



## LICENSING SUB-COMMITTEE

---

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON  
MONDAY, 3RD NOVEMBER, 2014 AT 10.00 AM

---

### MEMBERSHIP

#### Councillors

M Ingham    Burmantofts and Richmond Hill;  
C Townsley    Horsforth;

---

Agenda compiled by:  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Tel No: 2243836

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<b><u>PRELIMINARY PROCEDURES</u></b>  <b>ELECTION OF THE CHAIR</b>	
2			<b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b>  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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></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><b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b><u>HEARINGS</u></b></p>	
6	Garforth and Swillington		<p><b>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR GARFORTH WORKING MENS CLUB 55 BARLEYHILL ROAD, GARFORTH, LEEDS, LS25 1AU</b></p> <p>To consider the report of the Head of Licensing and Registration in relation to an application for the grant of a premises licence for Garforth Working Men's Club 55 Barleyhill Road, Garforth, Leeds, LS25 1AU.</p>	1 - 50

### **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: Miss Jane Wood**  
**0113 2474095**

**Report of the Head of Licensing and Registration**

**Report to the Licensing Sub Committee**

**Date: Monday 3rd November 2014**

**Subject: Application for the grant of a premises licence for Garforth Working Mens Club 55 Barleyhill Road, Garforth, Leeds, LS25 1AU**

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

**Summary of main issues**

This is an application for the grant of a premises licence, made by Garforth Working Mens Club Ltd, for Garforth Working Mens Club, 55 Barleyhill Road, Garforth, Leeds, LS25 1AU

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

**1.0 Purpose of this Report**

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

**2.0 History of Premises**

- 2.1 This is the first application for a Premise Licence under the Licensing Act 2003
- 2.2 The premise currently benefits from a Club Premise Certificate which was granted in 2005 under the Licensing Act 2003. The applicant wishes to apply for a Premise Licence to enable members of the public to attend functions without the need to apply for a Temporary Event Notice. Should the application be successful, the applicant proposes to surrender the Club Premise Certificate.

### **3.0 The Application**

3.1 The applicant is Garforth Working Mens Club Ltd,

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

3.3 In summary the application is for

#### **Supply of Alcohol for consumption Both On and Off the Premises**

Everyday: 11:00 – 00:00

#### **Live Music**

Everyday: 20:00 – 00:00

#### **Recorded Music:**

Everyday: 12:00 – 00:00

#### **Non Standard Timings**

Christmas Eve and New Years Eve until 00:30

### **4.0 Other matters relevant to the application**

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

### **5.0 Steps to promote the Licensing Objectives**

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

### **7.0 Proposed Designated Premises Supervisor**

7.1 Mr Keith John Varley intends to be the Designated Premises Supervisor.

### **8.0 Licensing Hours**

8.1 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.

8.2 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.

8.3 A list of premises in the local area and their licensed hours and activities is provided at **Appendix B**.

## **9.0 Location**

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

## **10.0 Representations**

10.1 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.

### 10.2 Representations from Responsible Authorities

10.3 There have been no representations from responsible authorities, however an agreement has been reached between the applicant and West Yorkshire Police. A copy may be found at **Appendix D**

10.4 Other representations

10.5 The application has received a representation from a member of the public. The objector has concerns regarding noise issues. A copy may be found at **Appendix E**.

## **11.0 Options Available to Members**

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

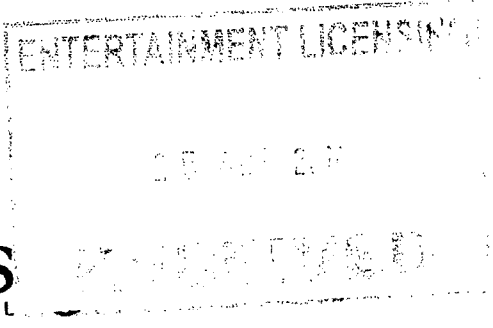
- Grant the application as requested.
- Grant the application whilst imposing additional conditions and/or altering in any way the proposed operating schedule.
- Exclude any licensable activities to which the application relates.
- Refuse to specify the said person as the designated premises supervisor.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

11.2 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.

## **12.0 Background Papers**

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





**PREM1**

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

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description <u>GARFORTH WORKING MENS CLUB BARLEYHILL ROAD GARFORTH</u>	
Post town <u>LEEDS</u>	Post code <u>LS 25 1AU</u>

Telephone number of premises (if any) 0113 286 0117

Non domestic rateable value of premises £ 13,750

**Part 2 – Applicant Details**

Please state whether you are applying for a premises licence as:

- |   |   |
|---|---|
|   | Please tick as appropriate                                      |
| a) an individual or individuals*                | <input type="checkbox"/> please complete section (A)            |
| b) a person other than an individual*           |   |
| i. as a limited company                         | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/> please complete section (B)            |
| iii. as an unincorporated association or        | <input type="checkbox"/> please complete section (B)            |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B)            |
| c) a recognised club                            | <input checked="" type="checkbox"/> please complete section (B) |
| d) a charity                                    | <input type="checkbox"/> please complete section (B)            |

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

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

Please tick yes

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

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

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

Surname       First names

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town       Postcode

Daytime contact telephone number

Email address (optional)

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr

Mrs

Miss

Ms

Other title  
(for example, Rev)

Surname

First names

Please tick yes

I am 18 years old or over

Current postal address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

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

Name	GARFORTH WORKING MENS CLUB Ltd	
Address	BALBYNILL ROAD GARFORTH LEEDS LS 25 1AU	
Registered number (where applicable)	31319R	1P031319
Description of applicant (for example, partnership, company, unincorporated association etc.)	LIMITED COMPANY	
Telephone number (if any)	0113 286 0117	
E-mail address (optional)	gwmsecretary@talktalk.net	

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
01		2014

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

Day	Month	Year

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

*GWMC IS A LONG ESTABLISHED WORKING MENS CLUB, THAT PROVIDES FOR ITS MEMBERS, THE MEANS OF SOCIAL INTERCOURSE, MUTUAL HELPFULNESS, MENTAL & MORAL IMPROVEMENT, AND RATIONAL RECREATION*

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

N/A
-----

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

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

Please tick  yes

**Provision of regulated entertainment**

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

**Provision of 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

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

# B

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

### C

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

### D

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

# E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	20:00	24:00	Please give further details here (please read guidance note 3) <i>LIVE ENTERTAINMENT BY PROFESSIONAL ARTISTS ON STAGE IN ESTABLISHED CONCERT ROOM GENERALLY SAT &amp; SUN NIGHTS</i>	Both	<input type="checkbox"/>
Tue	20:00	24:00			
Wed	20:00	24:00		State any seasonal variations for the performance of live music (please read guidance note 4) <i>OCCASIONALLY FOR SPECIAL EVENTS OR COMMUNITY USE CONCERTS MAY BE STAGED SOME NIGHTS MON TO FRIDAY (NOT ALL)</i>	
Thur	20:00	24:00			
Fri	20:00	24:00		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 5)	
Sat	20:00	24:00		<i>CHRISTMAS EVE AND NEW YEARS EVE UP TO 00:30 HRS.</i>	
Sun	20:00	24:00			

# F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	12:00	24:00	Please give further details here (please read guidance note 3) <i>MUSIC IS GENERALLY RESTRICTED TO EVENINGS IN THE CONCERT ROOM. MAINLY SAT &amp; SUN EVENINGS BACKGROUND MUSIC ONLY TO GAMING ROOM THROUGH DAY</i>	Both	<input type="checkbox"/>
Tue	12:00	24:00			
Wed	12:00	24:00		State any seasonal variations for the playing of recorded music (please read guidance note 4) <i>OCCASIONALLY FOR SPECIAL EVENTS OR COMMUNITY USE <del>THE</del> MUSIC MAY BE PLAYED SOME NIGHTS MON TO FRI (NOT ALL)</i>	
Thur	12:00	24:00			
Fri	12:00	24:00		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 5)	
Sat	12:00	24:00		<i>CHRISTMAS EVE &amp; NEW YEARS EVE UP TO 00:30 HRS</i>	
Sun	12:00	24:00			

## G

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

## H

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



I

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

J

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

CHRISTMAS & NEW YEARS EVE  
UP TO 00:30

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

Name KEITH JOHN VARLEY  
Address 62 LOWTHER GROVE  
GARFORTH  
LEEDS  
Postcode LS 25 1EN  
Personal licence number (if known) LEEDS/PERL/07535/14  
Issuing licensing authority (if known) LEEDS CITY COUNCIL

**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 8)

WE HAVE TWO GAMING MACHINES, BOTH LOCKABLE & COVERED BY CCTV. SIGNAGE IS DISPLAYED THAT NO PERSON UNDER 18 ALLOWED TO USE MACHINES, AREA SUPERVISED TO ENSURE NO PERSONS UNDER 18 ALLOWED TO PLAY

NO ADULT ENTERTAINMENT UNDERTAKEN

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	11:00	01:00	<p>GENERALLY SALE OF ALCOHOL UP TO 23:30 BUT AT SPECIAL EVENTS UP TO 24:00.</p> <p>THE ADDITIONAL OPENING HOUR IS TO ALLOW FOR DRINKING UP TIME &amp; TO ALLOW STAFF TO CLEAR THE PREMISES</p>
Tue	11:00	01:00	
Wed	11:00	01:00	
Thur	11:00	01:00	<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 5)</p> <p>CHRISTMAS EVE &amp; NEW YEARS EVE TO 01:30</p>
Fri	11:00	01:00	
Sat	11:00	01:00	
Sun	11:00	01:00	

# M

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

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

GWMC IS MANAGED BY A DULY ELECTED COMMITTEE, IN ACCORDANCE WITH THE RULES OF THE CLUB. ONLY MEMBERS & BONA FIDE GUESTS ALLOWED TO USE CLUB FACILITIES. WE HAVE AN AGREED DISCIPLINARY PROCEDURE AS LAID DOWN BY CLUB RULES. THE CLUB ACTS IN GOOD FAITH. ACTIVE MEMBERS OF GARFORTH PUB WATCH SCHEME

b) The prevention of crime and disorder

ONLY MEMBERS & BONA FIDE GUESTS ALLOWED TO USE CLUB FACILITIES. GWMC DISCIPLINARY PROCEDURE AS SET OUT IN CLUB RULES IS ADMINISTERED BY DULY ELECTED MANAGEMENT COMMITTEE. ACTIVE MEMBERS & SUPPORTERS OF GARFORTH PUB WATCH SCHEME

c) Public safety

AS ABOVE.

d) The prevention of public nuisance

NOISE IS CAREFULLY MONITORED TO ENSURE IT DOES NOT AFFECT OUR NEIGHBOURS. LIVE MUSIC IS THROUGH A CUT-OUT SYSTEM IF PRESET LEVELS ARE EXCEEDED. SIGNAGE DISPLAYED FOR MEMBERS TO LEAVE CLUB QUIETLY & TO RESPECT OUR MEMBERS

e) The protection of children from harm

NO UNACCOMPANIED UNDER 16'S ALLOWED ON CLUB PREMISES AT ANY TIME. PARENTS/GUARDIANS MUST ENSURE THEY HAVE THEIR CHILDREN UNDER CONTROL AT ALL TIMES. NO UNACCOMPANIED CHILDREN TO USE TOILETS. NO UNDER 18'S ALLOWED AT BAR.

**Checklist**

Please tick to indicate agreement

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

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

**Part 4 – Signatures** (please read guidance note 10)

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

Signature	<i>B. Darby</i>
Date	<i>18 AUGUST 2014</i>
Capacity	<i>CLUB SECRETARY</i>

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

Signature	
Date	
Capacity	

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

*WILTH VALLEY (SECRETARY)  
GARFORTH WMC  
BARLEYHILL ROAD  
GARFORTH*

Post town	<i>LEEDS</i>	Post code	<i>LS 25 1AV</i>
Telephone number (if any)	<i>0797 4859184</i>		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
<i>gwmcsecretary@talktalk.net</i>			

## Notes for guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place is and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick "on the premises". If you wish people to be able purchase alcohol to consume away from the premises, please tick "off the premises". If you wish people to be able to do both, please tick "both".
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

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

**Consent of individual to being specified as premises supervisor**

I [ KEITH JOHN VARLEY ] of  
full name of prospective premises supervisor

[ 62 LOUTHER GROVE, GARFORTH, LS25 1EN ]  
home address of prospective premises supervisor

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

PREMISES  
[ LICENSE ] by [ GARFORTH WORKING MENS CLUB LTD ]  
type of application name of applicant

relating to a premises licence [ ..... ] for  
number of existing licence, if any

[ GARFORTH WMC, BARLEYHILL ROAD, GARFORTH, LS25 1AU ] and any  
name and address of premises to which the application relates  
premises licence to be granted or varied in respect of this application made by

[ GARFORTH WORKING MENS CLUB LTD ] concerning the supply of alcohol at  
name of applicant

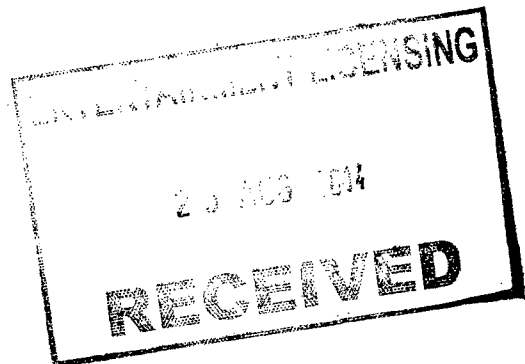
[ GARFORTH WMC, BARLEYHILL ROAD, GARFORTH, LS25 1AU ]. I also  
name and address of premises to which application relates  
confirm that I am applying for, intend to apply for or currently hold a personal licence,  
details of which I set out below.

Personal licence number [ LEEDS/PERL/07535/14 ]  
insert personal licence number, if any

Personal licence issuing authority

[ LEEDS CITY COUNCIL ]  
insert name and address and telephone number of personal licence issuing authority, if any

B. Varley signed  
KEITH VARLEY name (please print)  
18 AUGUST 2014 dated







## Licensing Act 2003

## Proforma Risk Assessment V7



Please complete the details below:

Applicant name:	KEITH VARLEY
Business name:	GARFORTH WORKING MENS CLUB Ltd
Business address:	BARLEYNILL ROAD GARFORTH LEEDS
	Postcode: LS 25 1AU

#### Guidance about this document

1. The Licensing Authority recommends that you complete this specially designed pro forma risk assessment to help you decide what should be entered in your operating schedule to show how you will promote the four licensing objectives.
2. Whilst the Licensing Authority cannot insist that you use this document it takes the view that it assists responsible authorities in assessing the operating schedule, promotes discussions and partnership working and will reduce the number of representations and hearings.
3. If you do not use this risk assessment pro forma then you will need to demonstrate how you will meet the licensing objectives by providing other supporting evidence via your operating schedule.
4. The Licensing Authority strongly recommends that you consult with the responsible authorities early in the application process to ensure that the measures you are suggesting are appropriate and sufficient for your application. Contact details for the responsible authorities are in the guidance note in the application pack. Please contact Entertainment Licensing if you cannot find this information.

#### How to use this document

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

## Crime and Disorder

### CCTV

Does the premises have CCTV?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If YES:	
Was the siting and standard agreed with West Yorkshire Police (WYP)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Have you agreed a policy on the retention and security of the footage with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
The premises have a duly licensed Data Controller under the Data Protection Act 1998	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises .	7PF001	✓
The CCTV system will cover all areas of the premises occupied by the public under the terms of the licence, including corridors and stairways (excluding WCs and changing rooms).	7PF002	✓
The CCTV system will cover the main entrance/s and exit/s and designated emergency egress routes from the premises.	7PF003	✓
The CCTV system will cover all external areas of the premises occupied by the public, i.e. queuing areas, beer gardens, smoking areas and car parks.	7PF004	✓
The location of CCTV cameras are identified on the site plan of the premises. No amendments to the locations of the cameras will be made without prior consultation with West Yorkshire Police/British Transport Police and the Licensing Authority	7PF005	✓
The CCTV system will be of a satisfactory resolution quality which will enable the identification of persons and activities, and other fine details such as vehicle registration number plates.	7PF006	✓
The CCTV system will contain the correct time and date stamp information.	7PF007	✓
The CCTV system will have sufficient storage retention capacity for a minimum of 31 days' continuous footage which will be of good quality.	7PF008	✓
The CCTV footage will be controlled and kept in a secure environment to prevent tampering or unauthorised viewing. A record will be kept of who has accessed the system, the reason why and when.	7PF009	✓

A designated member / members of staff at the premises will be authorised to access the CCTV footage and be conversant with operating the CCTV system. At the request of an authorised officer of the Licensing Authority or a Responsible Authority (under the Licensing Act 2003) any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage material will be supplied, on request, to an authorised officer of the Licensing Authority or a Responsible Authority.	7PF010	✓
The data controller, under the Data Protection Act 1998, who is responsible for any CCTV images caught on cameras on the premises will, on the lawful request of an authorised officer of a Responsible Authority (under the Licensing Act 2003), be downloaded immediately, or where this is not possible, as soon as reasonably practicable, and supplied to the requesting officer. Where the CCTV images are not supplied at the time of the request being made the data controller will ensure that it is secured to prevent any overwriting.	7PF011	✓
The CCTV system will be capable of securing relevant pictures for review or export at a later date.	7PF012	✓
The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media.	7PF013	✓
The CCTV system replay software must allow an authorised officer of the Licensing Authority or Responsible Authority to search the picture footage effectively and see all the information contained in the picture footage.	7PF014	✓
It must be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.	7PF015	✓

### Designated Premises Supervisor (DPS)

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

Suggested measures	Code	✓
A Supervisor's Register will be maintained at the licensed premises, showing the names, addresses and up-to-date contact details for the DPS and all personal licence holders.	7PF016	✓
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.	7PF017	✓

## Door Supervisors and Other Security Staff

Do you use registered door supervisors or security staff?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Safeguarding the public within and immediately outside the premises?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Can you identify who was on duty at any particular time?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have an Incident Report Register?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Incident Report Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Suggested measures	Code	✓
The minimum number of door supervisors for the premises is _____ <u>1</u> _____ Please specify days and hours door supervisors operate on the premises.	7PF018	✓
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.	7PF019	
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).	7PF020 <i>THINKSHRETS</i>	
The Daily Record Register will be retained on the premises for a period of twelve months from the date of the last entry.	7PF021	
Security staff/designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.	7PF022	
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.	7PF023	

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.	7PF024	
The Incident Report Register will be produced for inspection immediately on the request of an authorised officer.	7PF025	

### Drugs and Offensive Weapons

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

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	7PF026	
The PLH/DPS will inform West Yorkshire Police as soon as practicably of any search resulting in a seizure of drugs or offensive weapons.	7PF027	
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. <i>OFFICE SAFE</i>	7PF028	
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> <li>• a search will be conducted as a condition of entry to premises;</li> <li>• Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.</li> <li>• Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.</li> <li>• entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances</li> </ul>	7PF029	

## Communication

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

Suggested measures	Code	✓
There will be a communication link via radio to other venues in the city centre. This will be the system recognised by the current Business Crime Reduction Partnership for the city, Leeds City Council and West Yorkshire Police <i>OUTSIDE CITY CENTRE LOCATION</i>	7PF030	
Such communication link will be kept in working order at all times when licensable activities are taking place <i>TELEPHONE HANDLINE</i>	7PF031	
The communication link will be available to the Designated Premises Supervisor or other nominated supervisor and be monitored by that person at all times that licensed activities are being carried out.	7PF032	
Any police instructions or directions given via the link will be complied with whenever given.	7PF033	
All incidents of crime or disorder will be reported via the link to an agreed police contact point.	7PF034	

## Responsible Sale of Alcohol

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

Suggested measures	Code	✓
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 21 who attempts to purchase alcohol at the premises.	7PF035	✓
or		
The PLH/DPS staff will ask for proof of age from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.	7PF036	
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 who attempts to purchase alcohol at the premises.	7PF037	
or		
The PLH/DPS staff will ask for acceptable evidence (as agreed by WYP / WYTSS) from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.	7PF038	
<u>Glass and Bottles</u> Drinks, open bottles and glasses will not be taken from the premises at any time. Empty bottles and glasses will be collected regularly and promptly. Glass and other sharp objects will be stored and disposed of safely using suitable receptacles. Receptacles will be secured and not accessible to the customers.	7PF039	✓
The PLH/DPS will prominently display notices which inform customers that open bottles or glasses may not be taken off the premises.	7PF040	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used in all outdoor areas.	7PF041	
Plastic or toughened polycarbonate (or similar) glasses/bottles will be used when requested by West Yorkshire Police / British Transport Police (e.g. football match days)	7PF042	
<u>Alcohol Designated Public Places Orders</u> Notices indicating the existence and effect of an Alcohol Designated Public Places Order will be prominently displayed at the exits to the premises.	7PF043	

<u>Membership of a Recognised Body</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you belong to a Licensees Association/Body	
If YES, please state which body ... <i>WORKING MEN'S CLUBS &amp; INSTITUTE UNION</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Exclusion from Premises</u>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Do you operate a system of excluding customers who are known to cause problems?	
If YES:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• is this your own system or	
• a system run by a local licensees body <i>GARFORTH PUB WATCH</i>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Dispersal Policy** YES  NO  N/A

Do you have a written dispersal policy (e.g. A policy on how you disperse your clientele from your premises to reduce the risk of anti social behaviour)

*NOTICE DISPLAYED - PLEASE RESPECT NEIGHBOURS*

If YES:

- Was this agreed with WYP (and BTP where applicable)? YES  NO  N/A
- Are all bar and door staff trained on the policy? YES  NO  N/A

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	7PF044	✓
The PLH/DPS will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The policy will be agreed with WYP. The PLH/DPS will ensure that staff receive training on the policy.	7PF045	

Is your premises predominantly a restaurant? YES  NO  N/A

Prior to the submission of your application it is recommended that you consult with the West Yorkshire Police on your proposals to operate as a restaurant. The discussions should be to agree the number of covers to be set aside and your proposals for service.

Suggested measures	Code	✓
The premises shall be and remain predominantly food led.	7PF046	N/A
An agreed number of covers will be maintained at all times the premises are operating. The number of covers will be _____	7PF047	N/A
At any time that the premises licence has effect the sale of alcohol for consumption on the premises will be ancillary to the service of table meals	7PF048	N/A
Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol	7PF049	N/A
The sale/supply of alcohol shall only be made to accompany the sale of food. This does not preclude the sale/supply of alcohol to a person waiting to be seated in the restaurant or at the conclusion of the meal.	7PF050	N/A

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

Do you provide any entertainment consisting of striptease or nude dancing including where dancers are wearing 'see through' clothing or the show includes sexual stimulation? YES  NO  N/A

Please note that should you provide relevant entertainment more than 12 occasions per 12 month period or more frequently than monthly you will be required to apply for a Sex Establishment licence.



Suggested measures	Code	✓
Entertainers will be aged no less than 18 years.	7PF051	N/A
Price lists will be clearly displayed at each table and at each entrance to the premises.	7PF052	N/A
Entertainers will only be present in the licensed area in a state of nudity when they are performing on stage or providing a private dance.	7PF053	N/A
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	7PF054	N/A
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	7PF055	N/A
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	7PF056	N/A
Customers will not touch the breasts or genital area of entertainers. Entertainers will not directly or indirectly touch the breasts or genital area of customers.	7PF057	N/A
Any performance will be restricted to dancing and the removal of clothes. There will not be any other form of sexual activity or stimulation which, for the avoidance of doubt, includes kissing.	7PF058	N/A
Sex toys must not be used and penetration of the genital area by any means must not take place.	7PF059	N/A
Customers will not be permitted to throw money at the entertainers.	7PF060	N/A
All areas used for private dances must be visible to supervision and must not have closing doors or curtains that prevent performances from being observed.	7PF061	N/A
All areas used for private dances must be directly supervised by either a SIA registered door supervisor, or a member of staff who has direct contact with SIA registered door supervisors working on the premises at all times the booths/areas are in use. Direct supervision does not include remote supervision by CCTV.	7PF062	N/A

## Public Safety

### Management Arrangements

Suggested measures	Code	✓
Before opening to the public, checks will be undertaken to ensure all access to the premises are clear for emergency vehicles. Regular checks will be undertaken when the premises is open.	7PF063	✓
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.	7PF064	✓
During opening hours the cellar door must be kept locked or adequately supervised to prevent unauthorised access by the public.	7PF065	✓
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.	7PF066	✓
The Premises Licence holder will not allow the sale or supply of "Legal Highs" on the premises.	7PF067	✓
Empty bottles and glasses will be collected regularly paying particular attention to balcony areas and raised levels.	7PF068	✓
Electrical installations will be inspected on a periodic basis (at least every 3 years or at a frequency specified in writing) by a suitably qualified and competent person. Inspection records/certificates will be kept and made available at the request of an authorised officer. If used, any temporary electrical wiring and distributions will also be inspected. Inspection records/certificates will be kept. These will be made available at the request of an authorised officer.	7PF069	✓
<p>One of the following protective measures shall be used for all socket-outlets which may be used for the connection for lighting, video or sound amplification equipment and display models:</p> <p>a) Each socket-outlet circuit will be protected by a residual current device having a rated residual operating current not exceeding 30mA, or</p> <p>b) Each individual socket-outlet will be protected by an integral residual current device having a rated residual operating current not exceeding 30mA.</p> <p>The current operation of all residual current devices will be checked regularly by pressing the test button. If the device does not switch off the supply, an electrical contractor should be consulted. At the same time action should be taken to prohibit the use of socket outlets associated with a faulty residual current device.</p>	7PF070	<p>✓</p> <p>✓</p>

## General Housekeeping

Do you have written procedures for the inspection of:

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

Suggested measures	Code	✓
Regular safety checks of guarding 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.	7PF071	✓
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.	7PF072	✓
A written spillage policy will be kept to ensure spillages are dealt with in a timely and safe manner.	7PF073	✓

## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers and other responsible persons to make a 'suitable and sufficient' assessment of the risks from fire in licensed premises and how they affect the safety of their employees and other persons who may be on or in the vicinity of the premises. Where a licence is in force the responsible person must record the significant findings of the risk assessment.

In compiling a fire risk assessment you must consider the following:

- The number of persons using the premises
- Means of escape
- Fire alarms
- Emergency Lighting
- Fire Fighting Equipment
- Fire Exit Notices
- Safety Precautions

For further advice regarding fire precautions and how to comply with your legal duties under The Regulatory Reform (Fire Safety) Order 2005, please refer to the guides listed below which are available to download, free of charge, from:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

<b>Suggested Measures</b>	<b>Code</b>	✓
The premises have a current Fire Risk Assessment	7PF074	✓

### Refreshments

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

<b>Suggested measures</b>	<b>Code</b>	✓
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	7PF075	N/A

### First Aid

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

<b>Suggested measures</b>	<b>Code</b>	✓
A suitably trained First Aider or <u>appointed person</u> will be provided at all times when the premises are open. <i>SUNICK BAR STAFF</i>	7PF076	
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	7PF077	N/A
Staff holding a current qualification issued by a recognised national body in rescue and life safety procedures will be stationed and remain in the vicinity of the water at all material times.	7PF078	N/A
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	7PF079	✓
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.	7PF080	✓

**Special Effects**

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

If yes, please give details :

ARTISTS ON STAGE ALLOWED LIMITED USE OF LASERS & SMOKE MACHINES  
NO FIREWORKS ALLOWED AT ANY TIME

Suggested measures	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained. <i>GWMC RISK ASSESSMENT</i>	7PF081	✓
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.	7PF082	✓

## Public Nuisance

### Noise and Vibration

<u>Noise and vibration</u>	
Identify the potential sources of noise and vibration which apply to your premises:	
<ul style="list-style-type: none"> <li>• Amplified music</li> <li>• Unamplified music</li> <li>• Singing and speech</li> <li>• Waste disposal, including bottle bins</li> <li>• Plant and machinery, including extraction systems</li> <li>• Food preparation</li> <li>• Cleaning</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identify where sources of noise may occur outside your premises:	
<ul style="list-style-type: none"> <li>• Beer garden</li> <li>• Play area</li> <li>• Car park</li> <li>• Temporary structure</li> <li>• Plant and equipment</li> </ul>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Identify which measures are in place/proposed:	
<ul style="list-style-type: none"> <li>• Soundproofing</li> <li>• Air conditioning to allow windows to be kept closed</li> <li>• Sound limiters</li> <li>• Use of lobby doors</li> <li>• Cooling down period with reduced music volume</li> <li>• Fixed and appropriate times for collection of waste</li> <li>• Restricted use of outdoor areas</li> <li>• No external loud speakers</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Applicants should refer to the Clean Neighbourhoods and Environment Act 2005 which has amended the Noise Act 1996 to introduce "night noise offences" for licensed premises in completing this section.	

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	7PF083	✓
Noise from a licensable activity at the premises will be inaudible at the nearest noise sensitive premises.	7PF084	✓
There will be no external loudspeakers	7PF085	✓
Bottles will not be placed in any external receptacle after 23.00 hours and 07.00 hours to minimise noise disturbance to neighbouring properties	7PF086	✓
Noise from plant or machinery will be inaudible at the nearest noise sensitive premises during the operation of the plant or machinery. Plant and machinery will be regularly serviced and maintained to meet this level.	7PF087	✓

The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 21:00.	7PF088	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 22:00	7PF089	
The PLH/DPS will ensure patrons use beer gardens, external areas and play areas in a manner which does not cause disturbance to nearby residents and business in the vicinity. Patrons will not use such areas after 23:00	7PF090	✓
The activities of persons using the external areas will be monitored after 23:00hrs and they will be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary,	7PF091	
The PLH/DPS will adopt a "cooling down" period where music volume is reduced towards the closing time of the premises.	7PF092	

**Litter**

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

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

.....

.....

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

<b>Suggested measures</b>	<b>Code</b>	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	7PF093	✓

**Transport/Pedestrian Movement**

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

If YES what steps do you take to ensure that the procedure(s) works?

Suggested measures	Code	✓
Clear and legible notices will be displayed at exits, car parks and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.	7PF094	✓
SIA Registered door staff will be employed and used where queues are likely to form to manage the queues and ensure: Queues are restricted to cordoned areas to prevent them obstructing footpaths and spilling out onto roads, and to keep noise and obstructions away from residential property.	7PF095	N/A
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.	7PF096	✓
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.	7PF097	✓



## Protection of Children from Harm

### Entertainment of an Adult Nature

Do you provide entertainment of a sexual or adult nature (including strong or offensive language)?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If so, do you only provide the adult entertainment at certain times/days of the week?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is your premises located near to premises which are children orientated?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when entertainment of a sexual or adult nature is being provided.	7PF098	N/A
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	7PF099	N/A
Measures will be put in place for ensuring non-admission to persons under 18 years of age when entertainment of an adult nature is taking place, such as door supervision and age checks (including staff)	7PF100	N/A
The PLH/DPS will not display outside the premises photographs or other images which indicate and suggest that striptease or similar entertainment takes place on the premises.	7PF101	N/A
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	7PF102	N/A
Any written, visual or auditory advertisement material, posters, signage or window display must not be of a sexually explicit or suggestive nature, will not contain images or text of a sexually explicit, obscene or offensive nature and must be approved by the council in writing.	7PF103	N/A

### Under Age Sales of Alcohol

Do the premises sell or supply alcohol?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
---	--

Suggested measures	Code	✓
People under 18 years of age will not be admitted. <i>FAMILY CLUB</i> <i>UNDER 18'S ALLOWED WHEN ACCOMPANIED BY GUARDIAN</i>	7PF104	

### Gambling

Is there a strong element of gambling on the premises?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
--	--

Suggested measures	Code	✓
People under 18 (including staff) will not be admitted to the premises at any time when gambling is taking place.	7PF105	N/A

or		
There will be sufficient physical screening of the relevant entertainment from view of those under 18 years.	7PF106	N/A

### Performers Under 18

Do entertainment performances include performances by children and young persons under 18 years of age?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
NOTE The Children (Performance) Regulations 1968 as amended – continue to apply but are not conditions on the licence as that would be duplication	

Suggested measures	Code	✓
The PLH/DPS will provide an adequate number of suitable adult supervisors who can provide care for the children as they move from stage to dressing room etc, and to ensure that all children can be accounted for in case of an evacuation or an emergency.	7PF107	N/A
The venue will be suitable to accommodate safely the numbers of children intended.	7PF108	N/A
All supervisors and crew will receive instruction on the fire procedures applicable to the venue prior to the arrival of the children	7PF109	N/A
The PLH/DPS will ensure that all special effects e.g. flashing lights, dry ice, smoke etc are suitable for the children involved in the performance.	7PF110	N/A

### Entertainment and/or Facilities Specifically Provided for Children

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

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	7PF111	N/A
For closely seated audiences, i.e. theatres and cinemas, the ratio of supervisors will be 1 per 25 children, provided that where the children are in the charge of an adult organiser such organisers will be regarded as attendants to an extent not exceeding half of the number of attendants required by the above condition 4PF088.	7PF112	N/A
No child will be permitted to occupy the front row of any balcony gallery or tier, unless accompanied by and in the charge of a person who appears to have attained the age of 16 years.	7PF113	N/A
Close supervision will be held when children use balconies and other raised areas.	7PF114	N/A

Upon egress from the premises the Licensee will deploy staff on exit doors and within the vicinity of the premises to ensure the safe dispersal of children and the premises will not close until all children have left the area.	7PF115	N/A
--	--------	-----

**Child Protection Measures**

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

If YES state measures used: *BAR STAFF DO NOT WORK CLOSELY WITH CHILDREN. CHILDREN PARTIES SUPERVISED BY PARENTS.*

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

Suggested measures	Code	✓
The PLH/DPS will perform the necessary background checks including relevant police checks on all potential staff before offering them employment. The Licensee will report any child related concerns to the police he/she has about potential staff, existing staff and customers.	7PF116	N/A
The PLH/DPS will ensure staff receive training to deal with unaccompanied children on the premises and prevent them from harm.	7PF117	N/A
The PLH/DPS will comply with the written guidance for protecting children from harm issued by Leeds City Council, Department of Social Services.	7PF118	N/A
The PLH/DPS will liaise with any adult orientated premises close to his/her premises which the Licensee suspects are at risk of admitting underage children from his/her own premises.	7PF119	N/A

*IN ADDITION TO ABOVE  
PLEASE REFER TO GWMC STATEMENT IN SUPPORT  
OF APPLICATION*

This page is intentionally left blank



## Issued premises licences and club certificates within an area

### **PREM/00268/008 - Sainsbury's, 47 - 49 Main Street, Garforth, Leeds, LS25 1DS**

Sale by retail of alcohol

Every Day

07:00 - 23:00

### **PREM/02968/004 - Bargain Booze Select Convenience, 57 - 59 Main Street, Garforth, Leeds, LS25 1AF**

Sale by retail of alcohol

Monday to Saturday

10:00 - 22:00

Sunday

12:00 - 22:00

### **PREM/03286/006 - Libby's @ 37 Ltd, 37 Main Street, Garforth, Leeds, LS25 1DS,**

Sale by retail of alcohol

Every Day

10:00 - 00:00

Provision of late night refreshment

Monday to Saturday

23:00 - 00:00

Indoor sporting events

Monday to Saturday

10:00 - 00:00

Sunday

10:00 - 23:00

Performance of live music

Friday & Saturday

11:00 - 00:00

Sunday to Thursday

11:00 - 23:00

Performance of recorded music

Monday to Saturday

10:00 - 00:00

Sunday

10:00 - 23:00

Performance of dance

Monday to Saturday

10:00 - 00:00

Sunday

10:00 - 23:00

Entertainment similar to live music, recorded music or dance

Monday to Saturday

10:00 - 00:00

Sunday

10:00 - 23:00

### **PREM/01826 - Newmarket Inn, 71 Main Street, Garforth, Leeds, LS25 1AF,**

Sale by retail of alcohol

Every Day

09:00 - 00:00

Performance of recorded music

Sunday

12:00 - 23:00

Monday to Saturday

11:00 - 23:00

### **PREM/02798 - La Bella Vita, 17 Main Street, Garforth, Leeds, LS25 1DS,**

Sale by retail of alcohol

Monday to Saturday

12:00 - 00:00

Sunday

12:00 - 23:00

Provision of late night refreshment

Monday to Saturday

23:00 - 00:00

Performance of recorded music

Monday to Saturday

12:00 - 00:00

Sunday

12:00 - 23:00

**PREM/01306/002 - China Town Chinese Take Away, 13 Main Street, Garforth, Leeds, LS25 1DS,**

Provision of late night refreshment  
Every Day

23:00 - 00:00

**PREM/02662/003 - Garforth Premier, 46 Alandale Crescent, Garforth, Leeds, LS25 1DH,**

Sale by retail of alcohol  
Every Day

07:00 - 23:00

**PREM/02180 - Co-op Late Shop, 20 Main Street, Garforth, Leeds, LS25 1AA,**

Sale by retail of alcohol  
Every Day

07:00 - 23:00

**CPREM/00055 - Garforth Working Mens Club, Barleyhill Road, Garforth, Leeds, LS25 1AU**

Supply of alcohol

Every Day

11:00 -

Exhibition of a film

Every Day

13:00 -

Indoor sporting events

Monday to Saturday

11:00 -

Sunday

11:00 -

Performance of live music

Every Day

11:00 -

Performance of recorded music

Every Day

00:00 -

Performance of dance

Monday to Saturday

11:00 -

Sunday

12:00 -

Entertainment similar to live music, recorded music or dance

Monday to Saturday

11:00 -

Sunday

12:00 -

**CPREM/00165 - Garforth Liberal Club, Licensed Club And Flat, 37 Main Street, Garforth, Leeds, LS25 1DS**

Supply of alcohol

Monday to Saturday

11:00 -

Sunday

12:00 -

Performance of live music

Monday to Saturday

11:00 -

Sunday

12:00 -

Performance of recorded music

Monday to Saturday

11:00 -

Sunday

12:00 -

Performance of dance

Monday to Saturday

11:00 -

Sunday

12:00 -

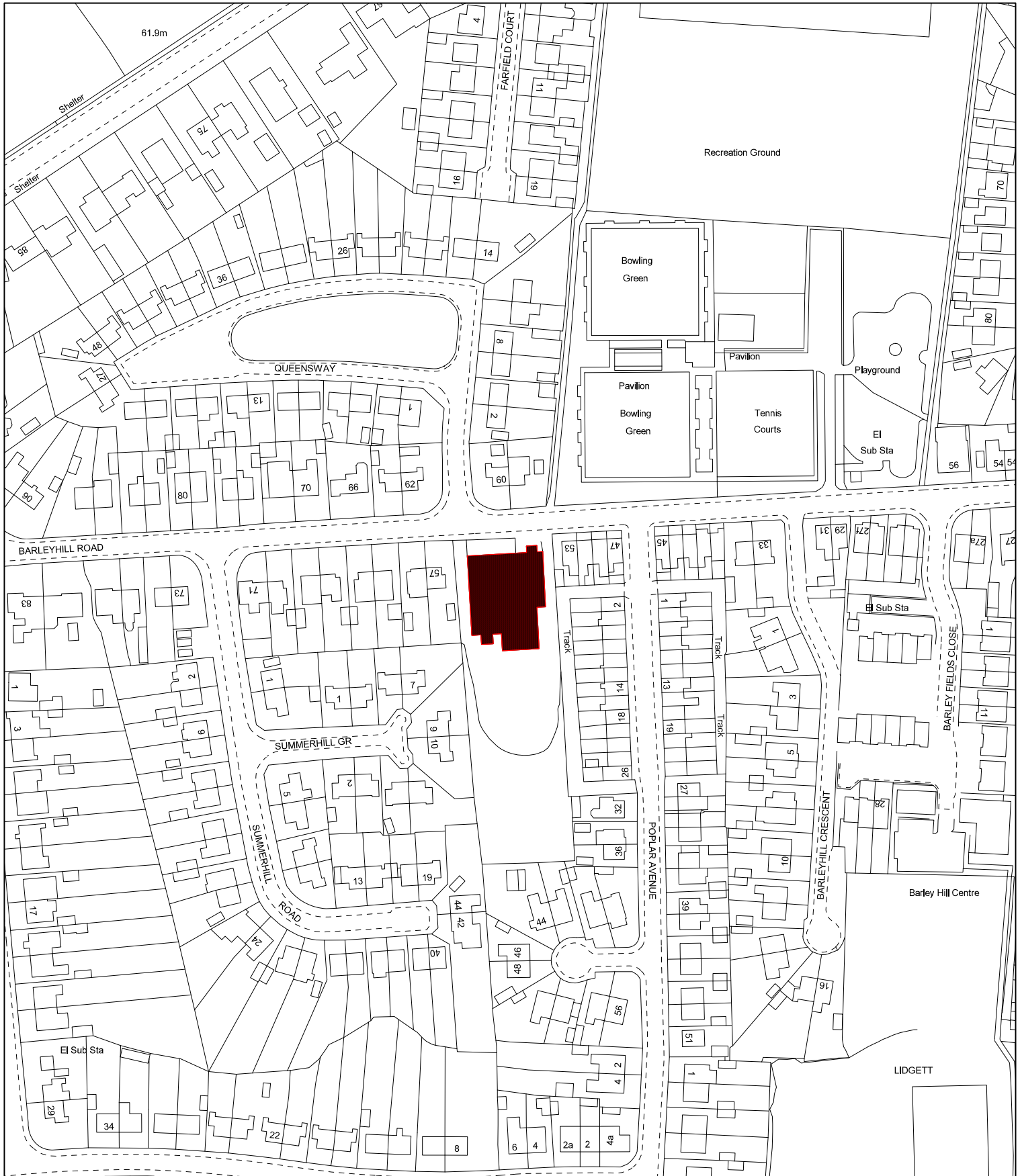
Entertainment similar to live music, recorded music or dance

Monday to Saturday

11:00 -

Sunday

12:00 -

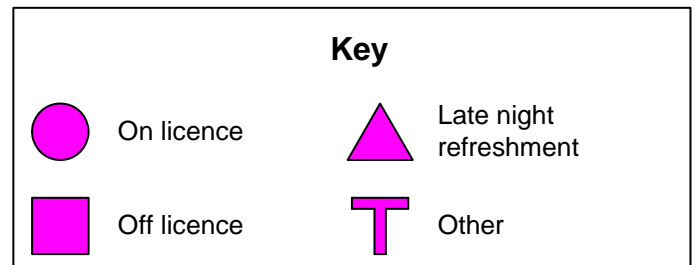


This map is based upon the Ordnance Survey's digital data with the permission of the Ordnance Survey on behalf of the controller of Her Majesty's Stationary Office

© Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings

Leeds City Council O.S. Licence No 1000019567

© Crown Copyright all rights reserved



This page is intentionally left blank



**Wood, Jane**

---

**From:** Patterson, Bob <bob.patterson@westyorkshire.pnn.police.uk>  
**Sent:** 24 September 2014 12:39  
**To:** 'Keith Varley'  
**Cc:** Jane.Wood(GCSx); Entertainment Licensing; Dobson, Lynn  
**Subject:** RE: GARFORTH WMC - NEW PL FOR CPC [NOT PROTECTIVELY MARKED]

Dear Keith,  
Thank you!

Jane,  
Can we convert the below in grey type into conditions once the licence is granted, assuming you are happy for us to do things this way of course, rather than serving a letter of representation?

Please confirm either way – than you in advance.

Best regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Elland Road, Leeds, LS11 8BU**  
**Internal: 50213**  
**External: 0113 3859413**  
**To report a crime, please ring 101. Always dial 999 in an emergency.**

For the latest news and updates:

Visit our website - [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

'Like' us on Facebook - [westyorkshirepolice](https://www.facebook.com/westyorkshirepolice) | 'Follow' us on Twitter - [@WestYorksPolice](https://twitter.com/WestYorksPolice) | 'Watch' us on YouTube [www.youtube.com/999tv](http://www.youtube.com/999tv)



**From:** Keith Varley [mailto:gwmcsecretary@talktalk.net]  
**Sent:** 23 September 2014 21:27  
**To:** Patterson, Bob  
**Subject:** Re: GARFORTH WMC - NEW PL FOR CPC [NOT PROTECTIVELY MARKED]

Dear Sir  
Thank you for your email below regarding our Licence Application.  
We can confirm that the email was read out in full at our committee meeting held Tuesday 23 September and was approved.

We trust that the above is satisfactory

regards

Keith Varley  
Secretary  
Garforth Working Mens Club Ltd

-----Original Message-----

From: Patterson, Bob <bob.patterson@westyorkshire.pnn.police.uk>

To: 'gwmcsecretary@talktalk.net' <gwmcsecretary@talktalk.net>

CC: 'Jane.Wood(GCSx)' <jane.wood@leeds.gcsx.gov.uk>; Dobson, Lynn  
<lynn.dobson@westyorkshire.pnn.police.uk>

Sent: Fri, 19 Sep 2014 17:26

Subject: GARFORTH WMC - NEW PL FOR CPC [NOT PROTECTIVELY MARKED]

Dear Mr Varley,

Thank you for your application for a premises licence at the club, intended to replace the existing club premises certificate, for reasons made clear in your application.

The application is very thorough and informative, and could pass without any further attention as far as the police are concerned in fact.

Notwithstanding this however, over and above what you have already offered in the risk assessment provided, the police would ask that the following measures are also included in the premises licence if granted, and as conditions of it.

The measures / conditions to read as follows:-

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

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

(a) be admitted to membership, or

(b) be admitted, as a candidate for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission;

(b) a bona fide guest of such a member;

(c) associate members and their guests;

(d) All other persons than at (a) (b) & (c) attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance;

(e) All other persons of visiting teams for recreational / sporting events taking place on the club premises or within the grounds of the club, together with officials and supporters accompanying those visiting teams.

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

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

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

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

West Yorkshire Police would say that this request is relevant, proportionate to your application, and necessary to promote the licensing objectives, for the following reasons:-

- The measures / conditions have been adopted already by now a considerable number of clubs, going through exactly the same process as you are doing here,
- They will **not** restrict the fundamental business of the club in any respect,
- In fact, from what you have told us in your application, they will cover the reasons for it and reflect exactly how you wish to operate in the future,
- As a bona fide members club most of the time as you do now, but with the additional flexibility given back, to allow occasional non-member functions to take place on the club premises, stripped from clubs with a CPC by the changes in legislation in 2005,
- Effectively, conditions **other than** (d) and (e) are what you do now but under a club premises certificate, but then (d) and (e) give back the rights you were stripped of in 2005.

I assume you will have no objections to the measures being included as condition of the premises licence, on the basis on what you have told us in the application?

However, if there is anything at all that you are not sure of in the wording, then please do not hesitate to contact me further.

Regards.

**Mr Bob Patterson**  
**Leeds District Licensing Officer**  
**Leeds District Licensing Department**  
**Elland Road, Leeds, LS11 8BU**  
**Internal: 50213**  
**External: 0113 3859413**  
**To report a crime, please ring 101. Always dial 999 in an emergency.**

For the latest news and updates:

Visit our website - [www.westyorkshire.police.uk](http://www.westyorkshire.police.uk)

'Like' us on Facebook - [westyorkshirepolice](https://www.facebook.com/westyorkshirepolice) | 'Follow' us on Twitter - [@WestYorksPolice](https://twitter.com/@WestYorksPolice) | 'Watch' us on YouTube [www.youtube.com/999tv](http://www.youtube.com/999tv)



---

[Are You Interested In Being A Special Constable - Click Here To Find Out More.](#)

---

This email transmission may contain confidential or legally privileged information and is intended for the addressee(s) only. If you are not the intended recipient, any disclosure, copying, distribution, retention or reliance upon the contents of this e-mail and any attachment(s) is strictly prohibited and may be unlawful.

If you have received this in error, please use the reply function to notify us immediately and permanently delete the email and any attachment(s) from your computer or electronic device.

West Yorkshire Police reserves the rights to routinely monitor incoming and outgoing e-mail messages and cannot accept liability or responsibility for any errors or omissions in the content and, as internet communications should not be considered as secure, for changes made to this message after it was sent.

Any views or opinions expressed in this message may not be those of the West Yorkshire Police.

This email was scanned for viruses by the West Yorkshire Polices' anti-virus services and on leaving the Force was found to be virus and malware free. You must take full responsibility for any subsequent virus or malware checking.

---

[Are You Interested In Being A Special Constable - Click Here To Find Out More.](#)

---

This email transmission may contain confidential or legally privileged information and is intended for the addressee(s) only. If you are not the intended recipient, any disclosure, copying, distribution, retention or reliance upon the contents of this e-mail and any attachment(s) is strictly prohibited and may be unlawful.

If you have received this in error, please use the reply function to notify us immediately and permanently delete the email and any attachment(s) from your computer or electronic device.

West Yorkshire Police reserves the rights to routinely monitor incoming and outgoing e-mail messages and cannot accept liability or responsibility for any errors or omissions in the content and, as internet communications should not be considered as secure, for changes made to this message after it was sent.

Any views or opinions expressed in this message may not be those of the West Yorkshire Police.

This email was scanned for viruses by the West Yorkshire Polices' anti-virus services and on leaving the Force was found to be virus and malware free. You must take full responsibility for any subsequent virus or malware checking.

This email was scanned by the Government Secure Intranet anti-virus service supplied by Vodafone in partnership with Symantec. (CCTM Certificate Number 2009/09/0052.) In case of problems, please call your organisations IT Helpdesk.

Communications via the GSi may be automatically logged, monitored and/or recorded for legal purposes.

03512/001

## Appendix E

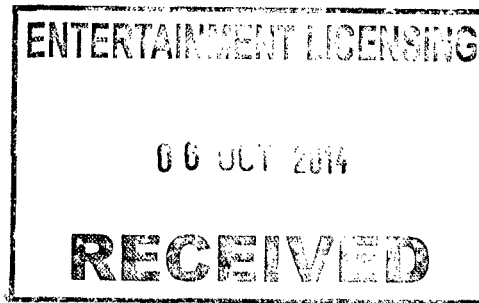
Entertainment Licensing Section

Dr D. Brooksbank

Leeds City Council

Civic Hall

Leeds. LS1 1UR



3<sup>rd</sup> October 2014

Dear Sir

Re: Application under Licensing Act 2003 at Garforth Working Men's Club,  
Barleyhill Road, Garforth, Leeds. LS25 1AU

I understand that the premises above have applied for a change to the licensing, in particular;

Provision of live music – Monday to Sunday 20:00 – 24:00

Provision of recorded music – Monday to Sunday 12:00 to 24:00

Sale of alcohol – Monday to Sunday 11:00 to 24:00

Whilst I understand the benefit to the local area of providing such provisions, I am concerned over the possible increased noise that could feasibly continue past midnight 7 nights a week due to this late night opening. I live with my elderly mother who needs restful, sleep especially since she has a heart condition, therefore I would have concerns over her being woken up suddenly when people leave the club. In addition, there would be possible disruption to people nearby, like me, who need to get up early for work. It would not be so much of an issue if this was only going to happen at weekends, but since the request has been made for 7 days a week, I feel obliged to make a representation to you.

I also have concerns over members of the club parking on the road, which could cause disruption to traffic as Barleyhill Road is a bus route. At times people do already park on the road and appear to be visiting the club. I assume the car park is full which is why they do this.

In conclusion, even though I do not want to disrupt business or inhibit people's leisure time, Barleyhill Road is a residential street, and loud noise and disruption would be inappropriate. Many thanks for considering this representation.

Yours sincerely

D V Brooksbank

This page is intentionally left blank