



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON

MONDAY, 14TH APRIL, 2014 AT 10.00 AM

MEMBERSHIP

Councillors

A Khan - Burmantofts and Richmond
Hill;
G Wilkinson - Wetherby;
C Townsley - Horsforth;

**Agenda compiled
by: Debbie Oldham
Governance Services
Civic Hall
LEEDS LS1 1UR
Tel No: 39 51712**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<u>PRELIMINARY PROCEDURES</u> ELECTION OF THE CHAIR	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)	

Item No	Ward	Item Not Open		Page No
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1) To highlight reports or appendices which:</p> <p>a) officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>b) To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>c) If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information</p> <p>2) To note that under the Licensing Procedure rules, the press and the public will be excluded from that part of the hearing where Members will deliberate on each application as it is in the public interest to allow the Members to have a full and frank debate on the matter before them.</p>	
4			<p>LATE ITEMS</p> <p>To identify any applications as late items of business which have been admitted to the agenda for consideration</p> <p>(the special circumstances shall be identified in the minutes)</p>	

Item No	Ward	Item Not Open		Page No
5			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY 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 13-16 of the Members' Code of Conduct.</p> <p><u>HEARINGS</u></p>	
6	Harewood		<p>HAREWOOD HOUSE (GROUNDS) HAREWOOD, LEEDS, LS17 9LQ</p> <p>The report of the Head of Licensing and Registration informs Members of an application to vary a premises licence, made by Harewood House Trust, for Harewood House Trust (Grounds) Harewood, Leeds LS17 9LG.</p>	1 - 54

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.



Report author: Mrs Victoria Radford
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: Monday 14th April 2014

Subject: Application to vary a premises licence held by Harewood House Trust (Grounds) Harewood, Leeds, LS17 9LG

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
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, made by Harewood House Trust, for Harewood House Trust (Grounds) Harewood, Leeds LS17 9LG.

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

The application has attracted representations from other persons.

Please refer to paragraph 3.3 for details of the proposed variation.

Purpose of this Report

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

2.0 History of Premises

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

3.0 The Application

- 3.1 The applicant is Harewood House Trust.
- 3.2 The application form may be found at Appendix B to this report.
- 3.3 The proposed variation is mainly to accommodate road closures and the early start of the Grand Depart.

The application is to vary the non-standard timings of the premises from:

The provision to have 12 events per year involving more than 5000 people in the grounds at the following times:

Friday 12:00 - 01:00, Saturday 12:00 - 01:00 and Sunday 12:00 - 23:00

to the varied terms of:

The provision to have 12 events per year involving more than 3000 people in the grounds at the following times:

Friday 12:00 - 01:00, Saturday 08:00 - 01:00 and Sunday 12:00 - 23:00

Please note any events with an expected attendance of more than 3000 persons be subject to a multi-agency meeting with LCC and relevant authorities.

All licensable activities and timings are to remain as per the existing licence.

4.0 Steps to promote the Licensing Objectives

- 4.1 The applicant proposed to take specific steps to promote the licensing objectives identified in the Pro Forma Risk Assessment for Outdoor Events, a copy of which may be found at Appendix C.

5.0 Licensing Hours

- 5.1 Members are directed to paragraphs 6.8 to 6.15 for the Statement of Licensing Policy which states the criteria that will be applied to any decision for new applications or variations which include extending hours.

5.2 In brief the Policy states at 6.14 that restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so. The council will take into account the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not impact on the licensing objectives, given the potential for neighbouring premises to seek the same additional hours to prevent rivals gaining a commercial advantage.

5.3 A list of premises in the local area and their licensed hours and activities is provided at appendix D.

6.0 Location

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

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

7.2.1 There have been no representations from responsible authorities.

7.3 Other representations

7.3.1 The application has attracted two representations from other persons both of which are opposed to the application on the grounds of public nuisance. Copies of which may be found at Appendix F.

8.0 Other matters relevant to the application

8.1 The variation application has been submitted to facilitate activities connected to the Tour de France 2014 in an effort to minimise disruption to the local community and road network. The applicants consulted with this department prior to the submission of the application in order to obtain advice on changes to the current licence that would have the least impact and best support the licensing objectives. The current licence allows major events involving more than 5000 people be limited to 12 times per year. In an effort to reduce the number of large events at the site, this figure has been reduced to 3000. The advantage sought by the extension of the hours has been restricted to Saturday from 1200hrs to 0800hrs only and all other times currently on the licence remain. All large events are overseen by a Safety Advisory Group (SAG) which consists of representatives from various departments of Leeds City Council, Emergency Services and other relevant bodies. The purpose of the SAG is to provide independent advice to event organisers to ensure the safety of the event and minimise disruption to the local community

8.2 A meeting has been scheduled for the 9th April 2014 at 10:30am for parties including the applicant, Leeds City Council Entertainment Licensing, Councillor Castle and residents to discuss issues and outstanding concerns. At the time of writing this report the meeting has not taken place however, any minutes or agreements reached at the meeting will be supplied as a late item to this report for members to consider.

8.3 Equality and Diversity / Cohesion and Integration

8.4 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.

9.0 Options Available to Members

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

- Grant the variation as requested.
- Grant the variation whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- 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
- Representations received from Other persons

Premises Licence

Premises licence number:

PREM/02825/007

Part A

Initial licence from:

31st December 2009

Schedule 12 Licensing Act 2003

Current Licence effective from:

10th September 2013

Part 1 – Premises details

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

Harewood House Trust (Grounds), Harewood, Leeds, LS17 9LG

Telephone number: 0113 218 1000

Licensable activities authorised by this licence

Sale by retail of alcohol, Provision of late night refreshment, Performance of a play, Exhibition of a film, Boxing or wrestling entertainment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance, Provision of facilities for making music, Provision of facilities for dancing, Provision of facilities for anything similar to making music or dancing

Times the licence authorises the carrying out of licensable activities

<i>Sale by retail of alcohol</i> Every Day	10:00 - 23:00	<i>Performance of dance</i> Every Day	10:00 - 23:00
<i>Provision of late night refreshment</i> Thursday to Sunday	23:00 - 00:00	<i>Entertainment similar to live music, recorded music or dance</i> Every Day	10:00 - 23:00
<i>Performance of a play</i> Every Day	10:00 - 23:00	<i>Provision of facilities for making music</i> Every Day	10:00 - 23:00
<i>Exhibition of a film</i> Every Day	10:00 - 23:00	<i>Provision of facilities for dancing</i> Every Day	10:00 - 23:00
<i>Boxing or wrestling entertainment</i> Every Day	10:00 - 23:00	<i>Provision of facilities for anything similar to making music or dancing</i> Every Day	10:00 - 23:00
<i>Performance of live music</i> Every Day	10:00 - 23:00		
<i>Performance of recorded music</i> Every Day	10:00 - 23:00		

The opening hours of the premises

Every Day 10:00 - 23:00

Alcohol is sold for consumption on the premises

Part 2

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

Harewood House Trust
Grounds
Harewood House Accounts
Leeds
LS17 9LG

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

Ms Emma Paton
17 Lambert Drive
Oakwood
Leeds
LS8 1NL

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

Personal licence number: LEEDS/PERL/04331/08 Licensing authority: Leeds City Council

Licence issued under the authority of Leeds City Council

A handwritten signature in blue ink, appearing to read 'Shaam Amin', is written over a light blue rectangular background.

Mr Shaam Amin
Licensing Officer
Entertainment Licensing
Licensing and Registration

Annex 1 – Mandatory Conditions

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

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

- a. games or activities which require or encourage, or are designed to require or encourage, individuals to -
 - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
- b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
- d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on -
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
- e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

5. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7. The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

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

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

Annex 2 – Conditions consistent with the operating schedule

Additional details in respect of licensable activities authorised by this licence

Provision of late night refreshment

Location of activity: Outdoors

Performance of a play

Location of activity: Outdoors

Exhibition of a film

Location of activity: Outdoors

Boxing or wrestling entertainment

Location of activity: Outdoors

Performance of live music

Location of activity: Outdoors

Performance of recorded music

Location of activity: Outdoors

Performance of dance

Location of activity: Outdoors

Entertainment similar to live music, recorded music or dance

Location of activity: Outdoors

Provision of facilities for making music

Location of activity: Outdoors

Provision of facilities for dancing

Location of activity: Outdoors

Provision of facilities for anything similar to making music or dancing

Location of activity: Outdoors

All activities

Non standard timings: Where alcohol is being sold the serving will cease 30 mins before the time stated to allow for drinking up

Major outdoor events involving more than 5,000 people in the grounds, shall be limited to 12 per year up to the following times:-

Friday	12:00 to 01:00
Saturday	12:00 to 01:00
Sunday	12:00 to 23:00

Conditions consistent with the operating schedule relating to the licensing objectives

The prevention of crime and disorder

9. A suitable CCTV system will be maintained and be operational on the premises at all times when licensed activities are being carried out, unless authorised in writing by West Yorkshire Police.
10. CCTV security footage will be made secure and retained for a minimum period of 31 days time to the satisfaction of WYP.
11. 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.
12. 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.
13. 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.
14. 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).
15. The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.
16. Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.

17. 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.
18. 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.
19. The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.
20. 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.
21. The PLH/DPS staff will ask for proof age age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.
22. 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.
23. 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.
24. The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.
25. The Licence Holder shall give 120 days written notice of events to Leeds City Council Entertainment Licensing West Yorkshire Police. West Yorkshire Fire and Rescue and West Yorkshire Ambulance service. No event shall take place if less than four months notice is given unless notice is waived by the above parties and part of a multi-agency process. This period of notification must be received for events where more than 3,000 people are expected to attend.

Public safety

26. 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.
27. 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.
28. 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.
29. Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.

30. 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:
- a) Each socket-outlet circuit shall be protected by a residual current device having a rated residual operating current not exceeding 30mA, or
 - b) Each individual socket-outlet shall be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.

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.

31. 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.
32. 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.
33. A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.
34. Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.
35. An appropriately qualified medical practitioner will be present throughout any sporting entertainment.
36. Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.
37. 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.
38. 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.
39. The Capacity of the Premises is: 19,999

The prevention of public nuisance

40. Licensable activities shall be conducted and the facilities for licensed activities shall be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties.
41. Noise from plant or machinery shall be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery shall be regularly serviced and maintained to meet this level.
42. The activities of persons using the external areas shall be monitored after 23:00hrs 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.
43. The PLH/DPS shall ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter.
44. 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.

45. 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.

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

None

Annex 4 – Plans

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

from 02825/008.



PREM7

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

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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.

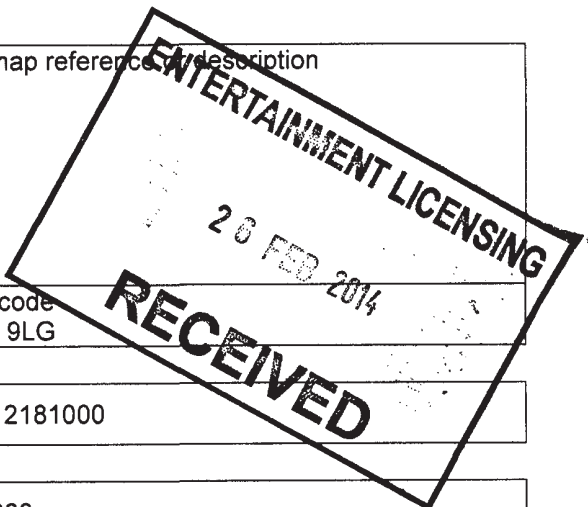
We Harewood House Trust (Grounds) Ltd (insert name(s) of applicant) being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence number

PREM/02825/007

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference and description Harewood House Harewood	
Post town Leeds	Post code LS17 9LG



Telephone number of premises (if any)

0113 2181000

Non domestic rateable value of premises

£66,000

Part 2 – Applicant Details

Daytime contact telephone number

0113 2181047

Email address (optional)

Emma.p@harewood.org

Current postal address if different from premises address

[Empty box for current postal address]

Post Town

[Empty box for Post Town]

Postcode

[Empty box for Postcode]

Part 3 - Variation

Please tick as appropriate

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

Yes No

If not, from what date do you want the variation to take effect?

Day		Month		Year			

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)

Yes No

Please describe briefly the nature of the proposed variation (please read guidance note 2)

We would like to vary our non-standard timings to the following:

The provision to have 12 events per year, involving more than 3000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 08.00 – 01.00

Sunday 12.00 – 23.00

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

19999

Part 4 - Operating Schedule

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

Please tick all that apply

Provision of regulated entertainment

- a) play (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 late night refreshment (if ticking yes, fill in box I) ✓

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor performances of plays, theatre productions and within a temporary structure	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for performing play (please read guidance note 5) N/A		
Thur	10.00	23.00			
Fri	10.00	23.00	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 6) N/A		
Sat	10.00	23.00			
Sun	10.00	23.00			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor movies – drive in style or shown in a temporary structure	Both	✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	10.00	23.00			
Fri	10.00	23.00	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 6) N/A		
Sat	10.00	23.00			
Sun	10.00	23.00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			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 6)
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Both		✓
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5) N/A		
Thur	10.00	23.00			
Fri	10.00	23.00	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 6) N/A		
Sat	10.00	23.00			
Sun	10.00	23.00			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor music concerts or festivals, events in temporary structures, live music may be amplified and unamplified.		
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the performance of live music (please read guidance note 5) N/A		
Thurs	10.00	23.00			
Fri	10.00	23.00	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 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00		
Sat	10.00	23.00			
Sun	10.00	23.00			
			Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.		

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	✓
Mon	10.00	23.00	Please give further details here (please read guidance note 4) General background PA music, discos, during live concerts or festivals, at private weddings/parties or events within a temporary structure.		
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the playing of recorded music (please read guidance note 5) N/A		
Thurs	10.00	23.00			
Fri	10.00	23.00	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 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00		
Sat	10.00	23.00			
Sun					

			<p>Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.</p> <p>Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time.</p> <p>When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied.</p> <p>Sound levels will be monitored at source.</p>
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G

Performance of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4) Outdoor performances of dance or within a temporary structure	Both	<input checked="" type="checkbox"/>
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the performance of dance (please read guidance note 5) N/A		
Thur	10.00	23.00			
Fri	10.00	23.00	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 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00		
Sat	10.00	23.00			
Sun	10.00	23.00			
			Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.		
			Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time.		
			When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied.		
			Sound levels will be monitored at source.		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	23.00	Please give further details here (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	10.00	23.00			
Wed	10.00	23.00	State any seasonal variations for the entertainment of a similar description to that		

			falling within (e), (f) or (g) (please read guidance note 5)
Thur	10.00	23.00	
Fri	10.00	23.00	<p>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 6)</p> <p>The provision to have up to 2 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>
Sat	10.00	23.00	
Sun	10.00	23.00	

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) Outdoor catering or within a temporary structure		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5) N/A		
Thur	23.00	00.00			
Fri	23.00	00.00	<p>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 6)</p> <p>The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>		
Sat	23.00	00.00			
Sun	23.00	00.00			

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	
Day	Start	Finish		Both	
Mon	10.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 5)		

Tue			n/a
	10.00	23.00	
Wed	10.00	23.00	
Thur	10.00	23.00	<p>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 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies. Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>
Fri	10.00	23.00	
Sat	10.00	23.00	
Sun	10.00	23.00	

K

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 9)

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) n/a
Day	Start	Finish	
Mon	10.00	23.00	<p>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 6) The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times: Friday 12.00 – 01.00 Saturday 08.00 – 01.00 Sunday 12.00 – 23.00</p> <p>Any event requiring non-standard timings or if the expected attendance is more than 3000 people will be subject to a multi-agency planning meeting with LCC and relevant bodies.</p>
Tue	10.00	23.00	
Wed	10.00	23.00	
Thur	10.00	23.00	
Fri	10.00	23.00	
Sat	10.00	23.00	
Sun	10.00	23.00	

			<p>Where alcohol is being sold, the serving will cease 30 mins before the time stated to allow for drinking up time. When music is un-amplified and or amplified a 1 hour 'wind down' period will be applied. Sound levels will be monitored at source.</p>
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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

We would like to vary our current non-standard timings to accommodate:

The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times:
Friday 12.00 – 01.00
Saturday 08.00 – 01.00
Sunday 12.00 – 23.00

The proposed variation is mainly to accommodate road closures and early start of the Grand Depart on Sat` 5th July – we will not seek to use the early start of the variation on a regular basis.

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 the premises licence

M

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 10)

Please see attached pro-forma Risk Assessment

b) The prevention of crime and disorder

Please see attached pro-forma Risk Assessment

c) Public safety

Please see attached pro-forma Risk Assessment

d) The prevention of public nuisance

Please see attached pro-forma Risk Assessment

e) The protection of children from harm

Please see attached pro-forma Risk Assessment

- | | | |
|--|---------------|--------------------------|
| | Please tick ✓ | Yes |
| • I have made or enclosed payment of the fee | | ✓ |
| • I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy | | <input type="checkbox"/> |
| • 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 11)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent. (See guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date
28.02.14.....

Capacity
Event Manager.....

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 13). **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 14)	
Emma Paton 17 Lambert Drive	
Post town Leeds	Post Code LS8 1NL
Telephone number (if any) 0113 2181047	

If you would prefer us to correspond with you by e-mail your e-mail address (optional)
Emma.p@harewood.org

Licensing Act 2003

Notice is hereby given that we Harewood House Trust Ltd (Grounds) have made an application under Section 34 of the Licensing Act 2003 to vary the premises licence held in respect of the premises known as:

Harewood House, Harewood, Leeds, LS17 9LG intend to conduct on or from the premises the following licensable activities:

Sale by retail of alcohol

Provision of late night refreshment, Performance of a play, Exhibition of a film, Boxing or Wrestling entertainment, Performance of live music, Performance of recorded music, Performance of dance, Entertainment similar to live music, recorded music or dance

I propose to vary the terms of the existing licence from:

The provision to have up to 12 events per year, involving more than 5000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 12.00 – 01.00

Sunday 12.00 – 23.00

To:

The provision to have up to 12 events per year, involving more than 3000 people in the grounds at the following times:

Friday 12.00 – 01.00

Saturday 08.00 – 01.00

Sunday 12.00 – 23.00

Responsible authorities or any other person may make written representations to Leeds City Council about this application until 26th March 2014 which should be sent to the following address:

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

For full details and to view a copy of the application please contact the Entertainment Licensing Section on telephone

number 0113 247 4095 or email
entertainment.licensing@leeds.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on conviction for this offence is a fine not exceeding £5,000

Licensing Act 2003

Guidance Note Proforma Risk Assessment for Outdoor Events V2



Please complete the details below:

Applicant name:	HAREWOOD HOUSE TRUST (Grounds)
Business name:	HAREWOOD HOUSE TRUST
Business address:	HAREWOOD HOUSE HAREWOOD LEEDS E
	Postcode: LS18 9LG

Guidance about this document

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

How to use this document

1. If you are happy to volunteer the control measures as part of your application place a tick in the relevant box in the right hand column. You can then enter the corresponding codes in page 14 of your application form in the boxes which match up with the licensing objectives or simply write "see pro forma risk assessment". These measures will then appear on your licence.

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

Plans should identify highway routes to the site, car parks, entrances/exits to car parks, pick up points, etc external to the site. It may therefore be necessary to supplement the site plans with colour coded/ grid referenced area maps for this purpose.		✓
There will be no changes to the plans without the consent of the Responsible Authorities.		

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

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

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

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

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

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

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

Notices will be displayed at the entrances of the site which state: <ul style="list-style-type: none"> • A search will be conducted as a condition of entry to the site; • Incidents of crime and disorder will be reported to the police; • Entry to the site will be refused to any person who appears to be drunk, acting in a threatening manner or is violent. 	20E022	
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Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning. Any such instances will be recorded in the Incident Report Register.	20E023	✓
Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register and reported to the West Yorkshire Police.	20E024	✓
A suitable 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.	20E025	✓

Incident Register	CODE	✓
Written records of all accidents and safety incidents involving members of the public will be kept in the form of an Incident Report Register.	20E026	
The register will be maintained on the licensed site and produced for inspection by an authorised officer of the Responsible Authorities.		✓
The Licence holder will retain the register for a period of 6 months following the event.		

Glass Receptacles	CODE	✓
Glass containers and cans will not be taken into the licensed area/s occupied by the public.	20E027	✓
No glass bottles or cans shall be sold or supplied in the licensed area.	20E028	✓
Notices will be prominently displayed at entrance/s to the site which inform customers that glass containers and cans may not be taken into the site.	20E029	
Sealed skips will be used for the deposit of glass containers.	20E030	✓

Capacity	CODE	✓
The Licence Holder shall ensure that the capacity of the site is controlled and does not exceed the figure as agreed with the Responsible Authorities.	20E031	✓
The Event Management Plan will include policies and procedures on: <ul style="list-style-type: none"> • Entry to the site (including monitoring of any capacity limit) • Crowd control and management once the public are in the site (ie front stage pressure) • Capacity control within any structure/marquee • Egress from the Site – a policy to ensure the gradual dispersal of customers from the site • Emergency Evacuation of the site All relevant staff shall be trained on these measures, and all other matters	20E032	✓

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Issued premises licences and club certificates within an area



PREM/00782/005 - Harewood Arms Hotel, Harrogate Road, Harewood, Leeds, LS17 9LH

Sale by retail of alcohol	
Monday to Friday	10:00 - 23:00
Saturday	11:00 - 23:00
Sunday	12:00 - 22:30
Sale by retail of alcohol (Restaurant)	
Monday to Saturday	10:00 - 00:00
Sunday	12:00 - 23:30

PREM/03219/001 - Harewood Village Hall, Church Lane, Harewood, Leeds, LS17 9LJ

Sale by retail of alcohol	
Every Day	12:00 - 00:00
Performance of a play	
Every Day	08:00 - 00:00
Exhibition of a film	
Every Day	08:00 - 00:00
Indoor sporting events	
Every Day	08:00 - 00:00
Performance of live music	
Every Day	12:00 - 00:00
Performance of recorded music	
Every Day	08:00 - 00:00
Performance of dance	
Every Day	08:00 - 00:00
Provision of facilities for dancing	
Every Day	08:00 - 00:00

PREM/01688/V01 - Gateways School, Harewood Avenue, Harewood, Leeds, LS17 9LH

Provision of Facilities for Dancing	
Every Day	09:00 - 23:00
Performance of Dance	
Every Day	09:00 - 23:00
Exhibition of a Film	
Every Day	09:00 - 23:00
Indoor Sporting Event	
Every Day	09:00 - 23:00
Performance of Live Music	
Every Day	09:00 - 23:00
Performance of Recorded Music	
Every Day	09:00 - 23:00
Entertainment similar to live music, recorded music or dance	
Every Day	09:00 - 23:00
Performance of a Play	
Every Day	09:00 - 23:00
Provision of facilities for making music	
Every Day	09:00 - 23:00

PREM/02786 - Harewood Post Office, 89 The Avenue, Harewood, Leeds, LS17 9LD

Sale by retail of alcohol

Monday to Thursday

08:30 - 19:00

Friday to Sunday

08:30 - 22:00

PREM/02826/004 - Harewood House Trust (Buildings), Harewood House, Harewood, Leeds, LS17 9LG

Sale by retail of alcohol

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Provision of late night refreshment

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Performance of a play

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Exhibition of a film

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Indoor sporting events

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Boxing or wrestling entertainment

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Performance of live music

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Performance of recorded music

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

Performance of dance

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00

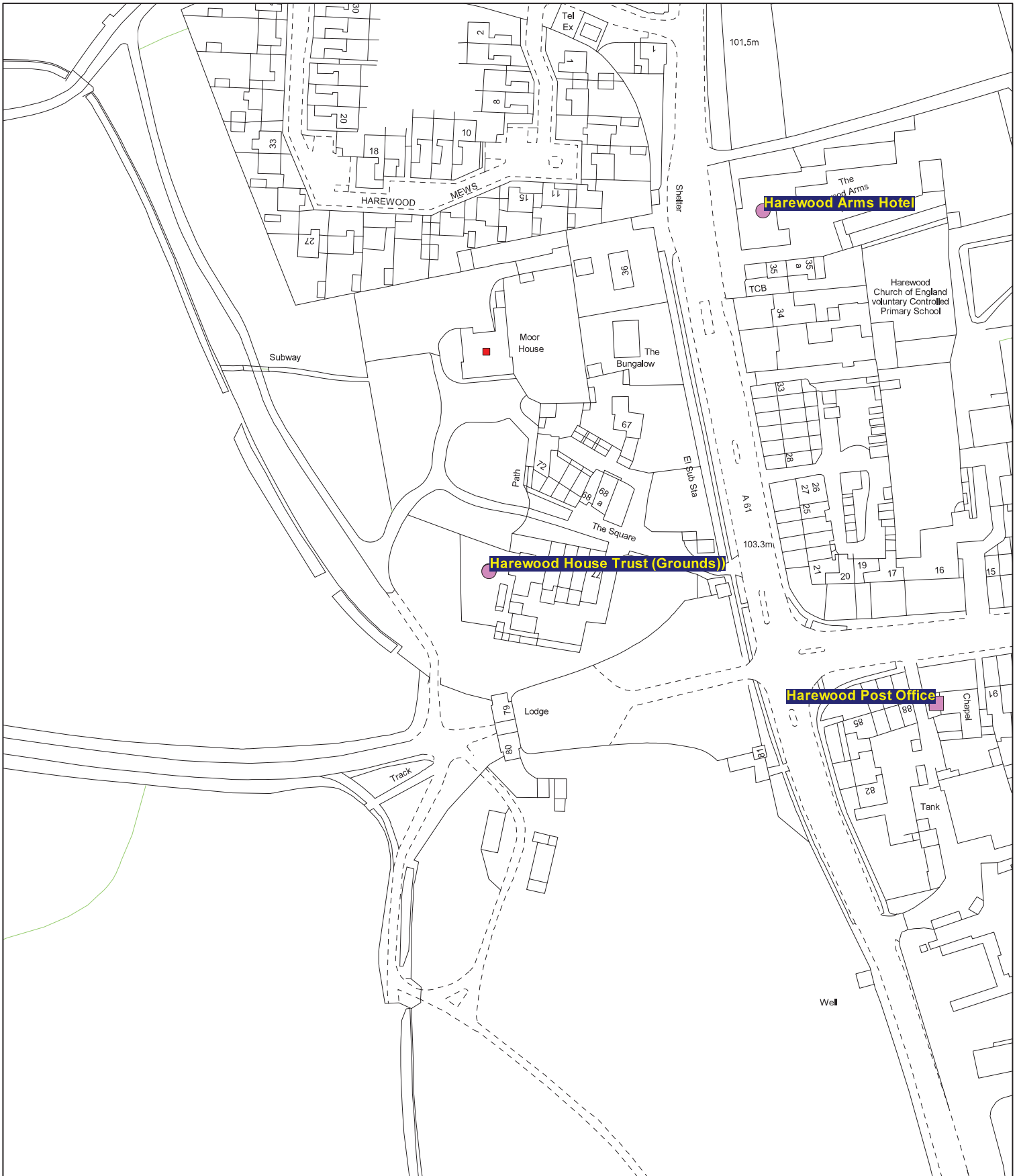
Entertainment similar to live music, recorded music or dance

Monday to Saturday

10:00 - 01:00

Sunday

10:00 - 00:00







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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Key	
	On licence
	Off licence
	Late night refreshment
	Other

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1.

Radford, Victoria

From: [REDACTED]
Sent: 18 March 2014 13:02
To: [REDACTED]
Subject: Re: Automatic reply: Harewood House Trust PREM/02825/008

Harewood House Trust PREM/02825/008

Dear Victoria,

I have been unable to access through Public Access this application, links have not worked so I have written out comments which are an Objection.

Please forward this email to the appropriate persons concerning the Objection to the Entertainment and Licensing Variation application for Harewood House 2014.

Harewood House Trust has asked for a variation in the licensing hours for 12 events though, in the application, they say the variation is mainly due to the Tour de France Grand Depart.

At the Tour de France event, there will be more than 3000 persons attending so it will still be necessary for Harewood House Trust to apply for a specific license for this event due to the predicted large numbers (up to 20,000 people camping in the grounds plus day visitors, corporate visitors, participants and their support teams etc).

As a consequence, the Application for a variation to the original license is not necessary or applicable to all 12 events to be held at Harewood House.

The proposed extended drinking hours is of great concern to a ground swell of Harewood Villagers and Harewood Parish Council.

It is the Harewood Villagers who have to put up with the unsocial behaviour, the noise of events and the noise of late night revellers leaving the Harewood grounds.

The Parish Council have had talks with a number of Harewood House Event Teams over the years and raised the concerns of the Villagers over Events, traffic management, litter and emergency contact.

Persons leaving the Harewood grounds predominately late at night, though it can happen during the day, are either relieving themselves in the streets, being sick or both which the Villagers themselves have to clean up.

Traffic Management has been confusing, not regulated, regulated wrongly and in recent years only allowing access to the Harewood House Events through "the Arc" off Harrogate Road.

This has doubled the traffic between Alwoodley Gates and Harewood as traffic from A1, A1M, Harrogate, and the West are forced to drive passed the entrance to Harewood House and drive along the A61 to the roundabout at the Grammar School and then back to Harewood.

In addition, parking for Villagers is non existant for Villagers on Event Days

This prevents Villagers getting out of their garages and streets on Event Days due to the volume of traffic and stationary queues. The Villagers are virtually prisoners in their own homes.

We have had a couple of medical emergencies where the traffic management was so poorly organised that the ambulances could not get through and delayed medical intervention.

The emergency number at the Harewood House Trust that we, Harewood Parish Council, initiated was not answered in these incidences.

Harewood Parish on behalf of the Villagers asked that the Harewood House Trust cleaned up the significant litter left by their visitors within the Village and this has not been adhered to.

The management teams for events do not consult with either the Villagers or Harewood Parish Council over these matters. The event team decide what they are doing and follow through without consultation. Last year, 2013 through Cllr Castle we asked Entertainments and Licensing to involve Harewood Parish Council in the planning stages and we were told that the Harewood House would not be having any events in 2014!

Harewood House Trust do provide villagers with the concession of a Harewood Card but not all events are free for the Villagers and does not compensate for the unsocial behaviour of visitors which is worsening over the years or the inconvenience of the the traffic etc which has measurably worsened over the years.

Harewood House Trust say that their new regime will liaise better with Villagers and address concerns properly but that has been said before. The Villagers and Harewood Parish Council are not involved yet again in the process until the plans are imposed even though the Villagers and the Harewood Parish have more experience in such matters than the constantly changing Harewood Events Teams.

On behalf of Harewood Parish Council and the Harewood Villagers we object to the blanket application for variation to the licensing hours for events at Harewood House.

The Tour de France is an exceptional event, with large numbers and requires a separate license. The other events at Harewood House should retain the existing licensing hours and Harewood House may reduce the numbers from 5,000 to 3,000 as they wish.

Kind regards,



On 5 March 2014 17:27, Radford, Victoria <Victoria.Radford@leeds.gov.uk> wrote:

I am out of the office. If your email requires urgent attention, and particularly if it is in relation to a licence application, it is important that you re send your message to the generic email address for the section at: entertainment.licensing@leeds.gov.uk or alternatively telephone the office on 0113 2474095.

The information in this email (and any attachment) may be for the intended recipient only. If you know you are not the intended recipient, please do not use or disclose the information in any way and please delete this email (and any attachment) from your system.

The Council does not accept service of legal documents by e-mail.

2.

SIA

2825/008

Amin, Imtishaam

From: [REDACTED]
 To: [REDACTED] March 2014 11:53
 Cc: [REDACTED]
 Subject: Re: extension to licencing for Harewood Trust

Dear Amin,

Thank you for your recent e-mail explaining why my original e-mail could not be accepted by the Licensing authority. Also for attaching the 'guide lines' for a making a representation, which I hope now I do comply with.

My response relates to the general heading of 'Public Nuisance'. It relates only to the time frame beyond the Tour de France starting session in Yorkshire this year. The notice as displayed does not refer to any duration for the new extended License for events at Harewood . My concern relates to the extended list of events, timing and the selling of alcohol applying to events at Harewood after the completion of Tour de France.

The group of houses – all occupied – that comprise Harewood Mews are situated on the south side of Church Lane. Church Lane is used as the exit point for traffic from events at Harewood wishing to join the main Leeds: Harrogate road and proceed north. The houses on the west side of the Mews and those on the north side therefore are subjected to heavy traffic at a late – sometimes very late – hour. Further some drivers find Harewood Mews a convenient by-pass and use the Mews to try to out flank any holdup for traffic joining the main road, thus causing more congestion at the point where they have to re-join Church Lane . Noise is the obvious nuisance to the residents of the Mews, but litter is another, as drivers seem quite happy to throw rubbish from their cars while waiting in a queue. We are aware that there are other exits from the grounds of Harewood house and think these should be used, rather than take the traffic out through the only part of the estate that is in any way 'built up'.

The people of the Mews have put up with this state of affairs for years now and feel there should be some amelioration. During the period of time that the Tour is around here we would accept times are special and that Harewood should use the opportunity to make money. However we feel strongly that after the event things should be returned to the present arrangements, which themselves should be reviewed.

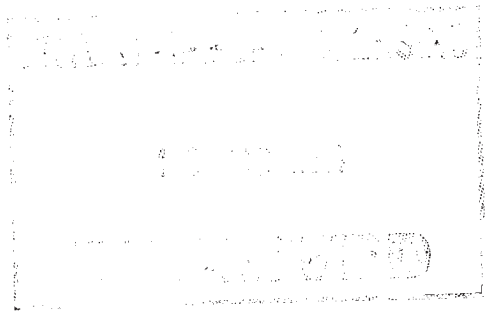
I trust this submission is now within the procedure you use and I look forward to hearing from you.

Yours sincerely ,

[REDACTED]

[REDACTED]

[REDACTED]



LICENSING ACT 2003 - APPLICATION TO VARY A PREMISES LICENCE FOR:
 PREMISES: HAREWOOD HOUSE TRUST (GROUNDS), HAREWOOD, LEEDS, LS17 9LG

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