



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON

MONDAY, 8TH OCTOBER, 2012 AT 10.00 AM

MEMBERSHIP

Councillors

C Townsley - Horsforth;
P Latty - Guiseley and Rawdon;
G Wilkinson - Wetherby;

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	Burmantofts and Richmond Hill		<p>"SPRING CLOSE" - APPLICATION TO VARY A PREMISES LICENCE FOR SPRING CLOSE, 3A SPRING CLOSE STREET, LEEDS LS9 8RT</p> <p>To consider the report of the Head of Licensing and Registration on an application received to vary an existing premises licence held at Spring Close, Leeds LS9</p> <p>(report attached)</p>	1 - 44
7	City and Hunslet		<p>"MUNCH BOX" - APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR MUCH BOX, 7A CROWN STREET, LEEDS LS2 7DA</p> <p>To consider the report of the Head of Licensing and Registration on an application for the grant of premises licence for Munch Box, 7A Crown Street Leeds LS2</p> <p>(report attached)</p>	45 - 102



Report author: Mrs Emma White
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 8th October 2012

Subject: Application to vary a premises licence for Spring Close 3A Spring Close Street, Leeds, LS9 8RT

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Burmantofts and Richmond Hill		
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 Spring Close 3A Spring Close Street, Leeds, LS9 8RT

The variation application is to vary the hours of Recorded music and Sale by retail of alcohol to 10:00 to 00:00 Monday to Friday, 11:00 to 00:00 Saturday, 12:00 to 23:30 Sunday. To vary the opening hours to 10:00 to 00:30 Monday to Friday, 11:00 to 00:30 Saturday, 12:00 to 00:00 Sunday. To add Live music, the provision of facilities of dancing and karaoke for the same hours as applied for in respect of recorded music and sale by retail of alcohol as noted in 3.3

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 to convert an existing licence was received on the 29th July 2005. The application received representations from the responsible authorities and subsequently went to a hearing. The conditions were agreed with the responsible authorities at this hearing and imposed on the Premises Licence.
- 2.2 A copy of the existing licence is attached at Appendix A

3.0 The Application

- 3.1 The applicant is Punch Taverns Plc,
- 3.2 The application form may be found at Appendix B to this report.
- 3.3 In summary the application is to vary :-

Sale by retail of alcohol, Recorded music,

10:00 – 00:00 Monday to Friday

11:00 – 00:00 Saturday

12:00 – 23:30 Sunday

And to add :-

Live Music, the provision of facilities for dancing and karaoke

10:00 – 00:00 Monday to Friday

11:00 – 00:00 Saturday

12:00 – 23:30 Sunday

To vary the opening hours :-

10:00 – 00:30 Monday to Friday

11:00 – 00:30 Saturday

12:00 – 00:00 Sunday

Non standard timings to remain as per existing Premises Licence :-

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

A further additional hour every Christmas Eve.

A further additional hour every Boxing day.

To reflect existing New Year's Eve/Day hours

4.0 Designated Premises Supervisor

Michael Andrew is the Designated Premises Supervisor.

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 Location

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

7.0 Representations

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

7.2 Representations from Responsible Authorities

7.3 Representations have been received from Health & Safety and Environmental Noise Protection team

7.4 The representations submitted by Health & Safety remains as a matter for members consideration. A copy of the same may be found at Appendix D

7.5 The representations submitted by Environmental Noise Protection team remains as a matter for members consideration. A copy of the same may be found at Appendix E

7.6 Other representations

7.7 There are no other representations.

8.0 Options Available to Members

8.1 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.
- Exclude any licensable activities to which the application relates.
- Reject the whole or part of the application.

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

9.0 Background Papers

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



Public Register Copy

Premises Licence Leeds City Council

Licence Issued By:	N 25	Jackson.	On: 27th August 2005
			<i>[Handwritten Signature]</i>
		Nicole Jackson	
		Assistant Chief Executive (Corporate Governance)	

Premises Licence Number

PREM/00387

Part 1 – Premises Details

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

Spring Close
3A Spring Close Street
Leeds
LS9 8RT

Telephone number 01283 501600

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Performance of Recorded Music
Sale by Retail of Alcohol

Times the licence authorises the carrying out of licensable activities

Performance of Recorded Music

Monday to Thursday	10:00 - 23:00
Friday	10:00 - 01:00
Saturday	11:00 - 01:00
Sunday	12:00 - 22:30

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

Sale by Retail of Alcohol

Monday to Thursday	10:00 - 23:00
Friday	10:00 - 01:00
Saturday	11:00 - 01:00
Sunday	12:00 - 22:30

A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

A further additional hour every Christmas Eve.

A further additional hour every Boxing day.

To reflect existing New Year's Eve/Day hours.

The opening hours of the premises

Monday	10:00 - 23:30
Tuesday	10:00 - 23:30
Wednesday	10:00 - 23:30
Thursday	10:00 - 23:30
Friday	10:00 - 01:30
Saturday	11:00 - 01:30
Sunday	12:00 - 23:00

A further additional hour into the morning following every Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

A further additional hour into the morning following every Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

A further additional hour every Christmas Eve.

A further additional hour every Boxing day.

To reflect existing New Year's Eve/Day hours.

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

Alcohol is supplied for consumption both on and off the Premise

Name, (registered) address of holder of premises licence

Punch Taverns Plc
Jubilee House
Second Avenue
Burton Upon Trent
Staffordshire
DE14 2WF

Registered number of holder, for example company number, charity number (where applicable)

Registered Business Number 03752645

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Michael Andrew

State whether access to the premises by children is restricted or prohibited

N/A

Annex 1 – Mandatory conditions

Mandatory Conditions under the licensing act 2003

Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:-

- a. unauthorised access or occupation (e.g. through door supervision), or
- b. outbreaks of disorder, or
- c. damage

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.

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

Embedded Restrictions

Alcohol shall not be sold or supplied except during the hours stated on this licence and:

- a. On Christmas Day, 12 noon to 3 p.m and 7 p.m to 10.30 p.m.
- b. On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).

The above restrictions do not prohibit:

the taking of the alcohol from the premises, (unless the alcohol is supplied or taken in an open vessel,) during the first thirty minutes after above hours;

the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals.

consumption of the alcohol on the premises by, or, the taking, sale or supply of alcohol to any person residing in the licensed premises;

the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;

the sale of alcohol to a trader or club for the purposes of the trade or club;

the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's Naval, Military or air forces;

the taking of alcohol from the premises by a person residing there; or

the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;

the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is

supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.

Annex 2 – Conditions consistent with the Operating Schedule

1. To operate an effective CCTV system to be maintained in accordance with guidelines issued by West Yorkshire Police.
2. Adopt the Check 21 proof of age scheme in accordance with guidelines issued by West Yorkshire Police.
3. Participate in a local pubwatch scheme or licensing association where one exists, that is recognised by West Yorkshire Police
4. When permission is sought for the sale or supply of alcohol during non-standard hours for any Bank Holiday period, an event of national interest or a televised sporting event of national interest, then the following will apply:-
 - a) The applicant must give West Yorkshire Police at least 10 clear working days written notice of any Bank Holiday period or any other event of national interest.
 - b) The non-standard hours shall only apply to one hour before and one hour after a televised sporting event of national interest and a maximum of two additional hours in any one day to any other event of national interest.
 - c) The applicant must have made no more than 12 such applications relating to either an event of national interest or televised sporting event of national interest in any one calendar year.
 - d) If after the 5th working day commencing the day after the request is received, West Yorkshire Police do not respond, then consent will be deemed granted.
 - e) In relation to any request for non standard hours, West Yorkshire Police retain the right to suggest any reasonable variation in promoting the prevention of crime and disorder objective.
1. Drug prevention measures are employed, and signs displayed.
2. CCTV currently monitoring car park bays.
3. Illumination is provided to the exterior areas of the pub.
4. Burglar alarm system in place, alarmed doors and windows/secure windows.
 - a. Outlet has a fire alarm System.
 - b. Emergency lighting to all areas.
 - c. Contract fire fighting equipment
 - d. Illuminated emergency exit signs.
 - e. A pest control contract is in place.
5. The pub promotes a licensed taxi service to facilitate its customers making onward journeys
6. The pub has a first aider and first aid facilities

7. Noise shall be inaudible at the nearest noise sensitive premises after 23:00 hours and when entertainment takes place on a regular basis at all times.
8. Staff monitor exodus of customers at closing time to ensure orderly exit.
 1. No unaccompanied children allowed.
 2. All children to be off premises by 7:00pm

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

N/A

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.

SCANNED

Appendix B
PREM/00387/002
17 AUG 2012
RECEIVED

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We **Punch Taverns PLC**

(Insert name(s) of applicant)

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

Premises licence number	PREM/00387
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Part 1 - Premises Details

<i>Postal address of premises or, if none, ordnance survey map reference or description</i>			
Spring Close Spring Close Street			
OUR REFERENCE: ML/27844/**/700674/JGC			
Post town	LEEDS	Post code	LS9 8RT

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£5,000.00

Part 2 – Applicant details

Daytime contact telephone number	01283 501600		
E-mail address (optional)			
Current postal address if different from premises address	Jubilee House Second Avenue		
Post Town	BURTON UPON TRENT	Postcode	DE14 2WF

PART 3 - VARIATION

Please tick yes

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

If not do you want the variation to take effect from

Day Month Year

--	--	--	--	--	--	--	--	--	--

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

- Vary the hours for Recorded Music and Sale by Retail of Alcohol to;
 - 10:00 to 00:00 Monday to Friday
 - 11:00 to 00:00 Saturday
 - 12:00 to 23:30 Sunday
 - Non standard timings to remain as per existing licence.
- Vary the Opening Hours of the Premises to;
 - 10:00 to 00:30 Monday to Friday
 - 11:00 to 00:30 Saturday
 - 12:00 to 00:00 Sunday
 - Non standard timings to remain as per existing licence.
- Add Live Music, the Provision of Facilities for Dancing and Karaoke as licensable activities authorised by the licence for the same hours and non standard timings as applied for in respect of Recorded Music and Sale by Retail of Alcohol, above.

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

Part 4 Operating Schedule

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

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

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed					
Thur			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

B

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

C

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

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	10:00	00:00			
Tue	10:00	00:00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed	10:00	00:00			
Thur	10:00	00:00	<u>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</u> (please read guidance note 5)		
Fri	10:00	00:00			
Sat	11:00	00:00	As per existing non standard timings for recorded music.		
Sun	12:00	23:30			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	10:00	00:00			
Tue	10:00	00:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed	10:00	00:00			
Thur	10:00	00:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	10:00	00:00			
Sat	11:00	00:00	As per existing licence.		
Sun	12:00	23:30			

G

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

H

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

I

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

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			<u>Will the facilities for dancing be indoors or outdoors or both – please tick</u> (see guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give a description of the facilities for dancing you will be providing</u>		
Mon	10:00	00:00	<u>Please give further details here</u> (please read guidance note 3)		
Tue	10:00	00:00			
Wed	10:00	00:00	<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	00:00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	11:00	00:00			
Sun	12:00	23:30	As per existing non standard timings for recorded music.		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u> Karaoke		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	10:00	00:00		Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Tue	10:00	00:00	<u>Please give further details here</u> (please read guidance note 3)		
Wed	10:00	00:00			
Thur	10:00	00:00	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Fri	10:00	00:00			
Sat	11:00	00:00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	12:00	23:30			
			As per the existing non standard timings for recorded music.		

L

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed					
Thur			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) <u>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</u> (please read guidance note 5) As per existing licence.		
Mon	10:00	00:00			
Tue	10:00	00:00			
Wed	10:00	00:00			
Thur	10:00	00:00	<u>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</u> (please read guidance note 5) As per existing licence.		
Fri	10:00	00:00			
Sat	11:00	00:00			
Sun	12:00	23:30			

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)

AWP machine

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	10:00	00:30	
Tue	10:00	00:30	
Wed	10:00	00:30	
Thur	10:00	00:30	
Fri	10:00	00:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) As per existing licence
Sat	11:00	00:30	
Sun	12:00	00:00	

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

- Please tick yes
- I have enclosed the premises licence
 - I have enclosed the relevant part of the premises licence

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

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

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

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

As per existing premises licence

b) The prevention of crime and disorder

As per existing premises licence

c) Public safety

As per existing premises licence

d) The prevention of public nuisance

As per existing premises licence

e) The protection of children from harm

As per existing premises licence

Please tick yes

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

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

Part 5 – Signatures (please read guidance note 10)

SIGNATURE OF APPLICANT (THE CURRENT PREMISES LICENCE HOLDER) OR APPLICANT’S SOLICITOR OR OTHER DULY AUTHORISED AGENT (PLEASE READ GUIDANCE NOTE 11). IF SIGNING ON BEHALF OF THE APPLICANT PLEASE STATE IN WHAT CAPACITY.

Signature	<i>Fiona Wallace</i>
Date	16 August 2012
Capacity	Solicitors to applicant

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note12). If signing on behalf of the applicant please state in what capacity.

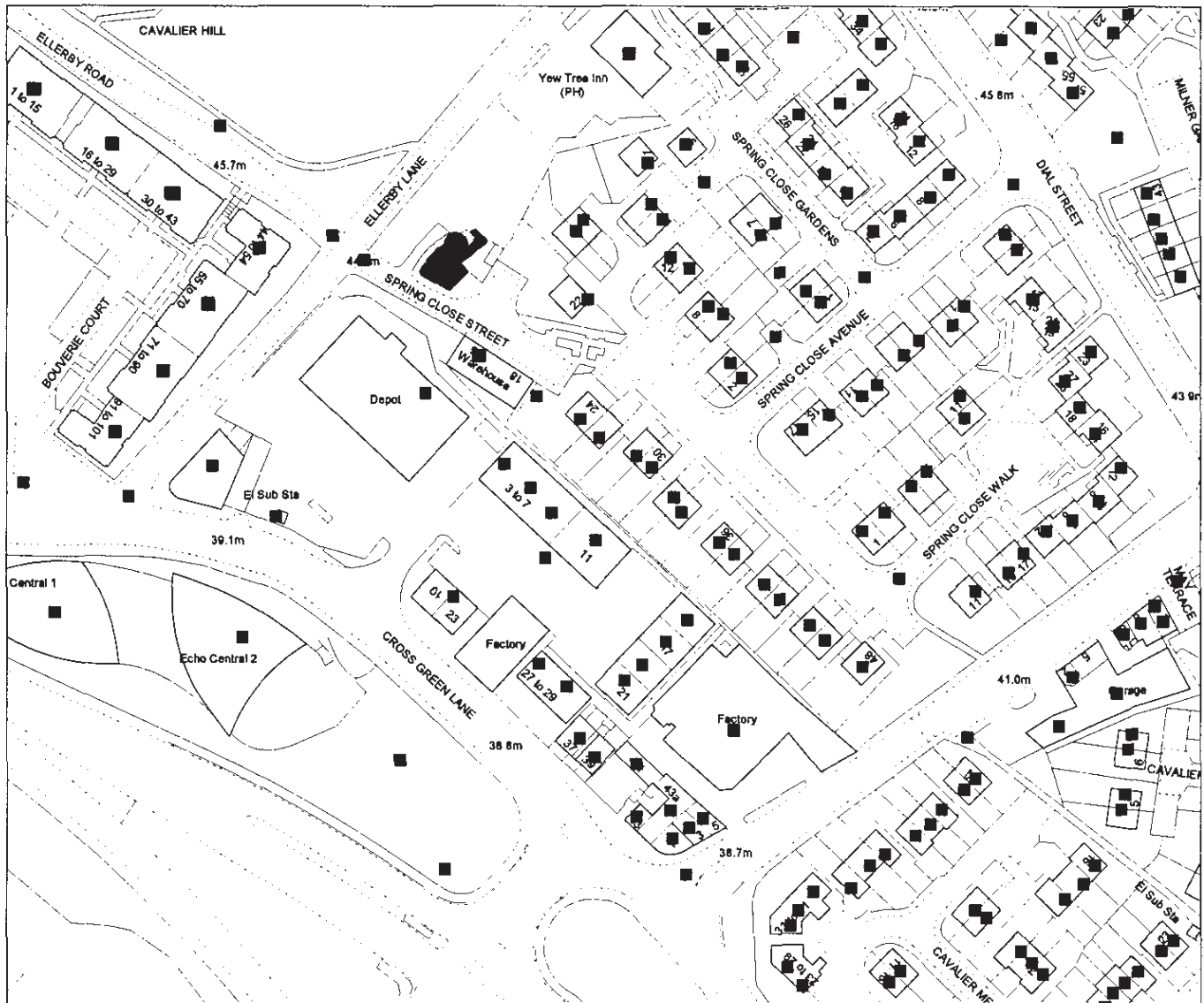
Signature	
Date	
Capacity	

<p>Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)</p> <p style="text-align: center;"> Ford & Warren Solicitors Westgate Point Westgate </p> <p style="text-align: right;">Our Ref ML/27844/**/700674/JGC</p>			
Post town	LEEDS	Post code	LS1 2AX
Telephone number (if any)	0113 243 6601		
<p>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</p> <p style="text-align: center;">clientmail@forwarn.com</p>			

es

PREM/00387/002 Spring Close

3A Spring Close Street, Leeds, LS9 8RT



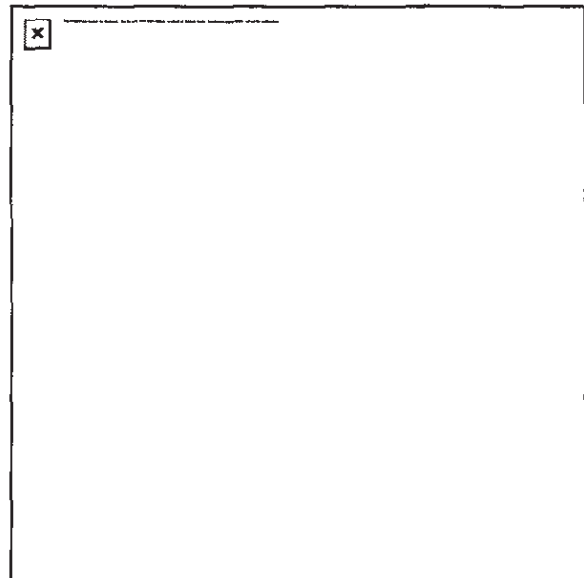
This map is based upon the Ordnance Survey's Digital Data with the Permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office

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Date:	18 September 2012
Scale:	1:1778

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Ford & Warren
Westgate Point
Westgate
Leeds
LS1 2AX

Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS

Contact: Ms Tania Shiffer
Tel: 0113 247 7780
Fax: 0113 247 6282
tania.shiffer@leeds.gov.uk
Our reference: PREM/00387/002
23 August 2012

Dear

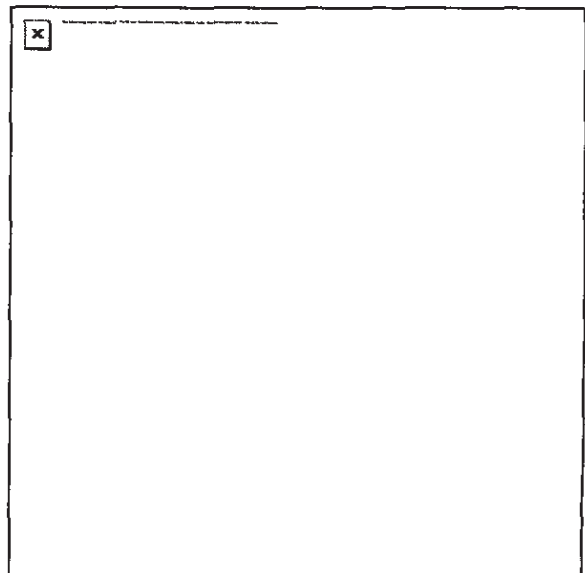
Licensing Act 2003

Premises: Spring Close, 3A Spring Close Street, Leeds, LS9 8RT

Thank you for submitting your application for the above premises.

www.leeds.gov.uk

general enquiries 0113 222
4444



Health and safety services are of the opinion that your application contains insufficient information about how you intend to meet the licensing objective/s.

We therefore confirm that we are submitting a formal representation against your application on the grounds of public safety.

However, health and safety services are of the opinion that the said objectives could be met should you be prepared to incorporate certain identified measures within your operating schedule.

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

Should you be in **agreement** with the suggested measures then please signify this by completing and signing **Part 2** of the enclosed form and return the complete document to this office as soon as possible, but no later than **15 September 2012**.

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

Alternatively should you **disagree** with the proposed measures, then please complete **Part 3** and again return the complete document to this office as soon as possible, but no later than the stated date.

PART 1 - to be completed by the Responsible Authority

**Health and Safety Service
Proposed controlled measures under the Licensing Act 2003**

Name & Address of Premises: Spring Close, 3A Spring Close Street, Leeds, LS9 8RT

Having considered the application under the Licensing Act 2003 for the above premises, the health and safety service considers that the following measures are proportionate and necessary in order to promote the public safety licensing objective:

Measures proposed:

No	Potential Control Measures
	Public Safety / Fire / Electrical Safety
1	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.
	Public Safety / Fire / Electrical Safety
2	Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.
3	<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <p>a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA.</p> <p>or</p> <p>b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices shall 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>
	Public Safety / Special Effects
4	Where strobes, lasers, smoke machines or any other special effects equipment may be used, a written health and safety policy covering all aspects of their use will be provided, and staff will be appropriately trained.
5	No strobes, lasers, smoke machines or any other special effects, 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.

The health and safety service is satisfied that the proposed measures are not adequately dealt with by other legislation.

By signing the declaration enclosed overleaf the applicant agrees to incorporate the proposed measures as conditions within the operating schedule for the said premises.

Upon the satisfactory completion of the declaration the health and safety service will provide notice to the licensing authority that our representation is withdrawn in accordance with schedule 10(a) of the Licensing Act 2003 (Hearings) Regulations 2005.

Signed:

Dated:

PART 2 – Agreement with Proposed Measures

to be completed by the applicant or applicant's representative

Consent for proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: Spring Close, 3A Spring Close Street, Leeds, LS9 8RT

I / We

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

In signing this document I / we agree with the measures proposed by the health and safety service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

**Ms Tania Shiffer
Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS
Fax: 0113 247 6282**

PART 3 – Disagreement with Proposed Measures

to be completed by the applicant or applicant's representative

Proposed controlled measures under the Licensing Act 2003

Name & Address of Premises: Spring Close, 3A Spring Close Street, Leeds, LS9 8RT

I / We

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

I / We formally advise that we are not prepared to accept the proposed measures as suggested by the health and safety service.

In this instance we understand that the health and safety service will maintain their representation to my /our application, which will now proceed to a hearing before the licensing sub-committee.

Signed:

Dated:

Please return this document to:

**Ms Tania Shiffer
Health and safety service
Leeds City Council
Millshaw Park Way
Leeds
LS11 0LS
Fax: 0113 247 6282**

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Ford & Warren Solicitors
Westgate Point
Westgate
Leeds
LS1 2AX

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

Contact: Mr. Mudhar
Tel: 0113 3951171
Fax: 0113 2474947
Gurdip.mudhar@leeds.gov.uk
Our reference: PREM/00387/002
Date: 14 September 2012

Dear Sirs

Licensing Act 2003

Name of Premises: Spring Close

Address: 3A Spring Close Street, Leeds, LS9 8RT

Thank you for submitting your application for the above premises.

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

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

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

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

If the opening hours as proposed under this application are different to those on the current planning approval, then you should also make an application for variation of hours to planning services. If you operate without planning permission, this may result in a breach of the relevant planning condition. If you wish to discuss this matter further please contact the development enquiry centre 0113 222 4409.

Yours faithfully

G S Mudhar
Senior environmental health officer

PART 1

To be completed by the responsible authority**Leeds City Council's Environmental Action Service
Proposed Controlled Measures under the Licensing Act 2003****Name of Premises: Spring Close****Address: 3A Spring Close Street, Leeds, LS9 8RT**

The application premises are situated close to residential properties (terraced houses and multi-story residential apartments). The applicant has proposed to increase the terminal hours for the licensable activities (Monday to Thursday and Sundays by an extra hour). However, it has also been proposed to reduce the terminal hours (1 hour) for the licensable hours that take place on Friday and Saturday.

The applicant has also proposed to add live music, the provision of facilities for dancing and karaoke. An Environmental Health is particularly concerned about the introduction of live music on the premises as the noise from this activity (unlike recorded music) has the greater potential to give rise to nuisance complaints; some musical instruments associated with live music are non-electronic, and therefore, cannot be connected to a sound level regulatory device (noise limiter) and the live music is often accompanied by patrons cheering, shouting and clapping.

Having considered the application under the Licensing Act 2003 for the above premises, the Leeds City Council's environmental action service considers that the following measures are proportionate and necessary in order to promote the prevention of public nuisance of the Licensing Act 2003 given that there will be an overall increase in the licensable activities and when these activities terminate at night-time.

Noise and Vibration

1. Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises which are situated on Spring Close Avenue and Bouverie Court Leeds 9.
2. There shall be no external loudspeakers.
3. Bottles will not be placed in any external receptacle between 9 pm and 7 am the following day to minimise noise disturbance to neighbouring properties.
4. The PLH/DPS will ensure patrons use beer gardens, external areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 22:30 hours.

5. The activities of persons using the external areas shall be monitored after 11 pm and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary.
6. The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.

Litter

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

Transport / Pedestrian Movement

8. 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.
9. 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.

Signed:

G S Mudhar
Senior Environmental Health Officer.

Dated: 14th September 2012

PART 2

To be completed by the applicant or applicant's representative

Consent for Proposed Controlled Measures under the Licensing Act 2003

Name of Premises: Spring Close
Address: 3A Spring Close Street, Leeds, LS9 8RT

I / We

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

In signing this document I / we agree with the measures proposed by Leeds City Council's environmental action service, and we provide our consent for the licensing authority to incorporate the said measures into the operating schedule for the stated premises.

Signed:

Dated:

Please return this document to:

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

PART 3

To be completed by the applicant or applicant's representative

Proposed Controlled Measures under the Licensing Act 2003

Name of Premises: Spring Close

Address: 3A Spring Close Street, Leeds, LS9 8RT

I / We

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

I / We formally advise that we are not prepared to accept the proposed measures as suggested by Leeds City Council's environmental action service.

In this instance we understand that Leeds City Council's environmental action service will maintain their representation to my /our application, which will now proceed to a hearing before the licensing sub-committee.

Signed:

Dated:

Please return this document to:

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



Report author: Miss Janice Archibald
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 8th October 2012

Subject: Application for the grant of a premises licence for Munch Box 7A Crown Street, Leeds, LS2 7DA

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

Summary of main issues

This is an application for the grant of a premises licence for Munch Box 7A Crown Street, Leeds, LS2 7DA.

The applicant has applied for Late night refreshment. Full details of activities and hours can be found at 3.3 of this report.

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

The application has attracted representations from responsible authorities.

The premises are located within an area covered by a Cumulative Impact Policy.

1.0 Purpose of this Report

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

2.0 History of Premises

- 2.1 On 2nd April 2009, an application for grant of a premises licence was received in the Licensing Office. The applicant was Ali Zadalihasan and the premises were to be called Soprano's. The applicant had applied for Late night refreshment, every day from 23:00 hrs until 04:00 hrs. An objection was received from West Yorkshire Police, therefore a sub committee hearing was scheduled to consider the application. At the hearing on the 29th June 2009, the sub committee resolved to refuse the application.
- 2.2 On 13th August 2012, an application was received in the Licensing Office for grant of a premises licence.

3.0 The Application

- 3.1 The applicant is Mr Asad Al-Hariri,
- 3.2 The application form may be found at Appendix A to this report.
- 3.3 In summary the application is for

Late night refreshment
23:00 until 04:00 Monday to Saturday
23:00 until 03:00 Sunday

Non Standard Timings:

Non Standard Timings for bank holidays or special occasions are not proposed.

4.0 Other matters relevant to the application

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

5.0 Steps to promote the Licensing Objectives

- 5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in the Pro-forma Risk Assessment; a copy of which may be found at Appendix B.

6.0 Location

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

7.0 Cumulative Impact Policy

- 7.1 The premises are located within the Cumulative Impact Area 1.
- 7.2 Cumulative impact means the potential impact on the promotion of the licensing objectives, here there are a significant number of licensed premises concentrated in one area.
- 7.3 An applicant wishing to obtain a new licence for premises falling within any of the cumulative impact areas, must identify through the risk assessment process and/or operating schedule, the steps that they intend to take so that the council and responsible authorities can be satisfied with that granting of a new licence will not add to the impact already being experienced.
- 7.4 Details of the Cumulative Impact Policy specific to Area 1 and an outline of the evidence behind the reason for setting this policy, is attached at Appendix D.

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 another person, 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 in their capacity as a responsible authority.
- 8.2.2 No representations have been agreed.
- 8.2.3 The representation submitted by West Yorkshire Police remains as a matter for Members consideration. A copy of the same may be found at Appendix E.
- 8.3 The representation submitted by Environmental Protection Team remains as a matter for Members consideration. A copy of the same may be found at Appendix F.

8.4 Other representations

8.4.1 There are no other representations.

9.0 Options Available to Members

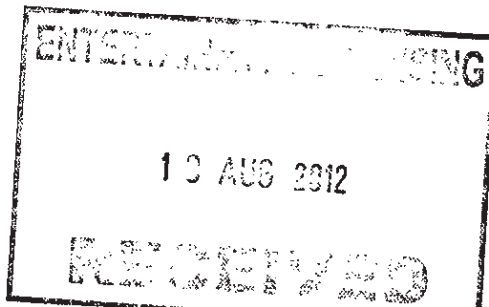
9.1 The Licensing sub-committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

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



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

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

Part 1 – Premises Details Munch Box

Postal address of premises or, if none, ordnance survey map reference or description <u>7^a CROWN STREET</u>	
Post town <u>LEEDS</u>	Post code <u>LS2 7DA</u>

Telephone number of premises (if any) 01132 - 439989

Non domestic rateable value of premises £ 2300 - 2700

Part 2 – Applicant Details

Please state whether you are applying for the licence as:

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

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

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

Please tick yes

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

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

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

Surname

First names

AL-HARI RI

ASAD

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

46 LUXOR ROAD

Post Town

LEEDS

Postcode

LS8 5BJ

Daytime contact telephone number

07769 651122

Email address (optional)

carlos888@hotmail.co.uk

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr

Mrs

Miss

Ms

Other title
(for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address
if different from
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

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

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
08	08	2012

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

Day	Month	Year

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

Ground Floor BRICK Building with Trading Area and Kitchen. with own carparking and will provide delivery service

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

--

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

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

Please tick yes

Provision of regulated entertainment

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

Provision of entertainment facilities for:

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

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for performing play (please read guidance note 4)		
Wed					
Thur			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)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Wed					
Thur			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)		
Fri					
Sat					
Sun					

C

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

E

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

F

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

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				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)		
Thur								
Fri						Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat								
Sun								

H

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

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

J

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

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
Day	Start	Finish	Will the entertainment facility be place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the provisions of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 4)		
Thur					
Fri			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)		
Sat					
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 <input checked="" type="checkbox"/> (please read guidance note 2)		
Day	Start	Finish		Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	11pm	04am	Please give further details here (please read guidance note 3) FAST HOT FOOD TAKE AWAY		
Tue	11pm	04am			
Wed	11pm	04am	State any seasonal variations for the provision of late night refreshment (please read guidance note 4) NONE		
Thur	11pm	04am			
Fri	11pm	04am	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) NONE		
Sat	11pm	04am			
Sun	11pm	03am			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick <input checked="" type="checkbox"/> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Day	Start	Finish	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)		
Sun					

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

N

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

NONE

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	None
Mon	11.30am	4am	
Tue	11.30am	4am	
Wed	11.30am	4am	
Thur	11.30am	4am	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5) None
Fri	11.30am	4am	
Sat	11.30am	4am	
Sun	11.30am	3am	

P

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

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

See pro forma risk assessment

b) **The prevention of crime and disorder**

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

Appendix


Please tick Yes

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

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

Part 4 – Signatures (please read guidance note 10)

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

Signature 	
Date 08-08-2012	
Capacity	

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

Signature	
Date	
Capacity	

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

Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

Licensing Act 2003

Proforma Risk Assessment V6



Please complete the details below:

Applicant name:	ASAD AL-HARI RI
Business name:	Munch Box
Business address:	7 ^a Crown STREET LEEDS
	Postcode: LS2 7DA

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 type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" 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 checked="" 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	

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 type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Supervisor's Register bound with consecutively numbered pages?	YES <input 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 type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have an Incident Report Register?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input checked="" 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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 checked="" type="checkbox"/> N/A <input type="checkbox"/>

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

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

Responsible Sale of Alcohol (cont)

<u>Proof of Age</u>		
Have you adopted a proof of Age Scheme?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Have all staff been instructed of the steps required to prevent under age sales of alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input checked="" 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 (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises. Or	6PF034	
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 21/25 who attempts to purchase alcohol at the premises.	6PF035	
<u>Glass and Bottles</u> 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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, please state which body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" type="checkbox"/>
If YES:	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" 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 checked="" 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 checked="" 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	N/A
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	N/A
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	6PF060	✓
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>	6PF061	N/A

General Housekeeping

Do you have written procedures for the inspection of:		
• Furnishings and fabrics	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
• Suspended decorations/lights/amplification systems	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
• Guarding to stairs/balconies/landings/ramps	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
• Condition of floor surfaces	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
• Provision of safety glazing	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
• Guardings to fires or open flames	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

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

Refreshments

Do you prepare hot food / drinks in proximity to the public?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES: Has the risk of scalding or burns been assessed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

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

First Aid

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

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

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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	
No strobes, lasers or smoke machines will be used at the premises unless there is a clearly displayed warning at the entrance to the premises that such equipment is in use.	6PF072	

Public Nuisance

Noise and Vibration

Noise and vibration

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

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

Identify where sources of noise may occur outside your premises:

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

Identify which measures are in place/proposed:

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

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

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

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

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

Litter

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

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

.....

.....

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

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

Transport/Pedestrian Movement

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

If YES:

What steps do you take to ensure that the procedure(s) works?
 Display a notice stating "Please keep noise down"
 And constantly asking customers to keep noise down.

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 <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
If so, do you only provide the adult entertainment at certain times/days of the week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is your premises located near to premises which are children orientated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

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 <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
---	------------------------------	-----------------------------	---

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 <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
--	------------------------------	-----------------------------	---

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 NO N/A

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

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

Entertainment and/or Facilities Specifically Provided for Children

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

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

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

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

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

Child Protection Measures

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

If YES state measures used:

amusement arcade approx 30 yards AWAY.

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

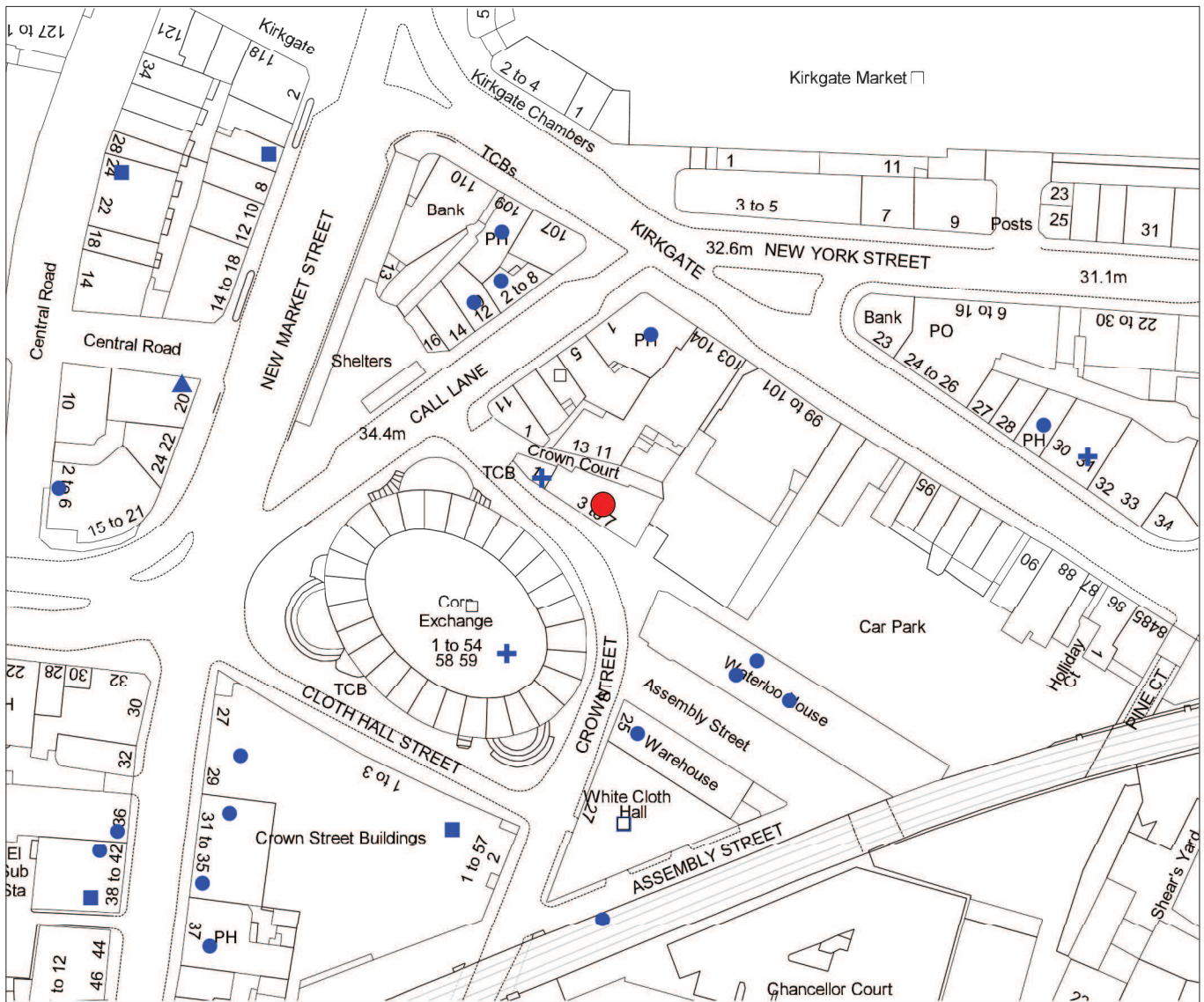
Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	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	

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PREM/03227/001

Munchbox, 7a Crown Street, Leeds, LS2 7DA



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

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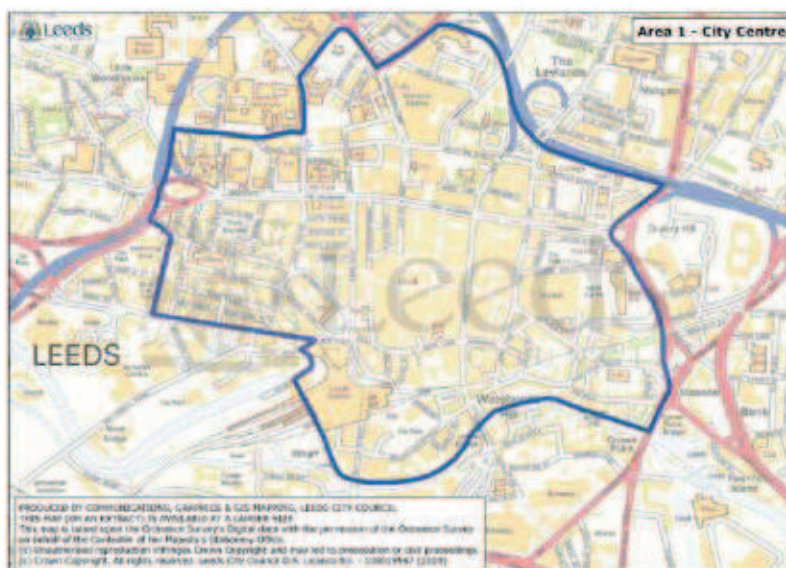
Date:	21 September 2012
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Cumulative Impact Policy

Area 1 as defined on the map relates to the city centre.

Fig 1



It is the council's policy, on receipt of relevant representations, to refuse new and variation applications in Area 1 for alcohol led premises such as bars, pubs and nightclubs and for premises seeking late night refreshment such as takeaways and late opening restaurants, unless the applicant can demonstrate that their application would not impact on the cumulative effect of such licensed premises in the area.

Rationale

In the five years since the cumulative impact policy for the city centre was introduced, the City Centre has changed. Recent crime statistics show three main hot spots for crime and disorder:

1. Call Lane, Boar Lane and the area behind the Corn Exchange
2. Woodhouse Lane, Merrion Way and Wade Lane
3. The east end of The Headrow and New Briggate

Other areas of concern include the Eastgate area and Briggate.

The council has noticed an increase in applications for premises licences in the Park Square area. It is feasible that this is due to displacement from the East Parade/Greek Street/Park Row part of the cumulative impact policy.

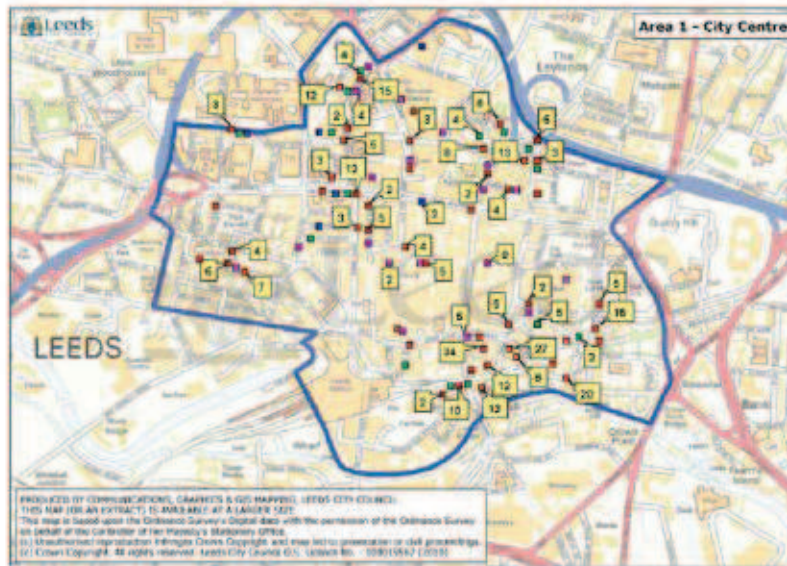
On reviewing these facts and the previous cumulative impact policy, the council has amended the geographical area of the cumulative impact policy to incorporate the crime hotspots and the Park Square area.

In addition there is rising concern about premises which have not been included within the scope of the previous policy, such as restaurants serving hot food and drink after 11pm. These premises have also contributed to crime, disorder and public nuisance in the city centre.

The previous policy referenced high volume vertical drinking establishments. This reference has been removed as it is recognised that all alcohol led licensed premises can contribute to crime and disorder in the area, not just those that are classified as "high volume vertical drinking" establishments.

Evidence

Fig 2



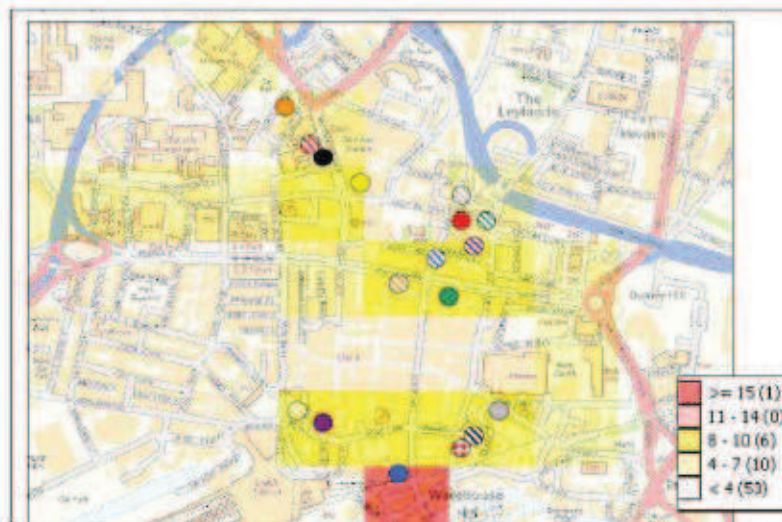
Nuisance reports in Area 1 (2005 – 2010)

Fig 2 shows the number and location of nuisance reports received by Leeds City Council, relevant to licensed premises in Area 1 since 2005.

Police analysis has shown the following key findings relating to serious crime in Area 1:

- 94% of serious violent offences have been committed in the night-time economy (NTE) period.
- 63% of offences committed in the NTE are affected by alcohol
- 20% of offences committed in the NTE are committed within licensed premises
- Between 2008 and 2009 incidents have increased by 26 equating to a 32% rise.

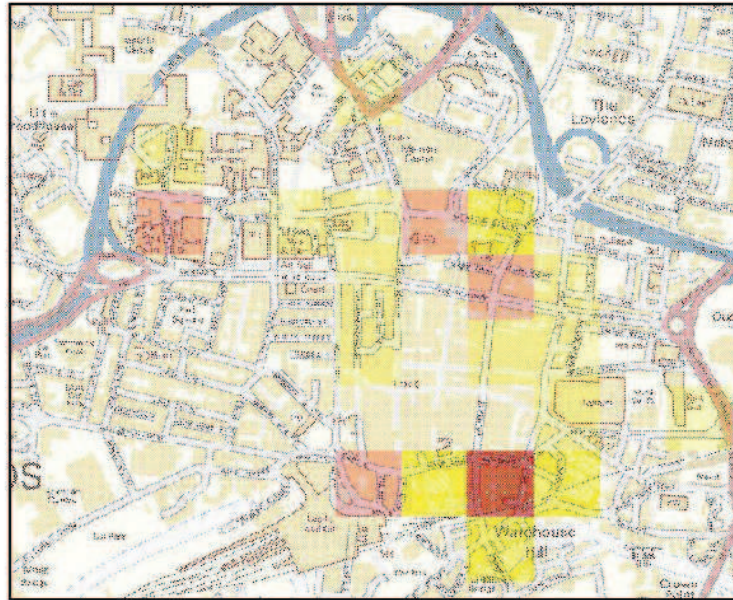
Fig 3



Serious Violent Crime hot-spots

Fig 3 shows density of serious violent crime offences in Area 1. The coloured dots are licensed premises however, have not been identified individually by name.

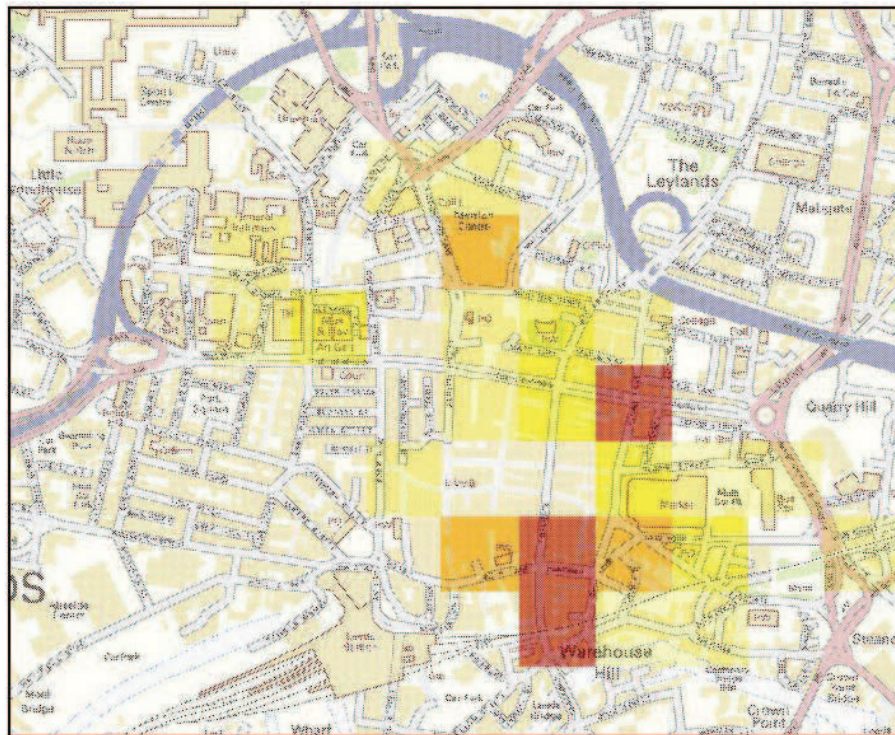
Fig 4



Assault hot-spots

Fig 4 shows density of assault offences in Area 1.

Fig 5



Anti-Social Behaviour hot-spots

Fig 5 shows density of anti-social behaviour offences in Area 1.

The current CIP for Area 1 (Licensing Act 2003 Statement of Licensing Policy 2008-2010) does not cover large parts of the city centre which currently suffer from nuisance and crime attributable to licensed premises.

Extracted from the Final Consultation Report published in December 2010 which presented the findings of the review of the cumulative impact policies and the subsequent public consultation on the amended Statement of Licensing Policy which took place in 2010. The full report is available from Entertainment Licensing.

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**WEST YORKSHIRE
POLICE**

Leeds District Licensing Department

Licensing Department

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Millgarth Street
Leeds
LS2 7HX

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Website:

Your ref:

Our ref: BP/LICENSING OFFICER/CUMULATIVE IMPACT

10th September 2012

**Asad Al-Hariri
Munch Box
7a Crown Street
Leeds
LS2 7DA**

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

**RE: MUNCH BOX – 7a CROWN STREET LEEDS LS2 7DA.
NEW PREMISES LICENCE – LICENSING ACT 2003:
POLICE – LETTER OF REPRESENTATION – CUMULATIVE IMPACT POLICY:**

Thank you for submitting your application for the above premises, received at the address above on 13th August 2012.

The application relates to premises which will fall within one of the areas of Leeds currently subject to a policy of cumulative impact, as detailed in the present Statement of Licensing Policy 2011-2013, issued by Leeds City Council as the licensing authority.

The area concerned in this particular case is Area 1 Leeds City Centre.

Therefore, in line with the current statutory guidance issued by the Secretary of State under Section 182 Licensing Act 2003, West Yorkshire Police make representations based on the cumulative impact policy of the area concerned and highlighted above, where the licensing objectives and particularly the prevention of crime and disorder and prevention of public nuisance objectives, are being adversely affected.

CIP - Area 1 – Leeds City Centre:

There has been a policy of cumulative impact in Leeds City Centre since January 2005, as a part of the original Statement of Licensing Policy issued by Leeds City Council, made to introduce the 'transitional provisions' of Licensing Act 2003 in February 2005 to full implementation in November 2005.

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As a part of the process back then, in 2004 West Yorkshire Police provided detailed statistical analysis of alcohol related crime and disorder and anti social behaviour, in relation to specific areas of the City Centre.

The original policy only applied to certain isolated parts of Leeds City Centre.

In 2007, as part of the first 3 year review of Leeds City Council's Statement of Licensing Policy, further statistical evidence was produced by West Yorkshire Police to ascertain if there was the continuing need for a policy of cumulative impact in Leeds City Centre.

As a result, in December 2007 the revised Statement of Licensing Policy 2007-2010 was issued by Leeds City Council, and whilst the policy of cumulative impact for Leeds City Centre was to continue, there was very little if any relevant change in the wording of the policy and no change at all in the affected areas of the City Centre.

A second review of the Statement of Licensing Policy has taken place in Leeds in 2010 and a 3rd edition has been issued by Leeds City Council as recently as early January 2011.

During this lengthy process, West Yorkshire Police, after being requested to do so, once again provided an up to date 2 year statistical overview of violent offences and anti-social behaviour in Leeds City Centre as a whole.

As a result, on this occasion the policy of cumulative impact for Leeds City Centre has radically changed, both in -:

- 1. a significantly increased geographical area, and**
- 2. modification of the wording of the policy, to include all types of alcohol led premises, rather than just a specific type of premises serving alcohol.**

The current Statement of Licensing Policy goes into further detail about the significant changes recently made and highlighted above.

For instance-:

- Paragraph 7.16 – "In the five years since the cumulative policy for the city centre was introduced, the City Centre has changed. Recent crime statistics show three main hot spots for crime and disorder:
 1. Call Lane, Boar Lane and the area behind the Corn Exchange
 2. Woodhouse Lane, Merrion Way and Wade Lane
 3. The east end of The Headrow and New Briggate.
- Paragraph 7.17 – "Other areas of concern include the Eastgate area and Briggate".
- Paragraph 7.19 – "On reviewing these facts and the previous cumulative impact policy, the council has amended the geographical area of the cumulative impact policy to incorporate the crime hotspots.....".
- Paragraph 7. 20 – "In addition there is rising concern about premises which have not been included within the scope of the previous policy, such as restaurants serving hot food and drink after 11pm. These premises have also contributed to crime, disorder and public nuisance in the city centre.
- The previous policy referenced high volume vertical drinking establishments. This reference has been removed as it is recognised that all alcohol led premises can contribute to crime and disorder in the area....."

The wording for the current policy of cumulative impact for Leeds City Centre therefore now reads-:

"It is the council's policy, on receipt of relevant representations, to refuse new and variation applications in Area 1 for alcohol led premises such as bars, pubs and nightclubs and for premises seeking late night refreshment such as takeaways and late opening restaurants, unless the applicant can demonstrate that their application would not add to the cumulative impact of such licensed premises in the area".

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Therefore, in terms of location, description of the premises given as a takeaway and proposed trading until 4am Monday to Saturday and 3am Sunday, West Yorkshire Police consider that this application implicates the wording of the current policy of cumulative impact for Leeds City Centre, and in the first instance would rely on paragraphs 13.29 and 13.30 of the current Section 182 guidance in making this representation.

Further to the above however, because the statistical evidence produced by the police for the licensing authority to formulate the current policy, now dates back to May 2010, an up to date additional document is also submitted with this letter of representation, which concentrates on violent crime and theft in the vicinity of Call Lane including Crown Street, from August 2011 to the end of July 2012.

The document amongst other things, shows that this area of the City Centre remains a magnet for violent crime, which suggests very strongly that the hot-spot tag given to this area in 2011, is still justified right up to present times.

A handwritten signature in black ink, appearing to read 'B. Patterson', is written over a diagonal line that extends from the top left towards the bottom right of the page.

Bob Patterson
Leeds District Licensing Officer
West Yorkshire Police

Date: 10/09/12

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WEST YORKSHIRE POLICE

Problem Profile

Subject: 12 Months Violent Crime & Theft
Vicinity of Call Lane, Leeds

PRODUCED BY Leeds District Analytical Unit			
Author	Jeff Griffiths	Contact Details	0113 3950364
Date Created	16 August 2012	Latest Update	17 August 2012
Authorising Officer	Catherine Arkle		
File Location	Leeds District>Crime Nominal Related>Intelligence Assessment – Reports>Leeds DIU>CA CITY		

Problem Profile

Contents

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2.	Analysis	Page 5
3.	Conclusion	Page 9

Section 1 – Summary

Introduction

The following report will examine violent crimes and incidents in the vicinity of Call Lane, Leeds where alcohol can be cited as being a contributory factor in the offences. In addition crimes and incidents will be broken down into NTE (Night Time Economy) for which we have selected those crimes or incidents occurring between 18:00 – 06:00hrs. In many cases, offences committed in or near to licensed premises during the NTE are inferred to be influenced by alcohol.

**** The 'Vicinity' in this report will refer to the area around Call Lane including Assembly Street, Crown Street, Cloth Hall Street & The Calls ****

Methodology

1. Violent Offences

Crime information has been extracted from West Yorkshire Police Systems from the period 01/08/2011 – 31/07/2012; a 12 month period. Offences that have been considered for this report are Assaults including but not limited to S.39, S.47, S.18 and S.20 offences. Affray has also been examined due to the violent nature of this offence. Also included are offences of Drunk and Disorderly, Public Order and Robbery, again as violence or the fear of violence is commonly associated, or alcohol is generally a contributory factor.

Theft will also be looked at to highlight another problem that is linked to licensed premises in this area.

The following elements are considered to be pertinent to this report:-

- Violent crime levels
- Alcohol related violent crime
- Locations / streets
- Peak times and days that offences occur in the vicinity

2. Incident data

Further to the above, incidents of ASB have also been examined within the vicinity of Call Lane. This becomes relevant when a report is made to police yet no crime has subsequently been recorded. As with offences, these can be classified by the nature of the incident and receive a final disposition code when a result has been achieved by officers. Incidents have been examined to analyse the extent that violent incidents relate to the vicinity of Call Lane, either directly or indirectly. The analysis included the removal of any possible duplicate entries between crime and incidents.

Concerning incident data, the following elements have been considered for this report:-

- Incident levels and classification
- The nature of the incidents
- Commonly involved factors
- Peak times and days that incidents occur

Limitations

There are 20 licensed bars / clubs where violent crime has occurred within the vicinity of Call Lane in the last 12 months. Of these 20 licensed premises, 14 have recorded incidents without the licensed premises flag being checked. 11 of these 14 licensed premises have had the licensed premises flag checked on at least one occasion but not on others. Four licensed premises are only recorded without the licensed premises flag checked

Similarly, 10 of these 20 licensed premises have had offences committed at them where the 'drink involved' flag has been checked on occasion but not on others.

It has been assumed and inferred based on previous analyses, that offences of violence in particular those that occur during the NTE in licensed premises are, in some part, influenced by alcohol consumption and that the underuse of the flags are down to human error. Therefore, this report makes the inference in most circumstances that alcohol is a contributory factor for offences committed in licensed premises during the NTE.

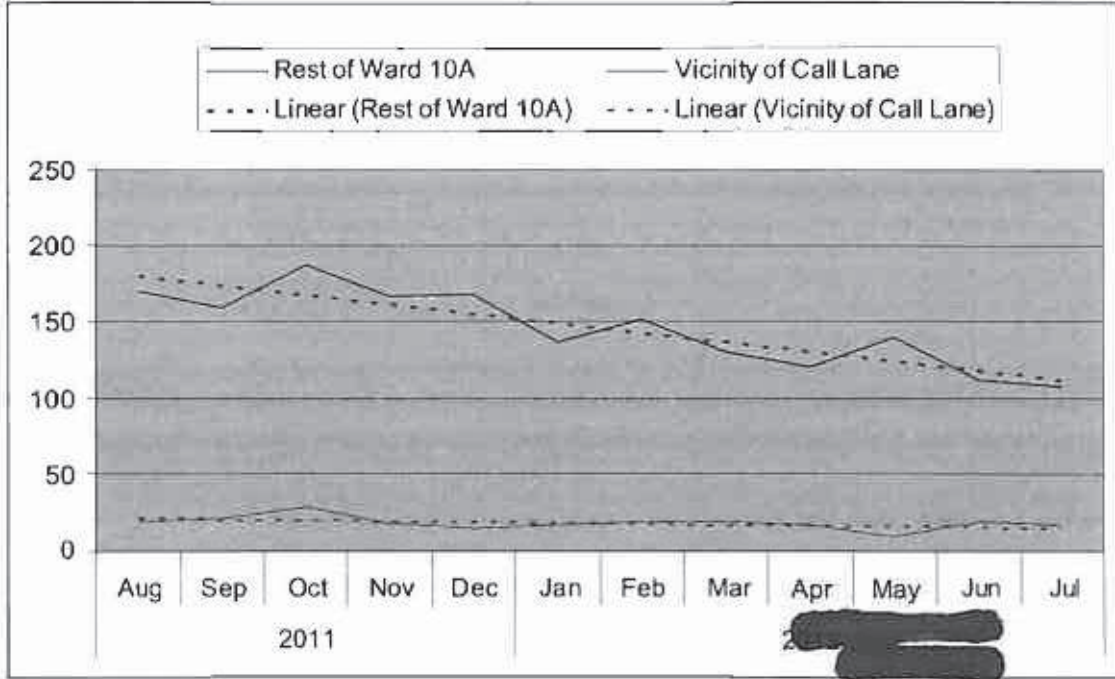


Section 2 – Analysis

2.1 Violent Crime

Violent crime in Leeds City centre has gradually declined over the last 12 months. The rapidity of this decline is not replicated in area around Call Lane however and this is displayed in Figure 1.

Figure 1:



In the first six months of this period (Aug 11 – Jan 12) violent crime figures in Ward 10A (excluding the vicinity of Call Lane) ranged from 187 in October 2011 to 136 in January 2012, totalling 987 and averaging 165 incidents per month. In the following six months (Feb 12 – Jul 12) violent crime figures ranged from 152 in February 2012 to 107 in July 2012, totalling 760 and averaging 127 incidents. This represents a reduction of 227 violent crimes in absolute terms, or 23%, and a drop of 38 on the monthly average.

Whilst violent crime in the vicinity of Call Lane has also seen a reduction, it is at a far lower rate than the rest of the City, reducing from 120 to 102 when comparing the six month periods, a reduction of 18 incidents or 15%. Monthly averages fell from an average of 20 in the first six months to 17 in the second.

This means that in terms of a percentage of total violent crime, the vicinity of Call Lane has increased from an average of 10.8% in the first half of the period to 12% in the last. Call Lanes percentage of total violent crime in Ward 10A peaked in the final two months of the reporting period, June and July, with 14.6% and 13.7% respectively.

RESTRICTED

During the reporting period previously stated, there have been a total of 222 offences that have occurred in the vicinity of Call Lane. Figure 2 shows a breakdown of these offences.

Figure 2:

Offence Recorded	CALL LANE	CROWN STREET	ASSEMBLY STREET	THE CALLS	Total
DRUNK AND DISORDERLY IN A PUBLIC PLACE	74	5	5	2	86
SECTION 47 - ASSAULT OCCASIONING ACTUAL BODILY HARM	57	10	4	0	71
SECTION 39 - ASSAULT BY BEATING (BATTERY)	17	1	2	1	21
COMMON ASSAULT	4	3	2	0	9
WORDS / BEHAVIOUR - HARASSMENT ALARM DISTRESS	5	1	2	1	9
SECTION 18 - WOUNDING WITH INTENT	2	5	1	0	8
AFFRAY - UNLAWFUL VIOLENCE - PUBLIC ORDER	3	2	1	0	6
ROBBERY (PERSONAL PROPERTY)	2	1	0	2	5
ASSAULT A CONSTABLE IN THE EXECUTION OF HIS / HER DUTY	2	0	0	0	2
ASSAULT DESIGNATED / ACCREDITED PERSON - POLICE REFORM ACT 2002	1	0	0	0	1
RACIALLY OR RELIGIOUSLY AGGRAVATED COMMON ASSAULT OR BEATING	1	0	0	0	1
RACIALLY OR RELIGIOUSLY AGGRAVATED HARASSMENT, ALARM OR DISTRESS	1	0	0	0	1
SECTION 20 - WOUND / CAUSE GRIEVOUS BODILY HARM WITHOUT INTENT	1	0	0	0	1
SECTION 4 WORDS / BEHAVIOUR - FEAR UNLAWFUL VIOLENCE	0	0	1	0	1
Total	170	28	18	6	222

Noticeably, Drunk and Disorderly and Section 47 assaults on Call Lane dominate violent crime figures in the area, accounting for 59% over the last twelve months. 10% of violent crimes on Call Lane are Section 39 – Assault by Beating (Battery).

Top locations for violent crime across the 24 hour period are:

- [REDACTED] Call Lane – 17 offences
- [REDACTED] Crown Street – 15 offences
- [REDACTED] Call Lane – 12 offences

2.2 NTE Violent Crime

The following section will examine what impact reducing the data set to just those crimes that fall within the 'Night Time Economy' (herein referred to as NTE – includes time between 1800-0600) has.

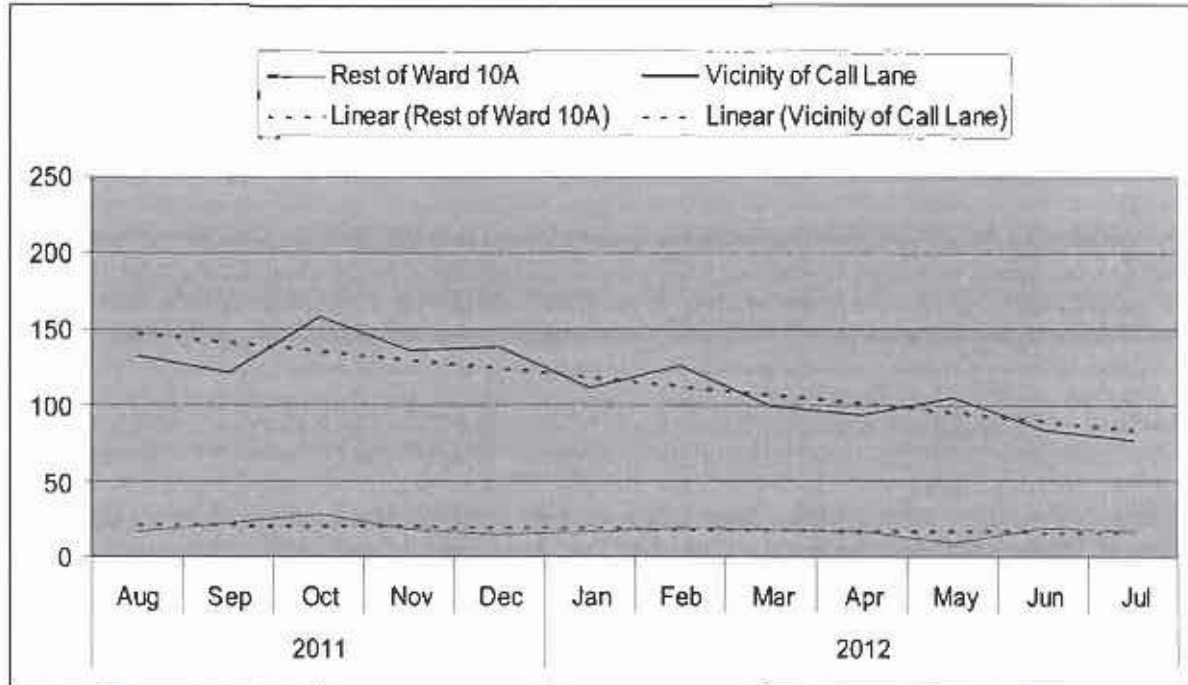
Similarly to the rates of violent crimes throughout the day, Figure 3 shows that during the NTE violent crimes across Ward 10A have been falling over the last 12 months. In the vicinity of Call Lane however, violent crime has remained far more consistent.

In absolute terms violent crime has reduced from 796 offences in the first six months to 582 in the latter, a reduction of 214 offences or 26.9% across Ward 10A. In the vicinity of Call Lane violent offences have reduced from 116 offences to 99. A reduction of 17 in absolute terms or 14.7%, far lower than the rest of the city.

This means that, as a proportion of total violent crime in Leeds City centre, violent crime around Call Lane has increased. As a percentage of NTE based violent crime in Ward 10A the vicinity of Call Lane averaged 12.7% in the first six months of the period, rising to 14.8% for the latter six months. The proportional percentages peaked in the last months of the period with 18.6% and 18.1% in June and July.

This shows that proportionally violent crime around the Call Lane area is rising and the risk of violent crime in the area is exasperated during the NTE. 215 of the 222 violent crimes, equating to 96.8%, committed in the vicinity of Call Lane occur during the NTE hours, compared to 78.9% in the rest of the city centre. This suggests that the vast majority of violent crime in the vicinity of Call Lane is connected to alcohol consumption and that this area is particularly vulnerable to alcohol related violent crime.

Figure 3:



Due to the fact that the NTE accounts for 96.8% of offences in the Call Lane area, the top premises for violent crime and the break down of offences recorded remain largely the same as in 2.1.

Peak Day and Time – Vicinity of Call Lane

- Peak NTE for offences is Sat (96) followed by Fri (67)
- Friday and Sat NTE account for 76% of the areas total violent crime
- Peak time period for offences to occur is between 0100-0300
- 84% of offences occur between midnight and 0600hrs
- 76% of offences occur between midnight and 0400hrs

2.3 Theft

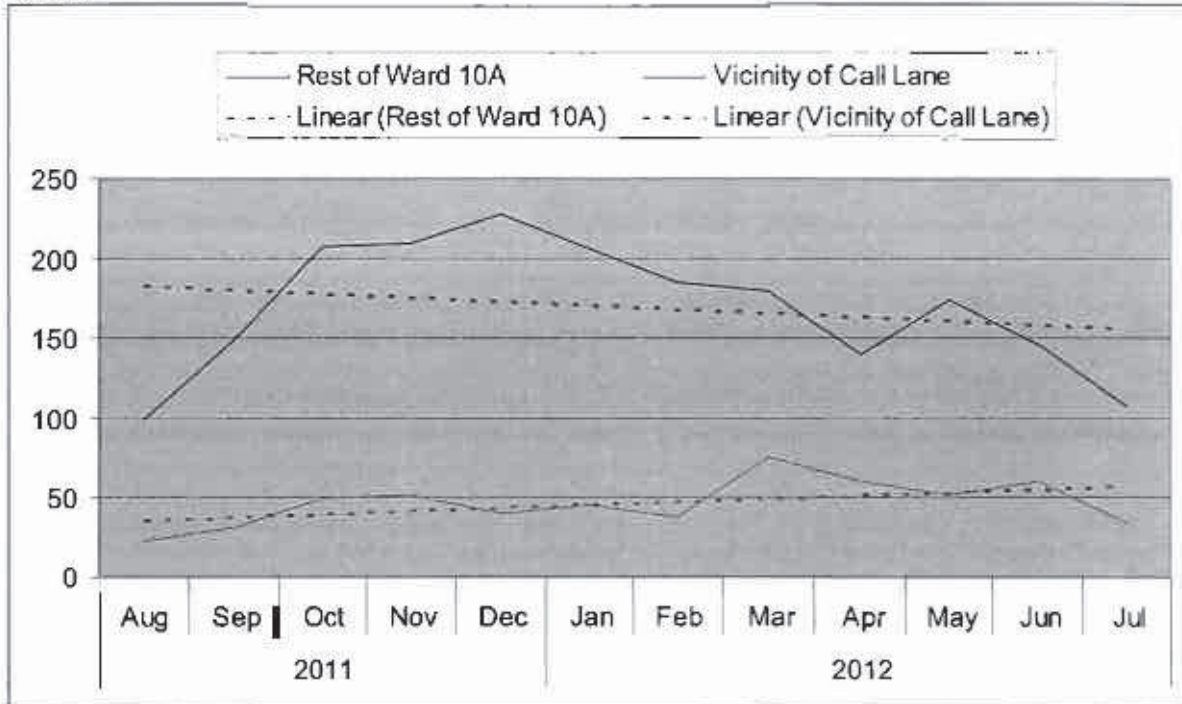
Another area of concern aside from violent crime in the vicinity of Call Lane is Theft, made up of Theft non Specifics and Theft from Persons. Over the last 12 months figures for NTE Theft are as follows:-

- Theft from Person – 326 out of 338 offences (96%)
- Theft non Specific – 231 out of 262 offences (88%)

Again as with the violent crime, alcohol can be cited as being a contributory factor towards levels of Theft within the vicinity of Call Lane as most victims are, or have been drinking.

Whilst Theft incidents committed during the NTE have generally been falling across Ward 10A, incidents within the vicinity of Call Lane have been increasing and this is shown in Figure 4.

Figure 4:



Across Ward 10A (excluding the vicinity of Call Lane) the number of Thefts during the NTE has dropped from a total of 1097 at an average of 183 per month in the first half of the period to 931 and an average of 155 per month. This represents a reduction of 166 thefts in absolute terms, or 15%, and 28 per average month. Comparatively, thefts within the vicinity of Call Lane have increased from 238 to 319 in the six monthly periods, an increase of 81 or 34%. The monthly average increased from 40 to 53. As a proportion of total thefts, those committed in the vicinity of Call Lane have increased from an average of 17.8% in the first six months of the period to 25.5% in the latter half. This again suggests that the area is becoming increasingly high risk.

Peak Day and Time – Thefts in Vicinity of Call Lane

- Peak NTE for Theft around Call Lane is Saturday (227) and Friday (163)
- Friday and Sat NTE account for 70% of the areas thefts during the NTE
- Peak time period for offences to occur is between 0100-0300
- 75% of offences occur between midnight and 0600hrs
- 71% of offences occur between midnight and 0400hrs

2.4 Incident Data

During the 12 month reporting period covered in this report there have been 120 ASB incidents within the vicinity of Call Lane; accounting for 4% of the ASB incidents in the City (Ward 10A).

ASB incident data has been examined to establish the reason the call has been made to police. Figure 5 displays the nature of the incidents that have been reported

Figure 5:

ASB Type	Total
ALCOHOL	80
ROWDY INCONSIDERATE BEHAVIOR	20
ADULT NUISANCE - NON ALCOHOL RELATED	9
YOUTH RELATED	9
FIREWORKS/SNOWBALLING	2
Grand Total	120

ASB recorded as alcohol related account for 67% of ASB in the vicinity of Call Lane. Having reviewed logs for 'Rowdy Inconsiderate Behaviour' these also appear to occur in licensed premises or involve people under the influence of alcohol. If this is taken into account it can be suggested alcohol contributes to 83% of ASB around Call Lane.

Of the 120 ASB reports recorded around Call Lane in this period, 108 occurred during the NTE. This further suggests that ASB in the area is linked to alcohol and the amount of licensed premises in the area. As a percentage of ASB across Ward 10A the proportion occurring around Call Lane increases during the NTE to 6%.

As with violent crime in the area, ASB peaks during Saturdays NTE (42), followed by Fridays (24), together they account for 61% of ASB during the NTE. 73% of ASB occurs between the hours of 0000-0600 with 60% occurring between 0000-0400.

2.5 Conclusion

- Violent crime across Ward 10A has reduced over the last 12 months however the proportion of those crimes occurring within the vicinity of Call Lane has increased
- 97% of violent offences on Call Lane and in its vicinity occur within the NTE
- 49% of all NTE offences in the vicinity of Call Lane have alcohol flagged as being involved
- The level of offences with alcohol involved is believed to be much higher than what is flagged to be the case due to the number of offences both on Call Lane and in the vicinity that take place in the NTE and/or in Licensed premises
- The [redacted] has the highest number of offences committed out of any licensed premises in this area, followed by [redacted]
- Friday and Sat NTE account for 76% of the areas total violent crime
- Peak time period for offences to occur is between 0100-0300
- 84% of violent offences occur between midnight and 06:00hrs
- Theft offences are reducing across Ward 10A but increasing in the Call Lane area



Appendix F



Mr Asad Al-Hariri
46 Luxor Road
Leeds
LS8 5BJ

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

Contact:
Tel:
Fax:

Our reference: PREM/03227/001
10 September 2012

Dear Mr Al-Hariri

Licensing Act 2003 - The Prevention of Public Nuisance
Premises: 7A Crown Street, Leeds, LS2 7DA

I refer to your recent application for a licence to carry on activities at the above premises.

The application premises is situated within a Cumulative Impact Policy Area, which requires you to submit sufficient information to satisfy this service that granting of a new licence will not add to the impact already being experienced.

Your application may increase the number of late night revelers in the area, which contains a number of residential flats in the nearby Crown Street Buildings. Therefore, there is a greater potential for public nuisance to noise sensitive occupants if this application is granted.

It is noted that you have submitted some steps that you intend to take to promote the prevention of public nuisance. Unfortunately, I do not feel that these measures will adequately address the impact from your proposals.

Therefore, Leeds City Council's environmental action service is of the opinion that your application contains insufficient information about how you intend to meet the licensing objective of the prevention of public nuisance, and we regret to inform you that we are fully objecting to your application.

If you have any questions please do not hesitate to contact me.

Yours sincerely

M Bird
Senior Environmental Health Officer



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