



LICENSING SUB-COMMITTEE

MEETING TO BE HELD IN CIVIC HALL, LEEDS ON
TUESDAY, 2ND JUNE, 2015 AT 10.00 AM

MEMBERSHIP

Councillors

Councillor N Buckley

Councillor J Dunn

Councillor G Hussain

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			<p><u>PRELIMINARY PROCEDURES</u></p> <p>ELECTION OF THE CHAIR</p>	
2			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	

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

Item No	Ward	Item Not Open		Page No
5			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p> <p><u>HEARINGS</u></p>	
6	Moortown		<p>APPLICATION FOR THE GRANT OF A PREMISES LICENCE FOR DONISTHORPE HALL SHADWELL LANE MOORTOWN LS17 6AW</p> <p>To consider a report of the Head of Licensing and Registration on an application made under Section 17 of the Licensing Act 2003 for the grant of a premises licence</p> <p>(report attached)</p>	1 - 68

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.

Item No	Ward	Item Not Open		Page No
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- 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.

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Report author: Mr Shaam Amin
0113 2474095

Report of the Head of Licensing and Registration

Report to the Licensing Sub Committee

Date: 2nd June 2015

**Subject: Application for the grant of a premises licence for Donisthorpe Hall
 Shadwell Lane, Moortown, Leeds, LS17 6AW**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Moortown		
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 Donisthorpe Hall, for Donisthorpe Hall Shadwell Lane, Moortown, Leeds, LS17 6AW

The application is made for a large community care home wishing to provide the Sale by Retail of Alcohol, Films and Recorded Music. The hours applied for are noted at 3.3 of this report.

The initial hearing to determine this application was scheduled for 11th May 2015. The applicant's legal representative made a request for the hearing to be adjourned as both he and the applicant were unable attend.

Members resolved to grant the adjournment until 2nd June 2015, so the applicant may be represented appropriately.

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

This application has attracted representation from other persons.

Recommendations

The committee is asked to:

1. consider the application and any relevant representations; and
2. take any of the steps detailed at 10.1 they consider necessary for the promotion of the licensing objectives.

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 premises is a nursing care home, it previously had the benefit of a premises licence. This premises licence was surrendered in November 2014 by the previous manager.

3.0 The Application

- 3.1 The applicant is Donisthorpe Hall.
- 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 on the premises only

19:00 until 23:00 Saturday to Thursday

Recorded music

08:00 until 23:00 Everyday

Films

08:00 until 23:00 Everyday

Non Standard Timings:

No non-standard timings for bank holidays or special occasions are proposed.

4.0 Other matters relevant to the application

4.1 Adjournment

4.1.1 The hearing for this application was scheduled for Monday 11th May 2015.

The applicant's agent made a request for the hearing to be adjourned as he would be out of the country and the applicant would be unable to attend the hearing. The agent stressed the importance of his attendance so he may clarify pertinent points from the application to the committee and the objectors.

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

5.0 Steps to promote the Licensing Objectives

5.1 The applicant proposes to take specific steps to promote the licensing objectives identified in the Pro-forma Risk Assessment; a copy of which may be found at Appendix B. Following a meeting with the West Yorkshire Police there has been an agreement to remove a condition from the Pro-forma Risk Assessment; a copy of this agreement is attached at Appendix C.

6.0 Proposed Designated Premises Supervisor

6.1 Mr Paul Johnston intends to be the Designated Premises Supervisor.

7.0 Licensing Hours

7.1 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.

7.2 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.

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

8.0 Location

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

9.0 Representations

9.1 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.

9.2 Representations from Responsible Authorities

9.2.1 There have been no representations from responsible authorities.

9.3 Other representations

9.3.1 The application has attracted representations from other persons.

9.3.2 The licensing section is in receipt of 9 letters of objection, all which are opposed to this application on the grounds of public nuisance.

9.3.3 Copies of the representations are attached at Appendix F.

10.0 Options Available to Members

10.1 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.

10.2 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.

11.0 Background Papers

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



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.

Donisthorpe Hall 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

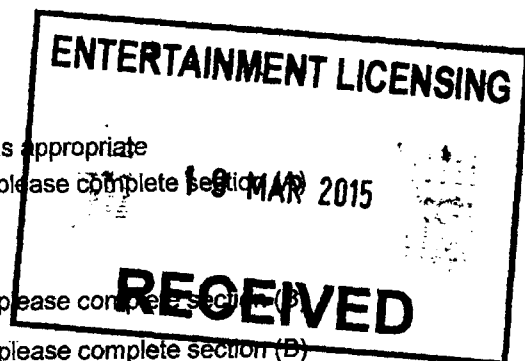
Postal address of premises or, if none, ordnance survey map reference or description Donisthorpe Hall Shadwell Lane Moortown	
Post town Leeds	Post code LS17 6AW

Telephone number of premises (if any)	0113 - 2684248
Non domestic rateable value of premises	£2682.98

Part 2 – Applicant Details

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

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



- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (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 Donisthorpe Hall

Address

Donisthorpe Hall
Shadwell Lane
Moortown
Leeds
LS17 6AW

Registered number (where applicable)
3847954

Description of applicant (for example, partnership, company, unincorporated association etc.)

A company limited by guarantee

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
1	6	0	4	2	0	1	5

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)

The View function room
 The Jubilee function room
 Main reception

-being three separate rooms located within Donisthorpe Hall, a 182 bed care home. providing care services for the elderly and infirm

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

--

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

(Please see sections 1 and 14 of the Licensing Act 2003 and 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

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

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08.00	23.00	Please give further details here (please read guidance note 3) Film shows for our residents screened from time to time in our activity/function suite	Both	<input type="checkbox"/>
Tue	08.00	23.00			
Wed	08.00	23.00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	08.00	23.00			
Fri	08.00	23.00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08.00	23.00			
Sun	08.00	23.00			

C

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

D

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

E

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

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	08.00	23.00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	08.00	23.00		Background music played within our main reception area (usually terminating at 20.00hrs) and function rooms (up to 23.00hrs when a function is in progress)	
Wed	08.00	23.00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	08.00	23.00			
Fri	08.00	23.00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	08.00	23.00			
Sun	08.00	23.00			

G

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

H

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

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

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 7) Alcohol will be supplied within the licenced premises in the following circumstances 1. Within the context of fundraising and social functions 2. Alcohol is also sold to those visiting the residents. This facility operates only on Saturdays and Sundays	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	19.00	23.00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	<input type="checkbox"/>
Tue	19.00	23.00			
Wed	19.00	23.00	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)		
Thur	19.00	23.00			
Fri					
Sat	19.00	23.00			
Sun	19.00	23.00			

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

Name
Paul Johnston

Address
36 Highfield Green
Allerton Bywater
Castleford

Postcode
WF10 2EN

Personal licence number (if known)
07574/14

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)

No entertainment is planned that may give rise to concern in respect of children.

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) The proposed licenced premises are located within an elderly persons care home, and as such the premises are not open to the public other than in the following circumstances 1. Those visiting residents 2. Other bona fide persons having business with the establishment
Day	Start	Finish	
Mon	08.00	23.00	Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Tue	08.00	23.00	
Wed	08.00	23.00	
Thur	08.00	23.00	
Fri	08.00	23.00	
Sat	08.00	23.00	
Sun	08.00	23.00	

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)

Please see risk assessment form

b) The prevention of crime and disorder

7PF001, 7PF002, 7PF003, 7PF004, 7PF006, 7PF007, 7PF008, 7PF009, 7PF010, 7PF011, 7PF012, 7PF013, 7PF014, 7PF015, 7PF016, 7PF017, 7PF035, 7PF037, 7PF039, 7PF040, 7PF046, 7PF047, 7PF049

c) Public safety

7PF063, 7PF064, 7PF066, 7PF067, 7PF069, 7PF070, 7PF071, 7PF072, 7PF073, 7PF074, 7PF075, 7PF076, 7PF079,

d) The prevention of public nuisance

7PF083, 7PF084, 7PF085, 7PF086, 7PF087, 7PF088, 7PF089, 7PF090, 7PF091, 7PF093, 7PF096, 7PF097

e) The protection of children from harm

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	
Date	19/03/15
Capacity	Agent for the applicant- duly authorised

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

Signature	
Date	
Capacity	

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

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Licensing Act 2003

Proforma Risk Assessment V7



Please complete the details below:

Applicant name:	Donisthorpe Hall
Business name:	Donisthorpe Hall
Business address:	Donisthorpe Hall Shadwell Lane Leeds
Postcode:	LS17 6AW

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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
The premises have a duly licensed Data Controller under the Data Protection Act 1998	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If NO:	
Have you consulted WYP about whether CCTV should be installed?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
(NB unless WYP have agreed CCTV is not required, a representation is likely)	

Suggested measures	Code	✓
A suitable Closed-Circuit Television (CCTV) system will be operational at the premises at all times when licensable activities are being carried out and at any other times where members of the public are present on the premises .	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 checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Is the DPS contactable in emergency?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
If the DPS is not to be generally on site, have you made arrangements to nominate the supervisor in his/her absence?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input 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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Are they Security Industry Authority (SIA) registered?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you specify a minimum number of door supervisors?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If YES, state the number of staff _____	
Days (and times) employed _____	
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a policy with the door supervisor or security company which covers:	
• Vetting customers entering the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Is there a prominently displayed written search policy on the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Controlling customers entering, within or leaving the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Safeguarding the public within and immediately outside the premises?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Notifying WYP at the earliest opportunity of any problems or incidents?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• Exclusion of persons who have had too much to drink or appear inclined to disorder?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Do you have a Daily Record Register within which door supervisors/security staff sign on and off duty?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the Daily Record Register bound with consecutively numbered pages?	YES <input type="checkbox"/> NO <input 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 _____ 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	
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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Does the policy include:	
• recording any search	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• seizing drugs/weapons found	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• a purpose made secure receptacle for items seized	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• informing the police of any search and seizure	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
• prominently display notices to inform customers of the policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Suggested measures	Code	✓
A policy for searching patrons at the entrance to premises will be adopted and prominently displayed on the premises.	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.	7PF028	
Notices will be prominently displayed at the entrances of the premises which state: <ul style="list-style-type: none"> • a search will be conducted as a condition of entry to premises; • Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register. • Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs. • entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances 	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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
Has this been agreed with WYP?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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	7PF030	
Such communication link will be kept in working order at all times when licensable activities are taking place	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 type="checkbox"/> N/A <input checked="" type="checkbox"/>
<u>Alcohol Designated Public Places Orders</u>	
If your premises are in the area of an Alcohol Designated Public Places Order (DPPO), do you prominently display notices advising customers of the Order and its effects?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

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

<u>Membership of a Recognised Body</u>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Do you belong to a Licensees Association/Body	
If YES, please state which body	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
<u>Exclusion from Premises</u>	YES <input 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	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Dispersal Policy	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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)	
If YES:	
• Was this agreed with WYP (and BTP where applicable)?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
• Are all bar and door staff trained on the policy?	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Suggested measures	Code	✓
The PLH/DPS will belong to a recognised trade body or Pub Watch Scheme where one exists, whose aims include the promotion of the licensing objectives	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 <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
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	✓
An agreed number of covers will be maintained at all times the premises are operating. The number of covers will be <u>180</u>	7PF047	✓
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	
Waiter/waitress service will be in operation throughout the premises in relation to orders for food and/or alcohol	7PF049	✓
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	

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

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

Suggested measures	Code	✓
Entertainers will be aged no less than 18 years.	7PF051	
Price lists will be clearly displayed at each table and at each entrance to the premises.	7PF052	
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	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	7PF054	
Entertainers will only perform on the stage area, or in areas identified on the plan attached to the licence.	7PF055	
Relevant entertainment will only be performed by the entertainer. There must be no audience participation. There must be no physical contact between entertainers.	7PF056	
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	
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	
Sex toys must not be used and penetration of the genital area by any means must not take place.	7PF059	
Customers will not be permitted to throw money at the entertainers.	7PF060	
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	
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	

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	✓

General Housekeeping

Do you have written procedures for the inspection of:

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

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>

Suggested Measures	Code	<input checked="" type="checkbox"/>
The premises have a current Fire Risk Assessment	7PF074	<input checked="" type="checkbox"/>

Refreshments

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

Suggested measures	Code	<input checked="" type="checkbox"/>
Members of the public will be prevented from accessing hot food and drink preparation areas to prevent risk of scald or burns.	7PF075	<input checked="" type="checkbox"/>

First Aid

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

Suggested measures	Code	<input checked="" type="checkbox"/>
A suitably trained First Aider or appointed person will be provided at all times when the premises are open.	7PF076	<input checked="" type="checkbox"/>
An appropriately qualified medical practitioner will be present throughout any sporting entertainment.	7PF077	
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	
Adequate and appropriate First Aid equipment and materials will be available on the premises at all times.	7PF079	<input checked="" type="checkbox"/>
A procedure for dealing with unwell members of the public will be in place including those who appear to be affected by alcohol or drugs. Staff will be appropriately trained in such procedures.	7PF080	

Special Effects

Do you use special effects on the premises, e.g. strobes, lasers, smoke machines or fireworks? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
If yes, please give details :

Suggested measures	Code	✓
A written health and safety policy covering all aspects of the safe use of strobes, lasers, smoke machines or any other special effects, will be provided and staff will be appropriately trained.	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

Noise and vibration

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

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



Identify where sources of noise may occur outside your premises:

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



Identify which measures are in place/proposed:

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



Are the premises located near noise sensitive properties, e.g. residential areas, residential homes, hospitals?

YES NO N/A

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

Suggested measures	Code	✓
Licensable activities will be conducted and the facilities for licensed activities will be designed and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties	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)

Suggested measures	Code	✓
The PLH/DPS will ensure that litter arising from people using the premises is cleared away regularly and that promotional materials such as flyers do not create litter	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	
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 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 entertainment of a sexual or adult nature is being provided.	7PF098	
The PLH/DPS will provide clear signage that entertainment of an adult nature is occurring which is not suitable for under 18s.	7PF099	
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	
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	
Any person on the premises who can be observed from outside the premises will be properly and decently dressed.	7PF102	
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	

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.	7PF104	

Gambling

Is there a strong element of gambling on the premises?	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 gambling is taking place.	7PF105	

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

Performers Under 18

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

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

Entertainment and/or Facilities Specifically Provided for Children

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

Suggested measures	Code	✓
The PLH/DPS will ensure that an adult supervisor is stationed in the area(s) or levels which are occupied by children. The supervisors will be placed in the vicinity to exits to the premises. There will be one supervisor per 50 children at all times.	7PF111	
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	
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	
Close supervision will be held when children use balconies and other raised areas.	7PF114	

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

Child Protection Measures

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

If YES state measures used:

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

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

Amin, Imtishaam

From: [REDACTED]
Sent: 07 April 2015 13:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Donisthorpe Hall - Meeting [NOT PROTECTIVELY MARKED]

Thank you [REDACTED]

[REDACTED] - WYP have no objections but please make sure this point is made clear now the correct understanding has been reached.

Thanks

From: [REDACTED]
Sent: 07 April 2015 13:35
To: [REDACTED]
Subject: RE: Donisthorpe Hall - Meeting [NOT PROTECTIVELY MARKED]

Thank you for your time this morning, I confirm your understanding of our application and that the 180 was in relation to capacity of people and not covers.

Many thanks

Kind regards,

[REDACTED]
Operations Manager

donisthorpe hall

Shadwell Lane | Leeds | LS17 6AW
 T: 0113 218 5184 | F: 0113 237 0502



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From: [REDACTED]
Sent: 07 April 2015 13:05
To: [REDACTED]
Cc: [REDACTED]
Subject: Donisthorpe Hall - Meeting [NOT PROTECTIVELY MARKED]

[REDACTED]

Thank you for meeting [REDACTED] and I this morning to discuss the premises licence application.

From the discussion and from looking round the building it is good to see that the welfare of the residents is paramount and the premises licence is something that you would like to be able to have but it is not the main focus of the venue.

[REDACTED]

I have had a look at your revised application and the V7 risk assessment pro forma and I am happy with the proposed control measures. One point which we did discuss and is an error which needs clarification is in relation to capacity. At condition 7PF047 you have offered 180 covers. It was clear from our meeting that this actually refers to capacity not the number of covers to be provided. The premises will still be predominantly food lead, but you cannot provide a 180 covers you simply do not have the room to do so. I am not going to insist on a minimum requirement in this case as this point was a misunderstanding of the section.

If I have understood this correctly please let me know by return.

[REDACTED] - once we have confirmation from [REDACTED] please can you make a note of the Council file of this error and WYP will not raise a representation to this application.

Thank you.

[REDACTED]

[REDACTED]
Leeds District Licensing Department
Leeds District
Elland Road, Leeds, LS11 8BU

[REDACTED]

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Issued premises licences and club certificates within an area



PREM/00793/004 - Marks & Spencer, 371 Harrogate Road, Moortown, Leeds, LS17 6DW

Sale by retail of alcohol	
Monday to Saturday	08:00 - 23:00
Sunday	10:00 - 22:30

PREM/00825/003 - Co-op Lateshop, 399 Harrogate Road, Moortown, Leeds, LS17 6DJ

Sale by retail of alcohol	
Monday to Saturday	08:00 - 23:00
Sunday	10:00 - 22:30

PREM/03420/001 - Filmore And Union, 6 Harrogate Road, Moortown, Leeds, LS17 6PX

Sale by retail of alcohol	
Every Day	08:00 - 22:00
Performance of recorded music	
Every Day	08:00 - 22:30

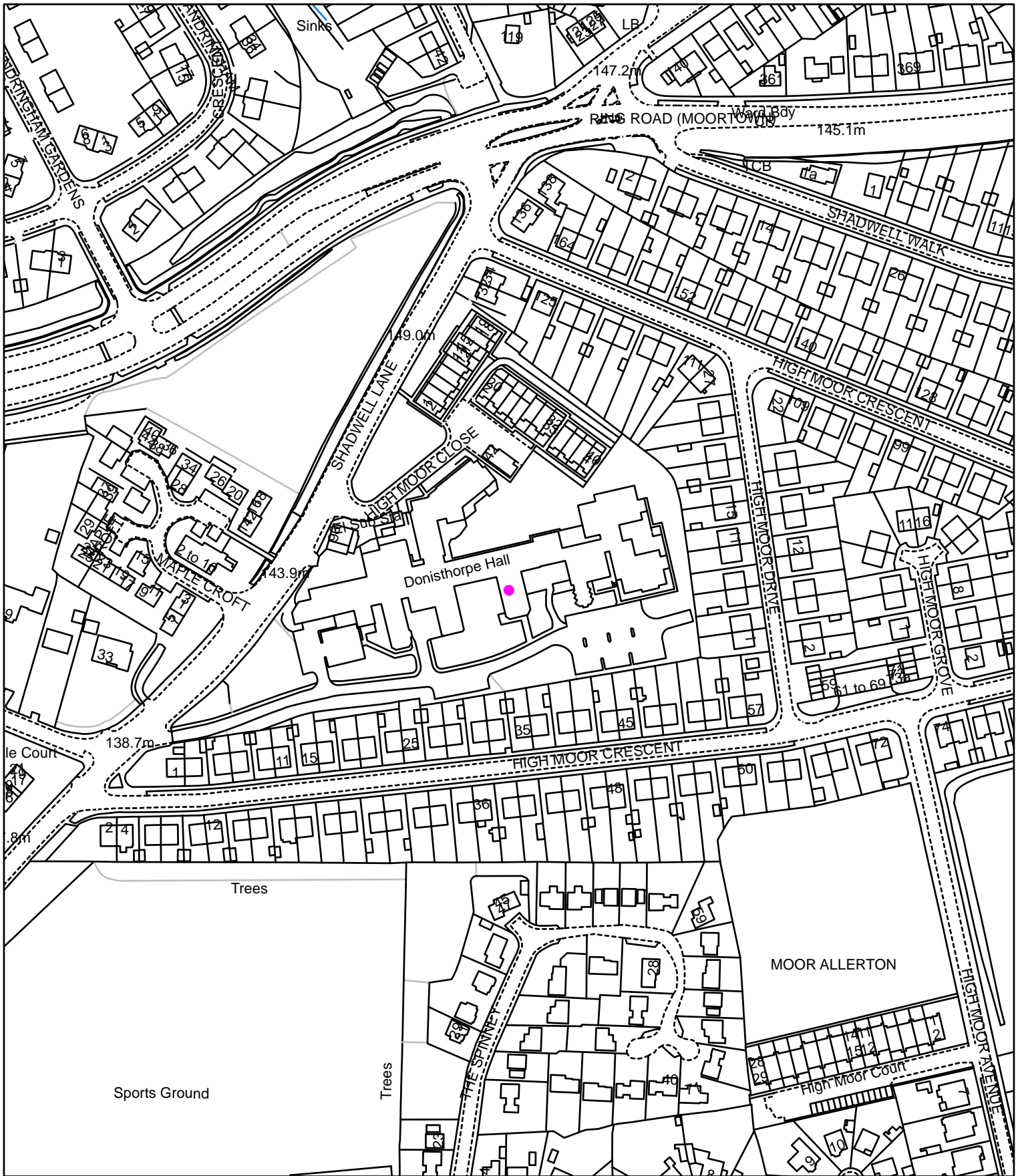
PREM/01414 - Myers Famous Kosherie Limited, 410 Harrogate Road, Moortown, Leeds, LS17 6PY

Sale by retail of alcohol	
Monday to Saturday	08:00 - 23:00
Sunday	10:00 - 22:30

CPREM/00013/V01 - The Roundhegians Rugby Football Club Ltd, Chelwood Drive, Roundhay, Leeds, LS8 2AT

Supply of alcohol	
Monday to Thursday	11:00 - 23:00
Friday & Saturday	11:00 - 00:00
Sunday	12:00 - 22:30
Performance of live music	
Monday to Thursday	11:00 - 23:00
Friday & Saturday	11:00 - 23:30
Sunday	12:00 - 22:30
Performance of recorded music	
Monday to Thursday	11:00 - 23:00
Friday & Saturday	11:00 - 00:00
Sunday	12:00 - 22:30
Performance of dance	
Monday to Thursday	11:00 - 23:00
Friday & Saturday	11:00 - 00:00
Sunday	12:00 - 22:30
Entertainment similar to live music, recorded music or dance	
Monday to Saturday	11:00 - 23:00
Sunday	12:00 - 22:30

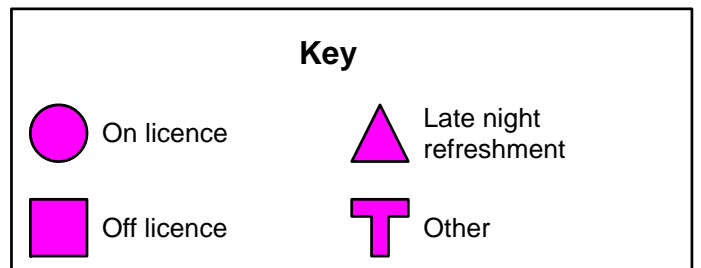
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From: [REDACTED]
Sent: 23 March 2015 13:09
To: Entertainment Licensing
Subject: Donnisthorpe Hall Objection

Sir,

Donnisthorpe Hall **is an old peoples home.**

The some of the inhabitants have alzheimers.
On the boundary to the hall there are a lot of older people
with similar health issues.
We have experienced Donnisthorpe Hall being open till late in the past.

Public Nuisance.

It is a hall with massive car park to the boundary of a residential area,
no one can give reasonable assurances as to the conduct of visitors.
The application will mean that some will be leaving well after midnight.

Calm and Disorder

This should speak for itself.
We have experienced car door slamming, shouting and engine noises till late, in the
past.

Public Safety

The hall has security cameras and steel fencing.
Unfortunately it is a hall that promotes its Jewish links.
It is said to be the largest old people home in Britain.
The implications are obvious.
It should not be drawing attention to itself at this time.

Kind Regards,

[REDACTED]

Donisthorpe Hall Plc

**Objection To Entertainment License
Application**

From



Date

07/04/2015

Summary

- 1) After living here for 30 years it is my opinion that Donisthorpe Hall PLC is a very bad neighbour.
- 2) They have a too big to fail approach to the community and tax payers.
- 3) At one stroke they intend to double the hall clients with a 180 cover banquet suite.
- 4) The request to supply a conference facility comes on the back of a new 5 year rolling programme for further planned development. There have been forty other.
- 5) There is a very big ongoing problem with refuse.
- 6) They have little wish to engage with the local community.
- 7) Their lack of ability to follow reasonable paperwork systems is shown here.
- 8) There can be no assurances as to sound levels when up to 100 vehicles leave the area after an event.
- 9) This proposal has happened before. A restaurant was approved in the 1990's.
The coming and going till late was unacceptable.

Planning Issue

As Donisthorpe proposes to have 180 residents and up to 180 casual visitors, its use has changed from

A Nursing Home to

A Nursing Home and Banquet Suit.

Please find this snippet from Aberdeen Council

Residential Institutions	Use - (a) for the provision of residential accommodation and care to people in need of care other than a use within class 9 (houses); (b) as a hospital or nursing home; or (c) as a residential school, college or training centre.	Planning permission required for change of use to any other class.
--------------------------	---	--

Leeds Planning Please Note

Car Parking

Order Of Magnitude Estimate Of Car Spaces Actually Required			
		Total People	Cars Peak Usage
1	Residents	180	5
2	Full Time Workers (3 shift 7 days)	205	50
3	Part Time Workers	40	10
4	Specialist Contract Staff (Dentists Hairdressers Chiropodists Etc)		5
5	Volunteers (Unpaid)		5
6	Residents Visitors (Peak)		35
7	Synagogue Users		20
8	Visitors Centre Workers at High Moor Close		2
9	Building Workers for Current Work (Hall Exp Over 5 Years)		3
10	Capital Plant Space For Erection Purposes (Hall Exp Over 5 years)		4
11	Building Cabin Office Space (5 year Programme)		4
12	Donisthorpe Buses Kept Permanently Parked		2
Total			145

New Order Of Magnitude Car Parks Required			
		Total People	Car Peak Usage
1	Total Of Available Car Park places		96
2	Estimate of Current Actually Required		145
3	Current Difference Between Actual and Needed		49
4	Add Hall Event With 180 (Covers) Attendees (N I Taxis Buses)	180	90
5	Staff for Hall event	25	10
6	New Total of Car Parks Required		245
7	New Difference In Car Park Spaces Required		149

**Therefore Max Shortfall In Car Parking Space
Equals 149**

**What the application documentation does not address
is the mass exodus of 100 cars at any specific time.**

(Up to midnight.)

Legality

The Human Rights Act, in particular Protocol 1, Article 1.

This states that a person has the right to peaceful enjoyment of all their possessions, which includes the home and other land.

Additionally, Article 8 of the Human Rights Act states that a person has the substantive right to respect for their private and family life.

In the case of *Britton v SOS* the courts reappraised the purpose of the law and concluded that the protection of the countryside falls within the interests of Article 8.

Private and family life therefore encompasses not only the home but also the surroundings.

This applies to local residents and care home users.

Waste removal case 2-764894453

This Case was raised in desperation on Friday 27th after a couple of years irritation of not getting anywhere.

Discussions with [REDACTED] Failed

Enclosed are e-mails with [REDACTED] of Leeds City Health and Safety Department.

E-mail 5th October

[REDACTED]
Please find a photograph taken at 12.00h on Sunday morning.
Any verification of this suggested allegation can be substantiated by both myself and [REDACTED] of [REDACTED] Tel 2697686.

[REDACTED] Will testify that:

- 1) this is a regular week end occurrence and
- 2) she has had rats in her roof.

We have had experience of its Donisthorpes **colourful explanations and poor performance on other occasions.**

You may wish to verify this comment with Mr [REDACTED] of Leeds City Planning.

As you can see your visit has had little effect.

Donisthorpe has made itself unavailable from my approaches by either phone or e-mail.

Please feel free to contact me at any time.

Kind Regards,

[REDACTED]
13th October 2014

[REDACTED]
The bins were overflowing again this weekend.

Regards,



Environmental Best Practice

- 1) Locally there is high intensity security lighting with a spill on to houses. Home owner can experience some sensory deprivation during the winter. If I add car headlights projecting over the house fom the raised car park we can have a recipe for further sleep deprivation.**
- 2) The further heavy use of the car park so close to local housing will be unnecessarily disruptive.**
- 3) Parking should normally be carefully located within developments to minimise visual impact. The cars to within 25 feet from the house Parking would normally be at the rear, underneath or above new development not at the front of the building.**
- 4) Surface parking should be conceived as part of the overall landscape proposals for the development and should link into the wider area.**

This has not been done.

[REDACTED]
I would appreciate a meeting with you at your convenience to talk about Donisthorpe Hall in general.
As a local I can only see what is over the fence and listen to gossip.
Telephone conversations and e-mails are very impersonal.
Regards,
[REDACTED]

From: [REDACTED]
To: [REDACTED]
Sent: Tuesday, 17 December 2013, 8:12
Subject: RE: Meeting With [REDACTED]

Hello [REDACTED]
If I can resolve your enquiry by e-mail then I will.
Please advise how I can be of assistance?
Regards
Paul

From: [REDACTED]
Sent: 16 December 2013 12:07
To: [REDACTED]
Subject: Meeting With [REDACTED]
[REDACTED]

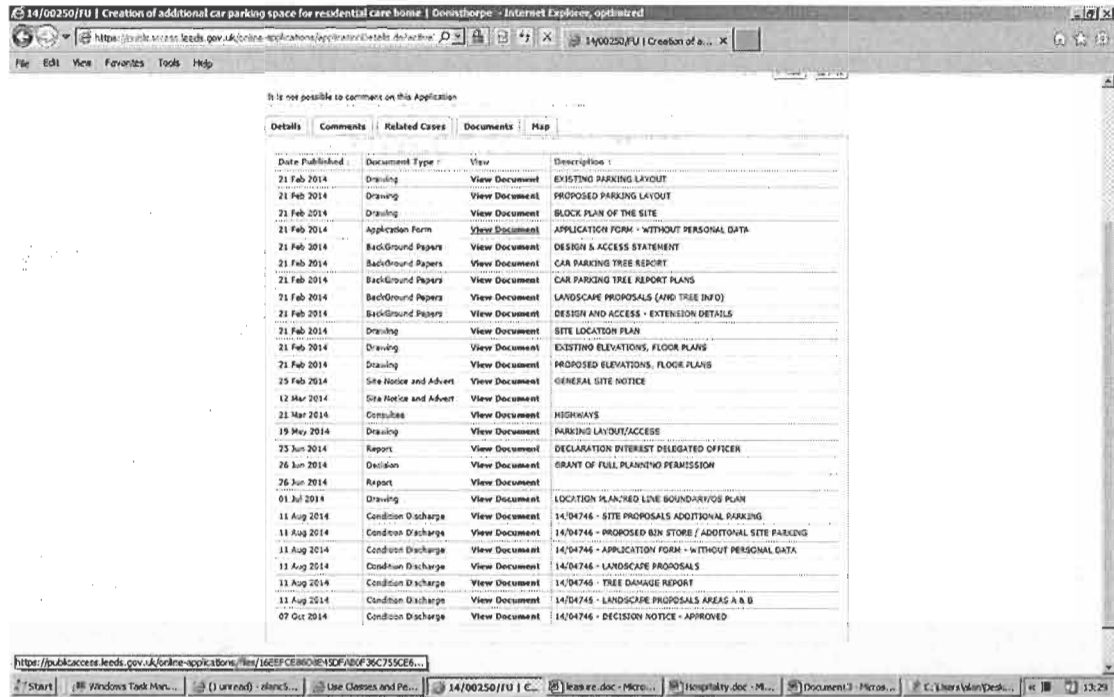
tried to ring you back (obviously busy again).
We can communicate by e-mail if you so require.
[REDACTED]

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I would wish to visit but was asked to leave on my last visit when accompanied by [REDACTED] and Leeds City Planning representative

Donisthorpe Are Unable to Follow Paper Work

Screen shot for planning application 14/00250/fu



7 NCR's after they proceeded without regards to the paperwork. (NCR =NON-Conformity Reports).

There are some issues still Pending re sympathetic planting.

JA

03597/001

Highway Close
Leeds 17.6SR.

March 24.3.2015.

Am writing to object to Donisthorpe Hall application for a Entertainment Licence, on the grounds that it will be very noisy causing me much distress. I need a calm atmosphere as I have difficulty with sleeping problems and suffer with periods of exhaustion due to M.E. So this would not be good. I also wouldn't like the fact that there might be people & cars in excess in our area or near to where I live as one of the reasons I live here is because of safety & privacy which would be possible lost.

So for that I am protesting.

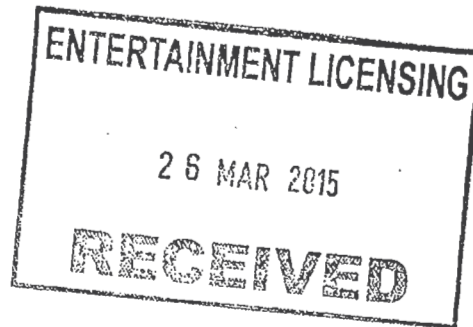
Very much to this. Entertainment Licence which I find quite disgusting that people could be subjected to all this noise & disruption.

Amin, Imtishaam

SA 03597/001

From: [REDACTED]
Sent: 26 March 2015 20:40
To: Entertainment Licensing
Subject: Donisthorp hall entertainment license

Sent from my iPad Dear sirs, I would like to object to the proposed application of Donisthorp hall for an entertainment license. My husband and I bought our bungalow at [REDACTED] High Moor Drive last year because of my husbands poor health. As we back onto Donisthorp hall we were not worried about noise as we thought it was a nursing home and residents would not cope with too much noise. 1) Public Nuisance :- the playing of music never remains quiet or indeed within the property as doors open and in warm weather windows are opened. Most disturbing is the possible 8am start ending at 11pm. Plus people never leave quietly cars, doors and goodbye make for a lot of disturbance. 2) Calm and Disorder :- Donisthorp Hall is surrounded by bungalows occupied mainly buy older people many of whom are ill. It is a residential area and an entertainment centre would destroy the calm enjoyed by the local residents. Thank you for the opportunity to record my concerns. Yours sincerely, [REDACTED]



SA

Em1035971001

White, Emma

From: [REDACTED]
Sent: 05 April 2015 14:00
To: Entertainment Licensing
Subject: Donisthorpe Hall

I was to object most strongly to Donisthorpe Hall being granted a licence to sell alcohol. My reasons are as follows.

1: I believe it to be inappropriate and potentially dangerous to allow alcohol to be sold in a building dedicated to the care of elderly people. Just because the licence is in an old folk's home doesn't mean people won't get drunk or rowdy, or drive away over the limit.

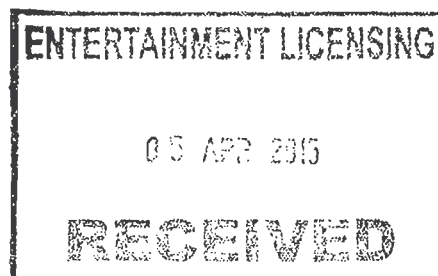
2: Because of the ever-growing size of Donisthorpe Hall (and with further growth planned which will no doubt be "nodded through" by our planning department), I can only see unacceptable late night noise from slamming car doors and engines being revved up, being the norm, as their car park is allowed to grow to accommodate their growth. As a resident whose property backs onto a corner of Donisthorpe Hall, then I'm sorry but we already have enough noise emanating from the place. When they had a restaurant there before it was very disruptive.

3: I would imagine that the Hall would not object to non-residents or their families attending to drink so can only see an increase in traffic in an area that is already over whelmed by traffic and especially by motorists who use the local roads (particularly High Moor Crescent) as a rat run. It's bad enough during the day but please don't make this extend into the late and wee small hours, making our roads even less safe than they are.

4: Regarding showing films and playing recorded music, my concerns here are again traffic and late night noise from the venue itself and from people leaving the premises and causing noise.

Kind regards

[REDACTED]
[REDACTED] High Moor Crescent
Leeds LS17 6EE



PREN/03597/001

SAR

Maple Croft
Moortown
Leeds LS17 6AN

The Entertainment Licensing Section
Leeds City Council
Leeds City Hall
LS1 1UR

7th April 2015



Dear Sirs,

Re: Entertainment License at Donisthorpe Hall Nursing Home

I would like to complain at the shocking news that the above nursing home is seeking yet more additions of entertainment and alcohol license to be added to this establishment.

- 1) This is a nursing home not an entertainment venue
- 2) Residents are in bed long before the license would start so this is obviously for public use
- 3) Residents are on high medication so alcohol until 23-00 would not be advised.
- 4) So it would seem this is a public entertainment venue planned in the middle of a residential area where most properties are private retirement homes.
- 5) Advertising this entertainment venue is already going on in various localities at £10 entrance fee

My home looks out on to Shadwell Lane and faces Donisthorpe Nursing Home. I have seen many alterations and planning permission given every time they ask for it. I experience noise from 4-45 AM when the gates are opened for deliveries. HGV are in and out all day but of course with around 200 residents to care for (the largest nursing home in the country) this is to be expected The noise from the laundry which was extended some ago goes on all day and starts at 7 am even on Sunday mornings

I feel that if they want to make money they should open their entertainment venue and apply for a license in a more appropriate place certainly not in the middle of a private residential area. This would cause public nuisance, calm and disorder.

I hope you will accept my objection to this alcohol and entertainment venue being granted.

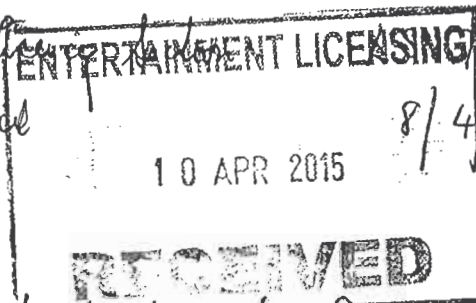
Yours sincerely

[Redacted signature block]

Prem/03597/001

Maple broft
Shadwell Lane

The Entertainment & Licensing Board
Leeds City Council
LS11 4R.



Dear Sir,

Ref. Application for Dornthorpe Hall
to obtain an entertainment / liquor licence

- I have several concerns regarding this matter -
- 1) I feel this usage of a Nursing Home is inappropriate (surely a change of purpose would be required.)
 - 2) Although I realise that such establishments often need to raise extra cash for the benefit of residents but I am not convinced this is correct in this place. Unless benefits are assured no planning would be appropriate.
 - 3) The impact on residents in relation to aspects relating to care, timing and


impact on daily routine. This is especially worrying regarding an "open house" policy which would be difficult to operate to ensure patient/residents safety. Also this usage would mean more rubbish would be accumulated daily. Already this problem has caused environmental problems for nearby properties.

4) Next is the impact on the immediate environment surrounding the Hall. The traffic engendered would increase and impinge on the nearby community. It is sad to note that so far the Management has had little or no considerations for the local community.

5) An "open house" policy gives concern as to safety. Maple broft have had many problems with unsuitable people on their property. We had dealings with the necessity for an ASBO and police involvement. I feel this is to risk safety for residents in order to raise money. Would any form of security be in place?

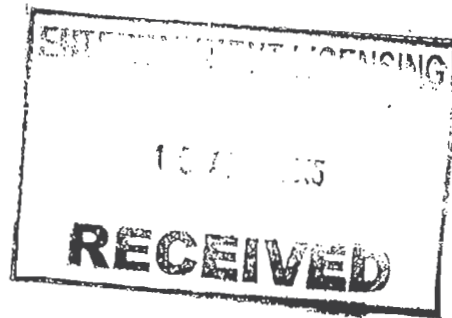
6) With the present world-wide political/ racial
climate I am aware that residents and in
fact nearby neighbors could be very vulnerable.
Safety and "Duty of care" are paramount.
It is after all a largely "junk" organization
which could render action which is most
unwelcome.

I feel that unless details of policy
and operation are widely available, especially
to the surrounding community, granting this licence
could be not only unwise but very non-
productive.

Thanking you for your attention and hoping
for a written reply answering my concerns.
Yours faithfully


Prem/03597/001

High Moor Crescent
Leeds LS17 6EE
08/04/15



To the Entertainment Licensing Committee

I am writing regarding the proposal for a Licence or alcohol and films at Donisthorpe Hall, Shadwell Lane, Alwoodley.

I strongly object to this on several grounds.

- 1) This is an old people's Home, not a leisure centre. Due to the hours quoted, the extra facilities cannot be solely for the use of the residents. Therefore the footfall of visitors will increase. How will the residents benefit, if at all?
- 2) This is a quiet residential area. Despite all conditions stated, noise is going to be a nuisance
 - i) Cars coming and going from 8am to 11pm – engines revving, doors shutting, sliding, slamming)
 - ii) Additionally, transport for all the workers at the bar / restaurant / cinema will be leaving after 11pm
 - iii) Greetings and farewells called
 - iv) Taxi engines running while awaiting their pick-ups
 - v) As smokers will inevitably wish to smoke they will congregate outside with associated chatter
 - vi) Increased traffic noise late at night in the neighbouring streets as people return home
 - vii) Music is already heard from the Home during the summer when the residents are entertained. Can the owners guarantee that the music played will be at a lower volume, and will not spill out every time the doors / windows are opened?
 - viii) There are those in the surrounding area who have children or work shifts. The area has a large proportion of elderly retired folk, at home most days, who will not be able to 'escape' the noise and should not have to put up with it.
 - ix) The stated number of 180 covers is excessive, leading to a huge amount of traffic (*I understand that this number has been removed at the request of the Police. To be replaced by what? A lower/higher number? No limit?*)
 - x) More delivery vehicles and bin lorries will need to attend, already a nuisance with the reversing beeps
- 3) Nuisance will be caused in neighbouring streets. Parking will increase dramatically in an area where there is already a problem. Visitors already park in nearby streets. High Moor Crescent is either a rat run or a 'slalom' course, depending on the time of day.
- 4) Car headlights will cause light pollution. The ground of Donisthorpe Hall increases in height as the boundary edges the gardens of High Moor Crescent. (By number 35 it is about 1 metre above garden level.) Therefore car headlights will shine straight in at windows of bedrooms as the parking area abuts the dividing space. Along some of the boundary there are no fences, walls, hedges or bushes to prevent this happening. Cars will be parked within 16mts of our house and even nearer in some of the neighbouring houses
- 5) I cannot see that the nuisance caused by the proposal will not affect the residents. (Unless the residents sleeping accommodation is further away than the neighbouring houses.)
- 6) A further concern is safety and security. It is an old people's Home, with a Synagogue on site and the gates are open all day and evening. I would question whether the arrivals and departures could reasonably be monitored.

SA 03597/001

To the Entertainment and Licensing Section, Leeds City Council
16/04/15

I am writing concerning the proposal for a licence for alcohol, music and films at Donisthorpe Hall Shadwell Lane Moortown

I feel that some of these items are inappropriate in an Old People's Home

Films during the day for the residents to enjoy is acceptable

However:

There will be considerable noise nuisance for those whose homes back on to the Donisthorpe grounds, particularly those nearer to the car parking areas and those nearest the facility.

Traffic will increase late at night, with associated doors slamming and engines revving

There will be more traffic in the local area, which is a quiet residential neighbourhood. This could lead to parking in local streets, as there is insufficient space within the Hall grounds already.

Car headlights will shine into the bedrooms and kitchens of the houses abutting the grounds.

On the subject of public safety: is it safe to have members of the public coming and going up until 11pm in the grounds of an Old People's Home?



High Moor Crescent, Leeds LS17 6EE



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[Redacted]
[Redacted]
[Redacted], High Moor Crescent, Leeds LS17 6EE

