisions are in place and operative.</p>	20E111	
<p>Campsites shall have clearly defined emergency vehicle access lanes.</p> <p>The lanes should be designed to allow emergency vehicles access and egress from a camping area without the vehicle having to turn back on itself.</p>	20E112	
<p>Camping must be controlled to ensure that tents do not encroach onto the vehicle lanes.</p>	20E113	
<p>All tents and sleeping accommodation shall be controlled and monitored to ensure that tents etc are adequately spaced having regard to public safety.</p>	20E114	

The camp site shall be monitored to ensure that no overcrowding occurs	20E115	
An on site privately organised fire team with off road capability to provide fire cover at all times that the site is open for members of the public shall be provided subject to discussions with fire authority.	20E116	
Fire watchtowers shall be provided and staffed by at least two competent personnel at all times during the event. All towers to have radio communications with campsite control.	20E117	
<p>Prior to the admission of the public on the camp site, all systems used for giving warning in the event of fire, and evacuation procedures, shall be tested.</p> <p>Records of such tests will be maintained on the licensed site and produced for inspection by any authorised officer of the Responsible Authorities.</p> <p>The Licence Holder will retain copies of such records and certificates for a period of 6 months following the event.</p>	20E118	
Fire points shall be clearly signed and visible.	20E119	
Cooking facilities shall be monitored by stewards, any that are out of control shall be extinguished.	20E120	
All campers on entering the campsite shall be given a leaflet detailing the onsite fire precautions, the action to be taken in the case of a fire and safe practice regarding the use of LPG cylinders for cooking and lighting. The leaflet shall also contain a warning that any persons considered to be acting irresponsibly will be ejected from the site.	20E121	

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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input 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 type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

• Safeguarding the public within and immediately outside the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• 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"/>
• 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 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input 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 checked="" type="checkbox"/> N/A <input type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input checked="" 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 checked="" 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you use plastic or toughened polycarbonate (or similar) drinking glasses/bottles when necessary?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input checked="" 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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
<u>Glass and Bottles</u> 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.	6PF036	
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 type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If YES, please state which body	YES <input 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 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 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 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 type="checkbox"/> N/A <input checked="" 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> <ul style="list-style-type: none"> a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA. <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 NO N/A
- Suspended decorations/lights/amplification systems YES NO N/A
- Guarding to stairs/balconies/landings/ramps YES NO N/A
- Condition of floor surfaces YES NO N/A
- Provision of safety glazing YES NO N/A
- Guardings to fires or open flames YES NO N/A

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

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? YE YES NO N/A

If YES, please state numbers 1

Do you provide facilities for treatment of minor injuries (e.g. First Aid box)? YES NO N/A

Do you have procedures for dealing with customers who are unwell including those who appear to be affected by drugs / alcohol)? YES NO N/A

Suggested measures	Code	✓
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	6PF066	<input checked="" type="checkbox"/>
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	6PF067	<input type="checkbox"/>
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	<input type="checkbox"/>
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	6PF069	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES NO N/A

If yes, please give details :

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	<input type="checkbox"/>
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	<input type="checkbox"/>

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	<input checked="" type="checkbox"/>
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	

Licensing Act 2003

Proforma Risk Assessment V6



SCANNED
Leeds
CITY COUNCIL

Please complete the details below:

Applicant name: SARDAR AMJAD YOUSAF

Business name: PAUL R COOK

Business address: 343, HAREHILLS LANE, LEEDS

Postcode: LS9 6AX

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 that 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.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
(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	✓

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?

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	6PF082	
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	6PF083	
The premises supervisor and any door supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.	6PF084	
A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.	6PF085	

Protection of Children from Harm

Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)? YES NO N/A

If so, do you only provide the adult entertainment at certain times/days of the week? YES NO N/A

Is your premises located near to premises which are children orientated? YES NO N/A

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	6PF086	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	6PF087	
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	6PF088	
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	6PF089	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	6PF090	
Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.	6PF091	

Under Age Sales of Alcohol

Do the premises sell or supply alcohol? YES NO N/A

Suggested measures	Code	✓
People under 18 years of age will not be admitted.	6PF092	

Gambling

Is there a strong element of gambling on the premises? YES NO N/A

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	6PF093	

or		
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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If yes are the children unaccompanied or supervised by staff without parental presence (including where parents are elsewhere in the licensed premises).	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you provide young persons discos or similar entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

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:

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	

NOT PROTECTIVELY MARKED



Licensing Department
 Millgarth Police Station
 Millgarth Street
 Leeds
 LS2 7HX

Leeds District Licensing Department

Tel: 0113-2414023

Fax: 0113-2413123

Email: lynn.dobson@west.yorkshire.pnn.police.uk

Website:



19 June 2012

Mr S A Yousaf,
5 Cross Grasmere Street
Leeds LS12 1PU.

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

RE: 343 HAREHILLS LANE, HAREHILLS Leeds LS9 6AX
VARIATION TO EXISTING PREMISES LICENCE – LICENSING ACT 2003:
POLICE – FULL OBJECTION:

Thank you for submitting your application for the above premises, this application was received, at the address above, on 17 May 2012. The document was subsequently amended by a new page 10, Sections M and N, which was received on 30 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.

This application seeks the grant of a premises licence for off sales only. The details of the application are set out below:

The premises currently have a licence to sell alcohol, off the premises, between 0600hrs and 2300hrs each day. The variation application seeks the grant of a premises licence for 24 hour sales seven days a week. This application therefore requests that the premises be open twenty four hours, with sales throughout this period.

West Yorkshire Police would not support an application of this nature, based on a number of factors. The premises are situated in a 'challenging' area with high figures recorded in respect of crime and anti-social behaviour (ASB). Whilst the figures in the immediate vicinity of the premises do not look excessive an analysis of the whole area shows a very different picture. There is very little directly attributable to the store itself, the premises have only been operating a few months, however, the area around the store

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

suffers from high levels of crime and anti-social behaviour and is currently being considered for a Designated Public Place Order (DPPO).

Drunken, rowdy, inconsiderate behaviour appears to be common place. Residents complain of groups of males gathering close to the location and these males then drink alcohol and take drugs before urinating, vomiting, littering, shouting and fighting in the back streets off Harehills Lane. The analysis produced for the DPPO consultation gives a worrying picture of the area and highlights the wider issues and the fears of the residents.

If this application is granted this will be the only 24 hour off licence store in the immediate area. The very real fear is that the store will become a magnet for those wishing to consume alcohol late into the evening and thereby extend the night time economy of an area which is quickly reaching saturation point.

The proposed DPPO covers an area which contains 10 on licensed premises and 23 off licensed premises. 343 Harehills Lane would fall within the proposed DPPO. Figures for the whole DPPO area show a total of 103 ASB crimes, covering alcohol related offences, neighbour offences, youth offences, adult nuisance offences and firework offences. Alcohol related offences account for 84 of the 103 in the period researched. Specific reference is made in the analysis of incidents on Harehills Lane where individuals are described as being heavily in drink and abusive.

West Yorkshire Police would ask that the Licensing Committee reject this application.

L. Dobson
PC 5783
Leeds District Licensing

NOT PROTECTIVELY MARKED

White, Emma

From: Dobson, Lynn [lynn.dobson@westyorkshire.pnn.police.uk]
Sent: 03 July 2012 11:03
To: White, Emma
Cc: Patterson, Bob
Subject: FW: Re Yousaf & 343 Harehills Lane, Harehills, Leeds - Application to vary premises licence [NOT PROTECTIVELY MARKED]
Sensitivity: Private
Attachments: DPPO - Harehills.pdf; ATT00001.txt; ATT00002.htm

Emma,

As discussed...this was the e-mail I was about to send to John Coen before you informed me that you didn't know he was representing this applicant!.....

The DPPO material is attached as requested. The DPPO is now in force and your client's premises falls within the designated area.

As this is an application for a 24 hour licence the data has been drawn from a much wider area. It is more appropriate for this application to use the DPPO data to give an overview and better picture of the area as a whole. To narrow the analysis down to within a few streets would not give a true view of the problems experienced or the fears in relation to this application.

In respect of your follow up e-mail your client has been the victim of crime on a number of occasions and I'm sure he will fill you in with the details. Your client was also the victim of a fire in 2011 which was suspicious and was investigated by the Police and WYFire. Attached to this occurrence are photos of the shop which may assist the committee with regard the layout. Let me know if you need any more detail.

Entertainment Licensing.....please include this e-mail and the attached DPPO document in the bundle of evidence.

Lynn

From: John Coen [mailto:John.Coen@forwarn.com]
Sent: Tuesday, July 03, 2012 9:47 AM
To: Dobson, Lynn
Subject: Re Yousaf & 343 Harehills Lane, Harehills, Leeds - Application to vary premises licence
Sensitivity: Private

FORD & WARREN SOLICITORS

Westgate Point, Westgate, Leeds, LS1 2AX MDX 706968 Leeds
 Tel (+44) (0) 113 2436601 Fax (+44) (0) 113 2420905
 Email John.Coen@forwarn.com WEB site: <http://www.forwarn.com>

Our Ref JGC 32993/1/PMC

Hi Lynn,

I hope you are well ?

I have been instructed by Mr Yousaf regarding his application to vary his premises licence.

In your representation, you make reference to the following :

1. The crime and anti-social behaviour figures for the area;
2. The crime and anti-social behaviour figures for the immediate vicinity of the premises;
3. The crime and anti-social behaviour which is said to be directly attributable to the store itself;
4. The analysis produced for the DPPO consultation for the area;

Please let me have the documents which contain the above information ?

As a matter of courtesy, if the requested documents are not disclosed, then the applicant will object to reliance on them at the hearing of the application.

I look forward to hearing from you.

Regards.

John G. Coen
for Ford & Warren

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We are pleased to announce our new Online Will writing service at www.quickonlinewills.com - Free Will for the Over 55s



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Report of the Director of Environment & Neighbourhoods

Report to the Licensing Committee

Date: 26th June 2012

Subject: Proposed Designated Public Place Order (DPPO) Harehills

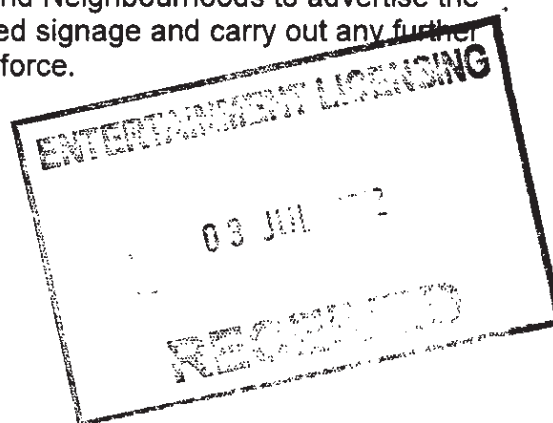
Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Gipton & Harehills	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>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

Summary of main issues

1. This report sets out the proposal for a Designated Public Place Order to be made covering the area of Harehills situated in East Leeds.
2. The content outlines the legal framework and summarises the evidence to support such an Order, the consultation and legal implications if Members resolve to make the Order.

Recommendations

3. Members are recommended to consider the evidence in support of making an Order and if satisfied the statutory test has been met and the Order will remedy the problems evidenced:
 - (i) Make a Designated Public Places Order in respect of Harehills
 - (ii) Authorise the Director of Environment and Neighbourhoods to advertise the making of the Order, procure the required signage and carry out any further steps necessary to bring the Order into force.



1 Purpose of this report

- 1.1 The report outlines the recommendation for Harehills to be designated as an area where it would be a criminal offence to consume alcohol after being requested by a Police Constable or a Police Community Support Officer not to do so by making a Designated Public Place Order (DPPO) and invites Members to consider making the DPPO

2 Main issues

2.1 Legal framework

- 2.2 Designated Public Place Orders (DPPOs) are made under the Criminal Justice and Police Act 2001. Under the Act, the Council can by Order (or a series of Orders) designate public places within which it is an offence to consume alcohol after being requested by a Police Constable or a Police Community Support Officer (PCSO) not to do so. An Officer can ask any person to surrender alcohol or open alcohol containers if the Officer reasonably believes the person is, has been or intends to consume alcohol in that place.

- 2.3 Penalties for this offence include a penalty for disorder (PND) £50 or arrest and prosecution for a level 2 fine, maximum of £500. Bail conditions can be used to stop the individual from drinking in the public place pending prosecution for the offence

- 2.4 The legislation does not ban the drinking of alcohol in Designated Public Places, and therefore it **does not** prohibit drinking alcohol in authorised street cafes and at authorised public entertainment events in public areas. Legislation is designed to reduce anti-social street drinking either during the day (typically street users of alcohol and other substances) or in respect of night-time issues such as people drinking in the street and on the way to and from licensed areas or premises, eg in the queue for a club, having left a public house or in a fast food queue.

- 2.5 Section 26 of the Violent Crime Reduction Act 2006 came into force on 6 April 2007. It amended the Criminal Justice and Police Act 2001. Prior to this amendment pubs and clubs that have a licence to sell or supply alcohol under the Licensing Act 2003 could not form part of the DPPO. These premises would include public spaces licensed by local authorities for alcohol and regulated entertainment. This led to a conflict between the local authorities desire to licence public spaces for community events and the desire to use DPPO's to tackle anti-social drinking. This conflict was rectified by the amendment. There are no public places licensed by the Local Authority within the proposed area.

- 2.6 Under the amendment, premises where local authorities are permitted to sell or supply alcohol or premises that are occupied or managed on behalf of local authorities, for the sale and supply of alcohol will be excluded from a DPPO. The exclusion will only last while the premises is in use and for 30 minutes following the last supply/sale of alcohol. At all other times the premises will be subject to the DPPO.

3.0 The Statutory Test

- 3.1 The test for designation is set out at section 13(2) of Criminal Justice and Police Act 2001. Before making the designation, Members must be satisfied that:

(a) nuisance or annoyance to members of the public or a section of the public; or

(b) disorder;

has been associated with the consumption of alcohol in the proposed place for designation.

- 3.2 Home Office guidance suggests that Members, in exercising their discretion to make the Order, must assess the likelihood that the problems evidenced will continue unless the DPPO is made. Members would need to consider if the problems identified will be remedied by use of their powers. Supporting evidence is set out for Members in this report.

4.0 Existing powers

- 4.1 The Confiscation of Alcohol (Young Persons) Act 1997 (as amended) already gives powers to the Police and PCSOs to confiscate alcohol held by or for the use of a young person under the age of 18 in public and certain other places.
- 4.2 Problems with litter, including bottles and glasses outside licensed premises, are dealt with under the Environmental Protection Act 1990. Section 87 allows fixed penalty notices of £50. Section 93 permits street litter control notices to be served on relevant businesses. The penalty and conviction for failing to comply with such a notice is £2,500.

5.0 Supporting evidence

- 5.1 Evidence has been sought from West Yorkshire Police regarding the history of drinking related anti-social behaviour and violent crime in Harehills. A summary of this evidence appears at Appendix 1.

Corporate Considerations

6.0 Consultation and Engagement

- 6.1 As part of the application process to establish a DPPO, statutory consultation has been carried out with relevant agencies and Council Departments. Support for the application has been given by Harehills Elected Members, West Yorkshire Police, North East Divisional Community Safety Partnership. Further statutory consultation with the general public, relevant bodies and licensees in the area has also been completed, in order to inform them of the proposed designated area and the implication of such an Order being granted.

- 6.2 Methods of consultation included:

- Discussions with Superintendent Timothy Kingsman at North East Police Division
- Discussions with members of North East Divisional Community Safety Partnership (16th March 2012)
- Discussions with the Police Inspector (Thomas Harrison at Gipton/Harehills Neighbourhood Policing Team
- Direct consultation via personal visits to all licensees of on and off licensed premises from management at Harehills Neighbourhood Policing Team

- Publication of an "Order of Notice" via the local press (Appendix 2) published on Tuesday 1st May and expired on **29th May 2012**. Copies have been made available at Killingbeck Police station, Leeds City Councils 'The Compton Centre' and the Councils internet site.
- Direct Consultation at the Harehills (PACT) meeting on 31st May 2012
- A map showing proposed boundaries is presented at Appendix 3. A consultation on the boundary has been undertaken by the methods mentioned above.

6.3 Following consultation, if a Designated Order is approved, compulsory signage will be distributed throughout the area. This will be done by the licensees displaying signage *on their premises and via notices situated in prominent positions around the specific area*. This signage will inform customers and the general public that they are in a Designated Public Place and explain the conditions attached to this Order.

6.4 The design for the signs has already been established as a result of previous DPPOs established in the city.

7.0 Consultation findings

7.1 At the time of writing this report, no letters have been received supporting the Order, no objections have been received, however one email was received from a local resident. All agencies from PACT Meeting. The deadline for advice to the "Order of Notice" was 29th May 2012, and any comments received between the time of writing this report to Licensing Panel will be presented verbally.

7.2 Comments:

We are writing to you as we are extremely concerned regarding the continuous anti social behaviour we are getting in Back Seaforth Terrace. This problem has not been going on for days, weeks but months on end now. Day in Day out groups of males are gathering in Back Seaforth Terrace, the hotspots usually being the back of Ask Estate Agents, the middle of the street around numbers 30/32 Seaforth Terrace and also the back garden of Back 309 Harehills Lane. The men gather here and participate in drinking alcohol and drug taking, this then has added problems by them urinating, vomiting, littering, shouting, fighting and being disorderly. It is only too evident if you take a walk through Back Seaforth Terrace that you will be welcomed by alcohol cans/bottles throughout the street especially lined up against the wall that is the back of Ask Estate agents, As well as the stubs that they throw behind of cigarettes and drugs, and the marks off urinating and vomiting of the street walls and floor. It's Extremely Disgusting!! We are also aware of the new alcohol ban that you are looking to enforce in public - we welcome this but it must really be pushed through immediately as we have a massive alcohol and anti social behaviour problem in our backstreet. **Seaforth Terrace Residents (Email 13th May to ward councilor)**

PACT Meeting Comments:

It will cut down on ASB" Strathmore View, Leeds.

"Cut down on litter, about time should have done it years ago". Strathmore Street, Leeds.

"We fully support the DPPO" - Bellbrooke Place

"I fully support it" Cowper Mount

"I think it is a great idea. We are 100% behind it" Florence Avenue

"The sooner the better" Trafford Avenue, Leeds

Cost of designating the recommended area and other costs associated with the statutory consultation, statutory advertising, together with the recommended signage to inform the public of the designation

7.3 All costs associated with the consultation process and signage have been approved by Safer Stronger Communities Funding via Intensive Neighbourhood Management officer in consultation with local Councillors. Set out below are approximate costs:

- Advertisement in local press (Yorkshire Post) £956.07
- (statutory notice/consultation) £1000 approx (28 days notice implementation)
- Signage (including fixing to post/wall) 25 x £60.00 each = £1, 500
- Posters for licensees (in house)

8 Equality and Diversity / Cohesion and Integration

8.1 Consideration is given to the equality impact of delivering the Safer Leeds strategy across North East Police Division . Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

8.2 Discussions will be held with identified newly emerging communities within the ward to ensue they have full understanding of the Order

8.3 Council policies and City Priorities

8.1 The North East Divisional community safety partnership delivers directly against The Safer and Stronger Communities Board Partnership plan 2011-2015 and The Designated Public Place order will contribute towards reducing violent crime .

8.4 Resources and value for money

8.5 The work undertaken by the DCSP is underpinned by maximisation of resources through effective partnership work . The policing of the order will be carried out within core services by North East Police Division

8.6 Legal Implications, Access to Information and Call In

8.7 There are no exempt or confidential information contained in this report

8.8 Designated Public Place Orders (DPPOs) are made under the Criminal Justice and Police Act 2001

8.9 Risk Management

8.10 There are no major risks associated with the content of this report

8.11 Conclusions

8.12 The overall evidence suggests that there is a need for implementing a designated public Place Order in the Harehills area in order to increase public confidence, reduce fear of crime and reduce alcohol and violent related incidents

8.0 Recommendations

8.1 Members are recommended to consider the evidence in support of making an Order and if satisfied the statutory test has been met and the Order will remedy the problems evidenced:

- (i) Make a Designated Public Places Order in respect of Harehills
- (ii) Authorise the Director of Environment and Neighbourhoods to advertise the making of the Order, procure the required signage and carry out any further steps necessary to bring the Order into force.

9 Background documents¹

9.1 Crime Analysis report – Safer Leeds – 23rd March 2012

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Research showing the history and evidence of anti-social drinking and disorder in the proposed Harehills Area

1. Introduction

- 1.1 Before it can consult on the making of a Designation Order, the Council must be satisfied that there is a history of anti-social drinking and disorder in the proposed Designated Order.
- 1.2 Within Harehills , there is already evidence of such problems from a number of sources. These can be summarised as night-time issues, consisting of persons moving from licensed areas/premises to other licensed areas/premises and carrying bottles and glasses, which can result in anti-social behaviour (rowdiness, abuse, litter, etc) and crime (damage, public drunkenness and assault).

2. The geography and distribution of alcohol licences in Harehills

- 2.1 The Area has 10 public houses and 23 off license premises in total. The map at Appendix 3 shows the the boundary for the proposed DPPO.

The Licensed premises in the area are:

ON LICENSE PREMISES

ARTI RESTAURANT	ROUNDHAY ROAD, LS8 4HS
DOCK GREEN	ASHLEY ROAD, LS9 7AB
HAREHILLS CONSERVATIVE CLUB	288 HAREHILLS LANE, 288 HAREHILLS LANE
HAREHILLS LABOUR CLUB	FLORENCE STREET, LS9 7BX
HAREHILLS LIBERAL CLUB	BLEAK HOUSE,FOUNDRY APPROACH/SEAFORTH ROAD LS9 6BJ
HAREHILLS WMC	34 COWPER ROAD, LS9 7AP
OLYMPIA CLUB & INST (AKA DELANEY'S BAR)	8 KARNAC ROAD, LS8 5BL
SAFFRON RESTAURANT	331 ROUNDHAY ROAD, LS8 4HT
SHINE	HAREHILLS ROAD, LS8 5HS
ST. ALBANS SOCIAL CLUB	51 ST. ALBANS ROAD, LS9 6LA

OFF LICENSE PREMISES

25 ASHLEY ROAD	LS9 7AB
BAYSWATER STORES	94 BAYSWATER ROAD, LS8 NT
BAYSWATER SUPERMARKET	5 BAYSWATER VIEW, LS8 5LQ
COMPTON NEWS	23 COMPTON ROAD, LS9 7BJ
PIZZA ZONE	39 COMPTON ROAD, LS9 7BJ
1 COWPER TERRACE/ASHLEY ROAD	LS9 7BA
22/24 FOUNDRY APPROACH	LS9 6BL
W M MORRISON'S SUPERMARKET	HAREHILLS LANE, LS8 5JP
HAREHILLS FOOD	274 HAREHILLS LANE, LS9 7BD
NEWS EXTRA	304 HAREHILLS LANE, LS9 7BG
GROSIK	311 HAREHILLS LANE, LS9 6AA
SAINSBURYS SUPERMARKET	318-322 HAREHILLS LANE,LS9 7BG
343 HAREHILLS LANE	LS9 6AX
56 HAREHILLS ROAD	LS8 5LE
ELFORD GROVE POST OFFICE	58 HAREHILLS ROAD, LS8 5LE
BK NEWS	78 HAREHILLS ROAD, LS8 5NU
81/83 HAREHILLS ROAD	LS8 5HS
SUJU'S (SUJI'S) STORE	121A MARKHAM AVENUE,LS8 4JD
MUZIC ASIA	220 ROUNDHAY ROAD, LS8 5AA
KWIK SAVE	264/264A ROUNDHAY ROAD, LS8 5RL
273 ROUNDHAY ROAD	LS8 4HS
275 ROUNDHAY ROAD	LS8 4HS
COST CUTTER	12/14 STRATHMORE DRIVE, LS9 6AB

3. Anti-social behaviour

3.1 For this section ASB data was compared over a six month period (01/09/11-29/02/12) because a change in coding and recording methods at the beginning of September 2011 made direct comparison over a full year impractical.

Between September 2011 and February 2012 the highest alcohol related ASB incidents fell into the category 'Alcohol' which accounted for 82% (84) of the overall total of incidents.

ASB TYPE	September	October	November	December	January	February	Grand Total
ALCOHOL	22	15	13	5	11	18	84
NEIGHBOUR RELATED	3	4	1	4	2	1	15
YOUTH RELATED	0	0	0	0	2	0	2
ADULT NUISANCE - NON ALCOHOL RELATED	0	0	0	0	0	1	1
FIREWORKS/SNOWBALLING	0	1	0	0	0	0	1
Grand Total	25	20	14	9	15	20	103

The table also breaks down the type of incidents by month showing that generally incident numbers decreased in the winter months.

Of the 103 incidents reports, 66 took place in a public place with the remaining 37 occurring in dwellings; the majority of the latter concerned domestic issues.

Top Streets

STREET NAME	TOTAL
HAREHILLS LN	10
ROUNDHAY RD	10
HAREHILLS RD	9
BECKETT ST	6
SEAFORTH TER	2
FOUNDRY PL	2
EDGEWARE MT	2
COMPTON RD	2

The table above shows the worst affected streets in relation to alcohol related incidents occurring in a public place.

Top of the table was Harehills Lane. Incidents that occurred on Harehills Lane were predominantly individuals that were heavily in drink verbally abusing members of staff at supermarkets, convenience stores, takeaways and betting shops.

Calls to Roundhay Road varied from domestic incidents in the street to fights between large groups of youths and individuals in drink outside restaurants causing a nuisance to members of the public shouting and swearing.

Incidents on Harehills Road mainly occurred in or around shops. In particular four of the incidents occurred at B K Newsagents where youths were causing a disturbance in the shop, a drunk male had fallen asleep inside and individuals in drink were using abusive language towards members of the public and staff and also begging at the entrance.

All the calls in respect of Beckett Street were regarding ASB incidents in the vicinity of St James' Hospital. The logs mainly referred to individuals who were in drink and had been aggressive and caused problems at the Hospital only to be moved on by staff to then cause problems in the local vicinity.

Peak times in this area were evening and early morning between 2000 x 0200hrs with the highest peak being at 0200hrs. There was no peak day as incidents were spread out throughout the week.

Crime - 1st March 2011- 29th February 2012

The table below shows the breakdown of alcohol related crimes by month for any crime type which has occurred on more than three occasions within the specified area over the last twelve months. Overall, Assaults accounted for 81% of the total alcohol related offences. This was followed by Theft from Shop (18%) and Public Order offences (5%). Of note is that a number of the Thefts from Shops have been identified as 'drink involved' offences due to the property that was stolen. The month with the greatest amount of offences was July 2011 which had 11 more offences than any other in the twelve month period. There appeared to be a slight decrease in offences during the winter months.

Occurrence Type	March	April	May	June	July	August	September	October	November	December	January	February	Grand Total
ASSAULT	10	9	4	9	19	7	7	13	3	10	7	7	105
THEFT SHOP	1	3	3	3	2	4	3	2	2	6	3	3	35
PUBLIC ORDER	1	2	0	0	3	0	2	0	0	0	0	1	9
CRIMINAL DAMAGE - DWELLING	0	1	2	0	2	2	0	0	0	0	2	0	9
THEFT FROM PERSON	0	2	0	0	0	0	0	4	0	0	0	0	6
THEFT NON SPECIFIC	0	0	0	1	0	1	0	0	0	0	2	0	4
CRIMINAL DAMAGE - MOTOR VEHICLE	1	0	0	0	0	0	0	0	1	0	0	2	4
POSSESS OFFENSIVE WEAPON	0	0	0	1	1	1	0	0	0	1	0	0	4
AFFRAY	0	0	1	1	1	0	0	0	0	0	0	0	3
DRUGS	1	0	0	0	1	1	0	0	0	0	0	0	3
THEFT FROM VEHICLE	0	0	0	1	1	0	1	0	0	0	0	0	3
Grand Total	14	17	10	18	30	16	13	19	6	17	14	13	185

Top Streets

Street Name	Total
HAREHILLS LANE	43
BECKETT STREET	15
ROUNHAY ROAD	11
HAREHILLS ROAD	8
COMPTON ROAD	5
ASHLEY ROAD	5
KARNAC ROAD	4
BROUGHTON AVENUE	3
BAYSWATER ROAD	3

The worst affected street for alcohol related offences within Harehills by a significant margin was Harehills Lane. 37 of the 43 crimes took place in shops, the majority being Sainsburys and Morrisons. Harehills Lane is a major thoroughfare through the area and would be expected to feature near the top of this list. Beckett Street was next with 15 offences - all of these took place in or around the vicinity of St James' Hospital. The majority of offences that occurred at this location were due to individuals who had been discharged from the hospital shouting and swearing and becoming violent.

Of the 185 alcohol related offences within the twelve month period, 116 were committed in a public place and 84 were committed within a dwelling.

Of the 116 offences committed in a public place, 29 occurred within supermarkets, seven at convenience stores, two at public houses and 48 were committed in the street.

The peak times for alcohol related crimes in public places between March 2011 and February 2012 were from the early evening through to the early hours of the morning (between 17:00 and 02:00). The majority of the offences occurred between Friday and Sunday.

**ALCOHOL CONSUMPTION IN DESIGNATED PUBLIC PLACES FOR THE AREA OF
HAREHILLS
CRIMINAL JUSTICE AND POLICE ACT 2001**

The City of Leeds Metropolitan District Council propose to make an Designated Public Places Order under Section 13 of the Criminal Justice and Police Act 2001 (as amended).

The effect of the Order is that the police will have the power to require a person not to drink alcohol in the designated area and to surrender alcohol to the police. Failure to comply with the request is an offence.

The proposed designated area comprises all public highways, streets, byways and other public places within Harehills

The Area defined to the West along Harehills Avenue from Gledhow Valley Road. South on to Spencer Place, on to Pasture Road, South onto Back Hares Mount and then continue South along Back Rossington Road across to Gathorne Terrace to the junction with Roundhay Road. West along Roundhay Road and South onto Grant Avenue which leads into Rosebud Walk. North onto Gledhow Road up to the border of St James Hospital and east to Stanley Road. South down Stanley Road and East along Compton Road onto Foundry Approach. North along Foundry Place across Hovingham Grove/Junction Hovingham Avenue. Northwards to Easterly Road and West along Easterly Road to junction with Roundhay Road, North on to Roundhay road then to Gledhow Valley Rd and back to junction with Harehills Avenue.

A map identifying the specific location of the designated public place and a list of licensed premises within the area is available for inspection at Killingbeck Police Station, Foundry Lane, Seacroft, Leeds LS14 6NN, and Leeds City Council's Compton Centre at the junction of Compton Road and Harehills Lane, Leeds, LS9 7BG. Alternatively you can view the information at www.leeds.gov.uk.

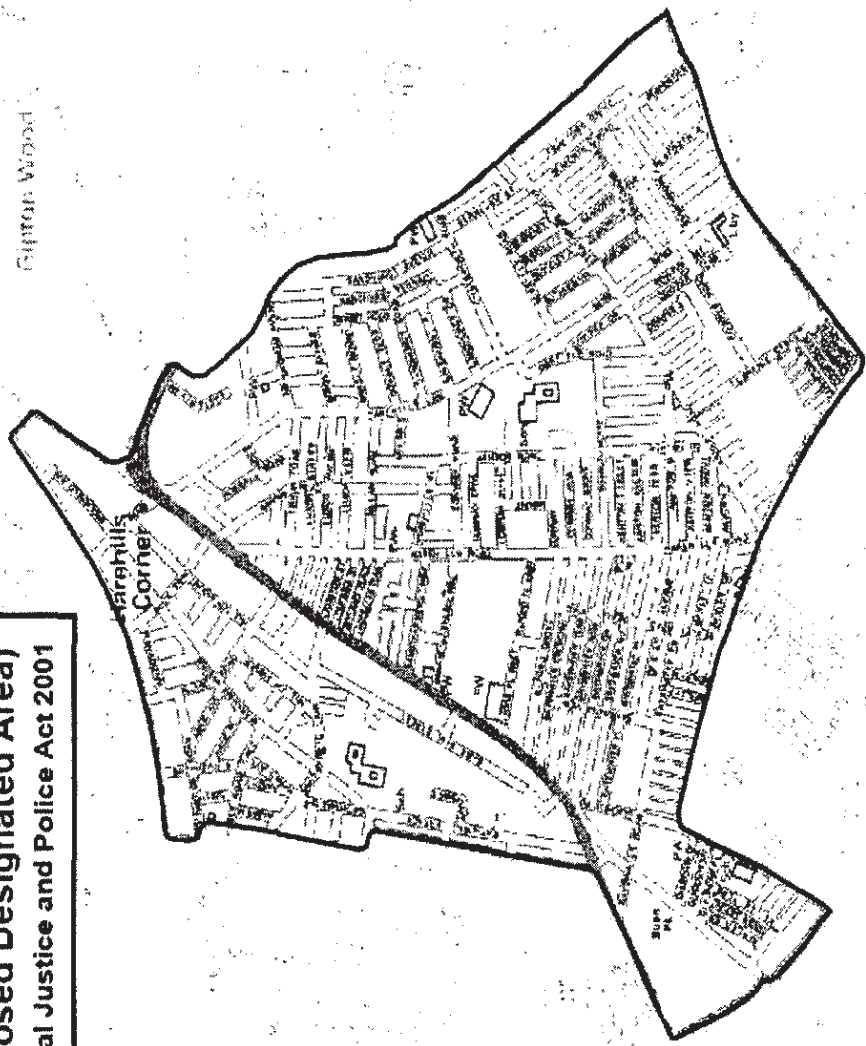
The Order will not apply to premises with a premises licence or club premises certificate granted by the Licensing Authority. It will not apply within the curtilage of such premises. It will not apply where a temporary event notice authorises use of the premises for the supply of alcohol during the authorised times and for 30 minutes afterwards. It will not apply to outside areas covered by a street café licence.

Any representations as to whether or not the order should be made must be made in writing to Beverley Yearwood, Leeds City Council, East North East Area Management Team, The Reginald Centre, 263 Chapeltown Road, Leeds, LS7 3EX by no later than **29th May 2012**

Alternatively you can contact us through the Leeds Community Safety website www.leeds-csp.org.uk.

Tom Riordan
Chief Executive
Leeds City Council
1st May 2012

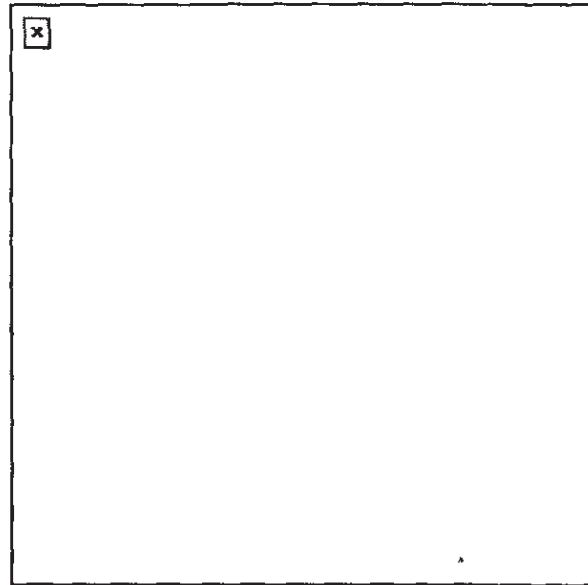
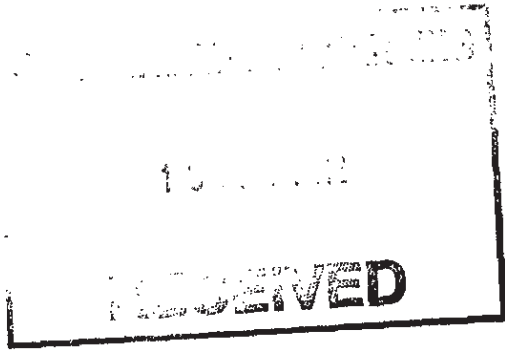
Harehills (Proposed Designated Area)
Section 13 - Criminal Justice and Police Act 2001



Gipton Wood

Harehills





Mr. Sardar Amjad Yousaf
5 Cross Grasmere Street
Armley
Leeds
LS12 1PU

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

Contact: Mr. Mudhar
Tel: 0113 395 1171
Fax: 0113 247 4947
gurdip.mudhar@leeds.gov.uk
Our reference: PREM/03070/002
Date: 18th June 2012

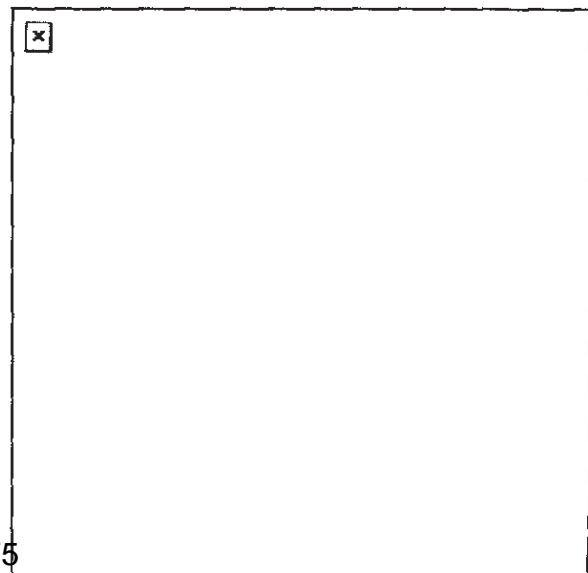
Dear Mr Yousaf

Licensing Act 2003

Name of Premises: Off Licence

Address: 343 Harehills Lane, Harehills, Leeds, LS9 6AX

Thank you for submitting your application for the variation of Premises Licence.



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4444

The application premises are located on a busy Harehills Lane and lies within a parade of shops which have various uses. Some of the shops have a living accommodation above.

The premises were formerly trading as a Green Grocers Shop. However, on 2nd November 2011 the application premises were granted a Premises Licence for the sale of Alcohol by retail from 6:00 hours till 23:00 hours daily. It appears that historically there have been no restrictions imposed by the Council's Planning Services on the opening hours of the shop.

Impact on neighbouring properties (Late night noise and disturbance)

The applicant is now seeking to sell alcohol from the premises on 24 hour basis 7 days a week. There is residential accommodation above the shops adjacent to the application premises (337 & 339 Harehills Lane). It is the Department's concerns that the late night opening hours of the premises will generate noise nuisance complaints from the residents living above the shops by way of comings and goings of customers, opening and closing of shop door and noise from vehicles (car horns, banging doors, car stereos, engines revving etc) and anti-social behaviour problems.

There are no other shops in the Harehills area that have been granted late night licences to sell alcohol by retail after 23:00 hours, and should the application premises be granted 24 hour licence, it will provide a focal point for the public nuisance and littering problems.

In view of the above concerns, Leeds City Council's Health and Environmental Action Service (HEAS) fully objects to this application as there is strong likelihood of nuisance from increased pedestrian and vehicular traffic particularly during the late night hours which will undermine the prevention of public nuisance objective of the Licensing Act 2003.

Yours faithfully

Gurdip Mudhar
Senior Environmental Health Officer